

How to activate your online access

OXFORD JOURNALS

Once you have carefully read and agreed to our institutional site licence (details can be found at www.oxfordjournals.org/librarians/licence_options.html), please complete the following steps:

1. Have your subscriber number available
This is usually an 8 or 12 digit number. If your number has fewer than 8 digits you should prefix it with up to four '0s' as required. If you have more than one subscriber number you can activate each one individually. You may be able to consolidate all your subscriptions under one number - please contact Customer Services (see below).
2. Decide on your contact details and password
We need a named contact, address, and valid email address. Ideally, the email address should be a shared address so that staff changes don't impact on the management of your account (e.g. library@institute.edu). You will also need to choose a password which will be for Library Administrator use only.
3. Identify the IP addresses that you wish to register
You are entitled to register the IP details for site-wide access to your subscription. The IP addresses must be registered to your institution and not a public proxy server. Your IT Department should be able to supply you with the IP addresses of the computers in your institution and confirm whether or not a proxy server is in use. For more information refer to the Help with IP addresses section at www.oxfordjournals.org/register.
4. Register with My Account
Visit www.oxfordjournals.org/register and select the 'New Users' link. Fill in your details and follow the online prompts to register.

5. Add new/manage subscriptions
Select 'Manage your Subscriptions' and input your latest institutional subscription number(s). The entire list of journals associated with that number will then appear.
6. Input your IP addresses
If this is the first time you have activated a subscription, you will be prompted for your institution's IP addresses. When you add further subscriptions, the IP addresses you have previously entered will be applied to each new subscription. You should now be able to access content.

Our journals can now also be accessed using Shibboleth by subscribing institutions who are members of the UK Access Management Federation. This access can be activated for you by our customer services department. Please see http://www.oxfordjournals.org/for_librarians/shibboleth.html

For more information please visit:
www.oxfordjournals.org/for_librarians/subscriptions.html

Contact us

If you have any queries regarding your online subscriptions, please contact your regional Customer Services team listed on our website: www.oxfordjournals.org/contact_us.

Please note that the information included in this information sheet is correct at the time of going to print (January 2011). Remember that for the most up-to-date information you should also check our website www.oxfordjournals.org/help.

Why activate your online access? OXFORD JOURNALS

Maximise the usage of the content you have paid for at your institution

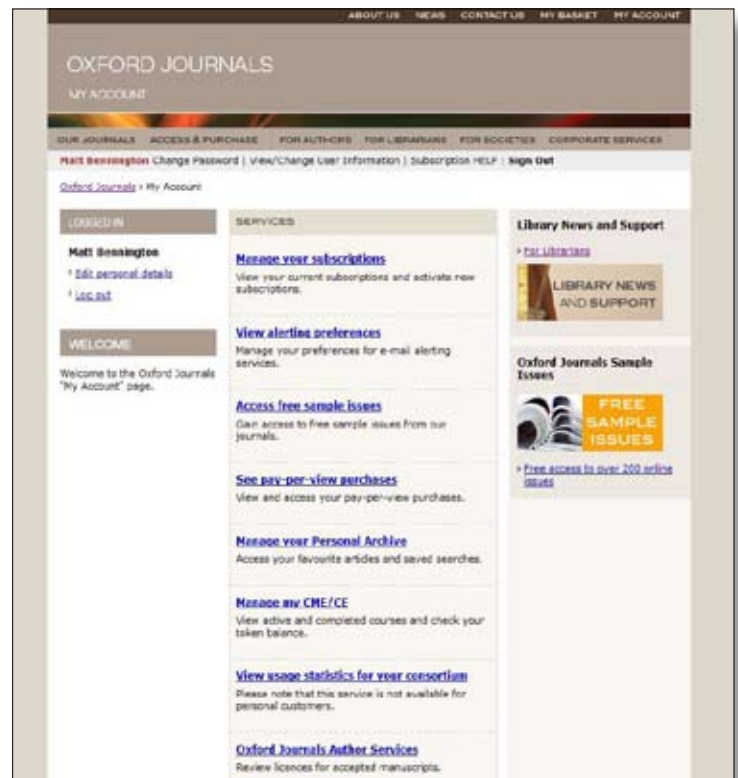
When you subscribe to one or more of our online only or print & online journals, whether directly with Oxford Journals or through a subscription agent, you will need to activate your online access via our website. Your online access is managed under a single administration feature called *My Account* which requires just one username and password. Use *My Account* to:

- manage and activate your subscriptions
- manage alerting preferences
- view COUNTER-compliant usage statistics
- manage your IP and Athens settings
- maintain your Open URL and library branding information

Benefits of activating access directly with us:

- Allow library users to access online subscriptions you have paid for from whichever online route they choose
- View COUNTER-3 compliant usage statistics
- Review and edit your IP ranges and remote access through Athens and Shibboleth
- Activate reference links that direct your institution's users to your local OpenURL enabled link resolvers
- Toll-free linking to other HighWire content
- Access control options mean that you can enable library users to access journal content for your institution without individual user names and passwords
- Update your library catalogue quickly using metadata files

If you already get access through an agent, you may be missing out on some or all of these benefits by not also activating access direct with us.



My Account login page