

How to create a personal registration and activate a subscription on *ingentaconnect*™

In order to access your personal subscriptions online you must first complete a simple one-time registration and activation process. This takes no more than a few minutes. If you are already registered with *ingentaconnect* and want to add a new title or renewing an existing subscription, please sign in and start at SECTION B.

A. Register – we need to know who you are

Go to: <http://www.ingentaconnect.com/register/personal>

Enter your personal information in the fields provided.

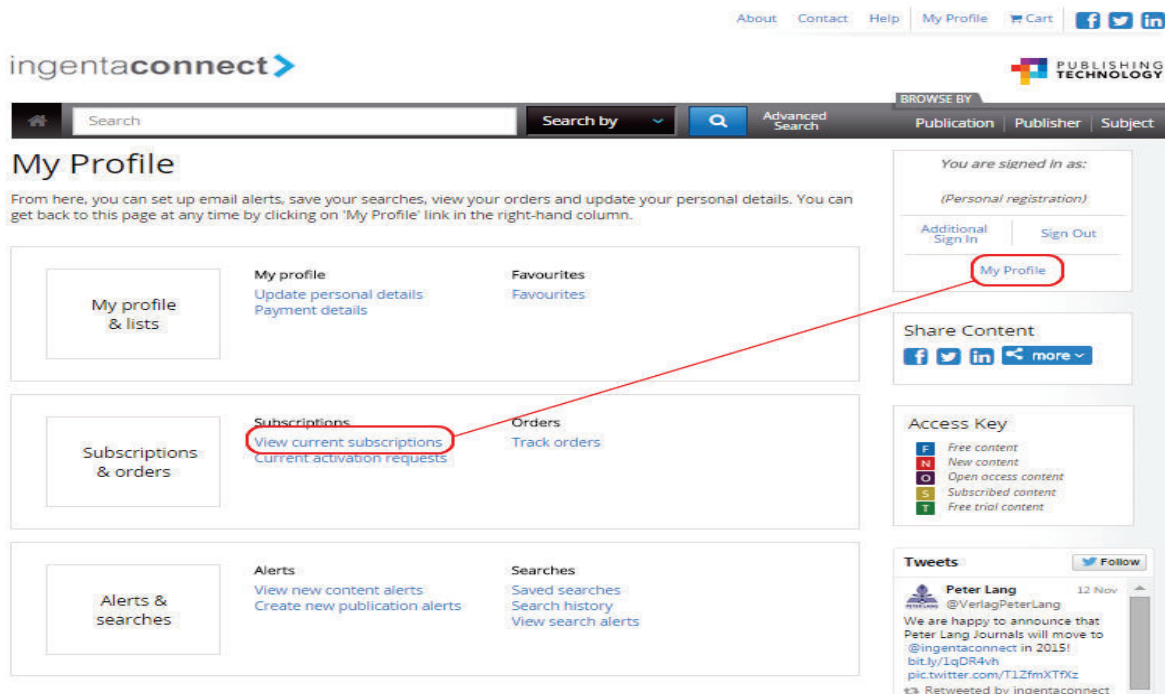
Step 1. Create a **User ID** and **Password**. **Be sure that the information that you register with matches the information you provided upon purchasing your subscription; for example, the same first and last name and the billing zip code.**

Step 2. Check the box next to **I agree to the terms and conditions**.

Step 3. Click **Register**.

B. Activate Subscription(s) – to what content are you claiming access?

Step 4. Select the **View Current Subscriptions** link found in the center of the screen or under **My Profile** in the right hand menu bar.



The screenshot shows the 'My Profile' page on ingentaconnect. At the top right, there are links for 'About', 'Contact', 'Help', 'My Profile', and 'Cart', along with social media icons for Facebook, Twitter, and LinkedIn. Below the navigation bar, there is a search bar and a 'BROWSE BY' section with options for 'Publication', 'Publisher', and 'Subject'. The main content area is titled 'My Profile' and includes a sub-header: 'From here, you can set up email alerts, save your searches, view your orders and update your personal details. You can get back to this page at any time by clicking on 'My Profile' link in the right-hand column.' The page is divided into three main sections: 'My profile & lists', 'Subscriptions & orders', and 'Alerts & searches'. The 'Subscriptions & orders' section has a red circle around the 'View current subscriptions' link. The right-hand menu bar has a red circle around the 'My Profile' link, with a red line connecting it to the 'View current subscriptions' link. Other links in the 'Subscriptions & orders' section include 'My profile', 'Favourites', 'Orders', and 'Track orders'. The 'Alerts & searches' section includes 'Alerts', 'View new content alerts', 'Create new publication alerts', 'Searches', 'Saved searches', 'Search history', and 'View search alerts'. The right-hand menu bar also includes 'Additional Sign In', 'Sign Out', 'Share Content', 'Access Key', and 'Tweets'.

Step 5. Choose the **Add** tab – search or browse to the publisher or journal title(s) to which you subscribe.

The screenshot shows the 'Personal Subscriptions' page on the ingentaconnect website. At the top, there is a navigation bar with links for 'About', 'Contact', 'Help', 'My Profile', and 'Cart', along with social media icons for Facebook, Twitter, and LinkedIn. Below this is the ingentaconnect logo and the 'PUBLISHING TECHNOLOGY' logo. The main header area includes a search bar, a 'Search by' dropdown, and a 'BROWSE BY' menu with options for 'Publication', 'Publisher', and 'Subject'. The page title is 'Personal Subscriptions'. Below the title, there are two tabs: 'Current' and 'Add', with the 'Add' tab highlighted by a red circle. A red line points from the 'Add' tab to the 'Publisher name beginning with:' section, which is also highlighted with a red circle. The page contains search filters for 'Publication title beginning with' and 'Containing the word(s)', each with a 'GO' button. There is also a 'Connect Collections' section. On the right side, there is a 'THIS PAGE IS SECURE' notification, a 'You are signed in as:' section with 'Additional Sign In' and 'Sign Out' buttons, and a 'Share Content' section with social media icons. At the bottom, there is an 'Access Key' section with a legend for content types: Free content (F), New content (N), Open access content (O), Subscribed content (S), and Free trial content (T). The main content area shows a list of publications under the letter 'A', with the first entry being 'Access Press UK in association with GSE Research' and 'Acta Ichthyologica et Piscatoria'. A 'back to top' link is visible at the bottom right.

Step 6. Check the box to the left of the title and enter your **Subscription Number*** in the box to the right. Click the **Add** button at the top or bottom of the journal list.

Note: Your subscription number will be your five-digit Southern California ACS Chapter member number.

Home / Personal Subscriptions

Personal Subscriptions

Step 2: Check the box on the left to select a title
 If a text box is displayed to the right of the title, please enter your subscription number. If no box is displayed, then no subscription number is required for this title. Please click **add** to submit the form once you have made your choices.

S indicates a subscription to this title has been activated. If you wish to claim additional access under this subscription please proceed as above.

SEARCH AGAIN

Check boxes

<input type="checkbox"/>	Environment of Care News, Joint Commission Resources, ISSN 1097-9913	
<input type="checkbox"/>	Joint Commission Journal on Quality and Patient Safety, Joint Commission Resources, ISSN 1553-7250	<input type="text"/>
<input type="checkbox"/>	Joint Commission Perspectives, Joint Commission Resources, ISSN 0277-8327	<input type="text"/>
<input type="checkbox"/>	Joint Commission: The Source, Joint Commission Resources, ISSN 1542-8672	<input type="text"/>

SEARCH AGAIN

THIS PAGE IS SECURE

You are signed in as:

(Personal registration)

Additional Sign In

Sign Out

My Profile

Share Content

[f](#)
[t](#)
[in](#)
[more](#)

Access Key

- F** Free content
- N** New content
- O** Open access content
- S** Subscribed content
- T** Free trial content

You will receive an on-screen confirmation that your request has been received. Once access is verified, the journal will appear under the **Current** tab.

To request access for other titles to which you subscribe simply sign in with your username and password and follow the above instructions from Step 4 onwards.

Content to which you have subscriber access is marked with **S**.

* Your subscription number is unique to you. This will be your five-digit Southern California ACS Chapter member number. If you have forgotten your five-digit Chapter member ID, contact SCCACS. Chapter member dues must be current in order to get access to the Journal. There will be a validation process once this information is submitted and you will receive notice that you have been approved for online access or advise that there is an issue.