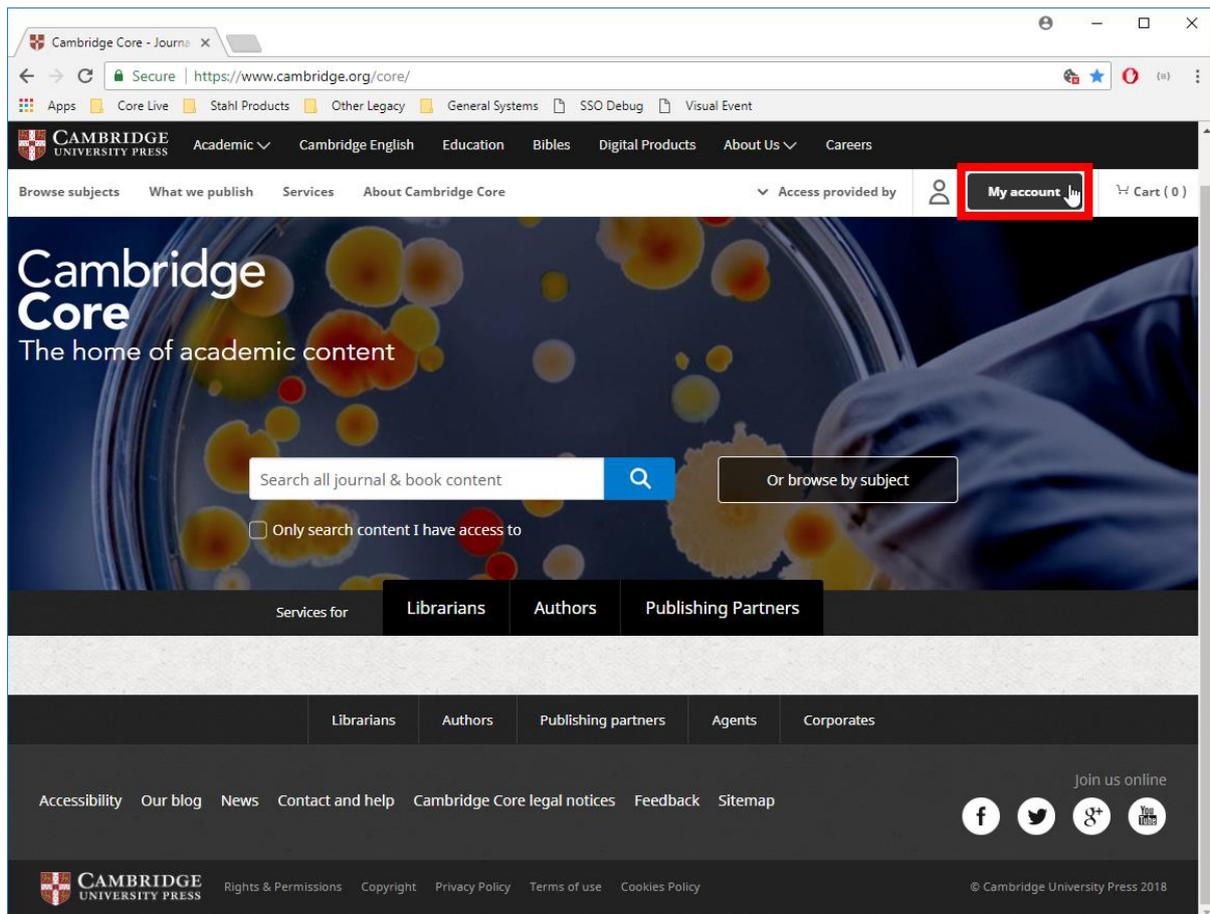


In order to add a subscription to an *institutional* or *organisational* account, please follow the below instructions.

Note: if this is a subscription for one person (a *personal* account) a different process applies, so please get back in touch with Cambridge University Press Technical Support.

Log in to your administrator account at the following link: <https://www.cambridge.org/core/login>

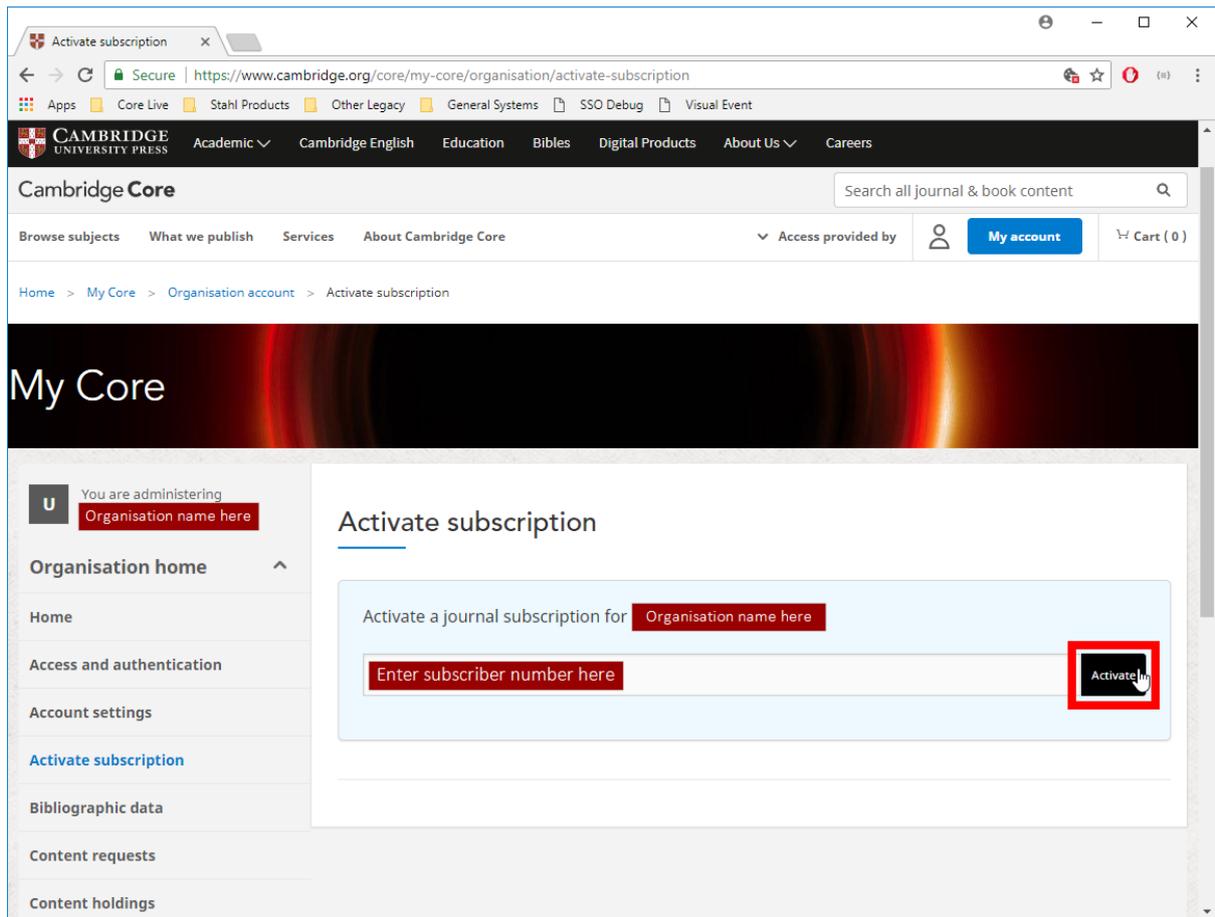
From the front page of Cambridge Core (<https://www.cambridge.org/core/>) click on the **My account** button.



This will take you the *My core* page. Under *Organisation home*, choose **Activate subscription**.

The screenshot shows a web browser window with the URL <https://www.cambridge.org/core/my-core/organisation>. The page header includes the Cambridge University Press logo and navigation links for Academic, Cambridge English, Education, Bibles, Digital Products, About Us, and Careers. A search bar is present with the text "Search all journal & book content". Below the header, there are links for "Browse subjects", "What we publish", "Services", and "About Cambridge Core". A "My account" button and a "Cart (0)" icon are also visible. The main content area is titled "My Core" and "Organisation home". A "Welcome" message is displayed, followed by instructions on how to use the account. The left sidebar contains a list of navigation options: "Home", "Access and authentication", "Account settings", "Activate subscription", "Bibliographic data", "Content requests", and "Content holdings". The "Activate subscription" link is highlighted with a red box.

This will take you to the *Activate subscription* page. Enter the subscription number into the *Activate journal subscription for Your organisation name* input box, then click **Activate**. Please only click this button once.



Your subscription number can be found on your invoice, and is usually a 10-digit number in the format 0000123456 or 2000001234.

This should activate access to the content for which you have paid. You can then return to the Cambridge Core homepage (<https://www.cambridge.org/core/>) and use the search box to look for the content.

Should you experience issues at any point during this process or should you complete the process and still not be able to access your content, please just let us know at academictechsupport@cambridge.org and we will be happy to continue to assist you.