

Steps to register for *Institutional* access to: *Council for European Studies*

Step 1. If your institution is already registered with *ingentaconnect*, please log onto the service with your Administrator's username and password and continue from Step 7 below.

If your institution is not already signed up with *ingentaconnect* please go to <https://www.ingentaconnect.com/register/institutional> and select **Register**.

Step 2. Please fill in the following fields under Institution Information:

- ✓ **Organization Name**
- ✓ **Street Address**
- ✓ **Town/City**
- ✓ **State/Province**
- ✓ **Zip/Postal Code**
- ✓ **Choose your Country**

Step 3. Fill in the following fields under Administrator Information then select **Next**:

- ✓ **First Name**
- ✓ **Last Name**
- ✓ **E-mail Address**
- ✓ **Telephone**

Step 4. Elect to add either your institution's IP Address(es) or create a shared *UserID* and *Password*, then select **Next**.

Step 5. Create an *Administrator Username* and *Password*. You will require this to add other journal subscriptions to your account.

Step 6. Check the box next to **I agree to the terms and conditions**, select **Register** and then choose **Continue** in the lower right hand corner.

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Step 7. Once signed onto *ingentaconnect*, you should be directed to the *Administration page*. If you are not, please select the **Administration** link from the right hand menu. Once you're on the Administration page, locate the Subscriptions heading and click the **Set up Subscriptions** link.

The screenshot shows the 'Administration' page of ingentaconnect. At the top, there are navigation links for Home, About us, Search, and Advanced search. Below this, the 'Administration' heading is highlighted with a blue circle. A red text box on the left says 'Locate the heading, then click the link.' Below the heading, there are several sections: Payment Accounts, Alerting, Profile, and Collection. The 'Subscriptions' section is highlighted with a blue circle, and the 'Set up subscriptions' link is circled in blue. A red arrow points from the text box to this link. On the right side, there is a sidebar with a 'You are signed in as:' section, an 'Administration' link, and a 'Key' section with various content types.

Step 8. Ensure you are on the **Add** tab and click on the Letter **C** under the Publisher name section. Select **Council for European Studies** after you've been brought to the C section.

The screenshot shows the 'Institutional Subscriptions' page of ingentaconnect. At the top, there are navigation links for Home, About us, Search, and Advanced search. Below this, the 'Institutional Subscriptions' heading is visible. There are two tabs: 'Current' and 'Add'. The 'Add' tab is selected and circled in blue. A blue arrow points from the 'Add' tab to the letter 'C' in the 'Publisher name beginning with' section. Below the heading, there is a section for 'Enhanced subscription activation management' and a search form. The search form has fields for 'Publication title beginning with' and 'Containing the word(s)'. Below the search form, there are two rows of letters: 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. The letter 'C' in the second row is circled in blue.

Step 9. Place a check mark in the box to the left of the journal title(s) to which you want to subscribe. Enter your subscription number in the box provided to the right and click either of the two black **Add** buttons. Online access will only be granted with a valid publisher subscription number. If you do not have this information, please contact: ces@columbia.edu

The screenshot shows the 'Institutional Subscriptions' page on ingentaconnect. At the top, there are navigation links for 'Home', 'About us', 'Search', and 'Advanced search'. Below the search bar, there are tabs for 'Current' and 'Add'. The main content area displays a search result for 'Perspectives on Europe, Council for European Studies, ISSN 0046-2802'. To the right of the title is a text box containing 'XXXXXXXX' and two 'Add' buttons. A red circle highlights the 'ixl' icon in the search result. On the right side of the page, there is a user login section showing 'You are signed in as: Your institution here (Administrator) (Institutional account)' and a 'Key' section with icons for Free content, New content, Open access content, Subscribed content, and Free trial content.

Your request will be processed within 24 hours and a confirmatory email sent to the email address listed in your Administrator's profile.

To access any Oceanside publications, please bookmark or link to:
<http://www.ingentaconnect.com/content/ces>