

IngentaConnect Brief User Guide

by

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Registering for IngentaConnect Services

1. Login to Ingenta at: <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. At the **Welcome to IngentaConnect** page, click the **For Researchers** and scroll down to **Register**
3. Complete the **Personal Registration** form (*To help remember your User Name and Password use your PID and your e-mail Password*).
4. Check the **I Agree to Ingenta's Terms and Conditions** box.
5. Click **Register** button

Setting up IngentaConnect New Issues Alerts

1. Login to Ingenta at: <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. Click **I** on the alphabet list and scroll down and click on **INGENTA**
3. A **Welcome to IngentaConnect** page appears. To the right of the page, under the **Click here for help** column, click on **Manage My Ingenta** and a submenu of functions appear.
4. Scroll down and click on **New issue alerts**
5. On the **New issue alerts** screen, click the **Add** tab.
6. Click on the alphabet which contains the first word of the title of the journal to wish to receive the Table-of-Contents
7. A list of journals appear
8. Check the square box to the right of the journal you want.
9. Scroll back up to the top and click **Add**
10. An acknowledgement with **Thank you. The title(s) has been added to your New Issue Alerts** will appear.

Deleting IngentaConnect New Issue (Table-of-Contents) Alerts

1. Login to Ingenta at: <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. Click **I** on the alphabet list and scroll down and click on **INGENTA**
3. A **Welcome to IngentaConnect** page appears. To the right of the page, under the **Click here for help** column, click on **Manage My Ingenta** and a submenu of functions appear.
4. Scroll down and click on **New issue alerts**
5. On the **New Issue Alerts** screen, click the **Current** tab
6. A screen appears with a list of the journals you have requested to receive their Table-of-Contents
7. Check the square box to the right of the journal you want to delete
8. Click **REMOVE** at the top/bottom of the list of journal titles
9. The message **Thank you. The Title(s) have been removed from your New Issue Alerts** appears at the top of the screen when the procedure has been successfully executed.

Setting up IngentaConnect Search Alerts

1. Login to Ingenta at <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. Click **I** on the alphabet list and scroll down and click on **INGENTA**
3. A **Welcome to IngentaConnect** page appears, To the right of the page, under the **Click here for help** column, click on **Manage My Ingenta** and a submenu of functions appear.
4. Scroll down and click on **Search Alerts**. In the **Search** window on the top right corner of the screen enter your search term(s) and click **GO**
5. On the **Search Results** page click on **Search History** (*below the search window*) and scroll down to **Saved Searches**
6. A **Saved Searches** page opens with three tabs.
7. Click on the **Search History** tab and the **Search History** page opens up showing the title of your search with the number of hits.
8. Check the **square box** to the left of the search title and in the “SAVE” window above select **(Save) as individual item** and click **GO**.
9. A **Saved Search** window opens up.
10. Check on the **square box** to the lift of the search title.
11. In the **Move/Alert/Delete** window above choose **Create Alert** and click **GO**
12. An acknowledgement with **Thank you. You have switched on the following search alert. TI: [title of your search] (tka)**

Switching off/Deleting IngentaConnect Search Alerts

1. Login to Ingenta at: <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. Click **I** on the alphabet list and scroll down and click on **INGENTA**
3. A **Welsome to IngentaConnect** page appears. To the right of the page, under the **Click here for help** column, Click on **Manage My Ingenta** and a submenu of functions appear.
4. Scroll down and click on **Search Alerts**
5. On the **Search Alerts** page, click **Saved Searches** tab
6. The **Saved Searches** screen appears with a listing of the searches you have saved in Ingenta.
7. Check the **square box** to the left of the search alert you wish to delete and in the **Move/Alert/Delete** window above select **Delete Search** and click **GO**
8. A dialog box opens up asking **Are you sure you want to delete the search**, click **OK** and the search will be deleted.

Searching IngentaConnect Electronic Full-text Article

(Steps 9 through is for persons authorized to purchase articles from Ingenta)

1. Login to Ingenta at <http://www.ingentaconnect.com/> or via the Library Homepage and click on **Articles/databases** under **FIND**
2. Click **I** on the alphabet list and scroll down and click on **INGENTA**
3. A **Welcome to IngentaConnect** page appears.
4. Click **For Researchers** (at the upper right hand corner of the page)
5. In the sub-menu that appears, scroll down and click on **Search and Browse**.
6. On the **Search and Browse** page, on the right hand column, under the **Search** window, click on **Advanced Search**
7. In the **Advanced Search** page that opens up, enter the bibliographic data (Journal Title, Volume #, etc. --- *leave out Author for a more successful retrieval*) in the **Advanced Search** form and click **Search**
8. **Search Results** screen opens up with the full citation of the article
9. **Double-click** on the **article title** to activate the order process. Click the **Add to Cart** button.
10. On the **Shopping Cart** screen, select your payment option. Check the radial button for **VT Libraries** (*if it is not already checked as default*) and click the **Proceed to checkout** button.
11. A **Checkout: Account Authorization** page appears with the statement **No authorization required. Please continue**. Click the **Continue** button.
12. A **Checkout: Review your order** screen appears listing the article citation, the cost of the article and payment details. If everything is correct, click the **Pay now** button.
13. An **Order Confirmation** screen appears with the **PDF** file of the article for downloading.