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](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.

========================
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.

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.
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

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