

Welcome to the new ICE Virtual Library. In order to manage your institutional account you have to create an account and activate your subscriptions. This short guide takes you through the process and highlights the key things to check once you have accessed your account.

Registration Process

- a) You will receive an email with the subject *Activating your status as Administrator of your institution's subscription* from ICE Publishing. Please follow the first link in the email to register.
- b) Complete the short form providing your details and creating your log in details and then press submit.
- c) Follow the second link in the email to activate yourself as an administrator.
- d) Accept the website terms and conditions and press activate.
- e) You will now be able to manage your organisation's account online. You can access your administration options by clicking your name in the site header.

Key Information to check

In your account you will see options to manage your institutional information. Select the access entitlements and IP range options to confirm that they are what you would expect. At this point please ensure your IP ranges are up to date in order to maintain access.

If your institution uses Shibboleth to authenticate users, you can manage this through your account. To do this, enter your Shibboleth Entity ID and your Organization/Unit ID into the fields provided and click update.

If your institution uses OpenAthens, you can also manage this through your account. To do this, in the Shibboleth section, enter your Shibboleth Entity ID and your Organization/Unit ID into the fields provided and click update.

If your institution uses a link resolver, such as Ex Libris SFX, you can manage this through your account. To do so, enter your base URL (and if needed, a different image for the button) in the field provided and click update.

If you did not receive an email prompting you to register or you have any problems following the process please [contact us](#).