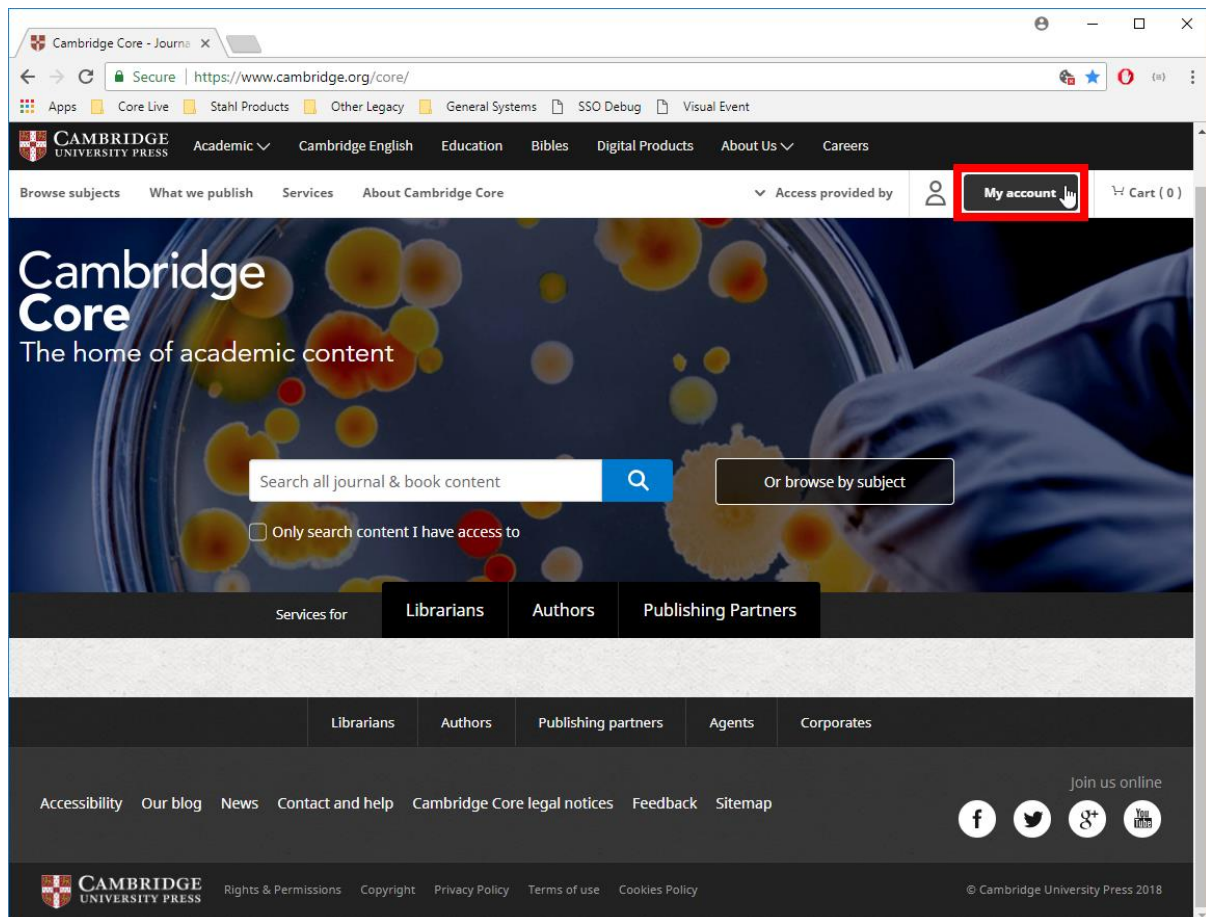In order to add a subscription to an *institutional* or *organisational* account, please follow the below instructions.
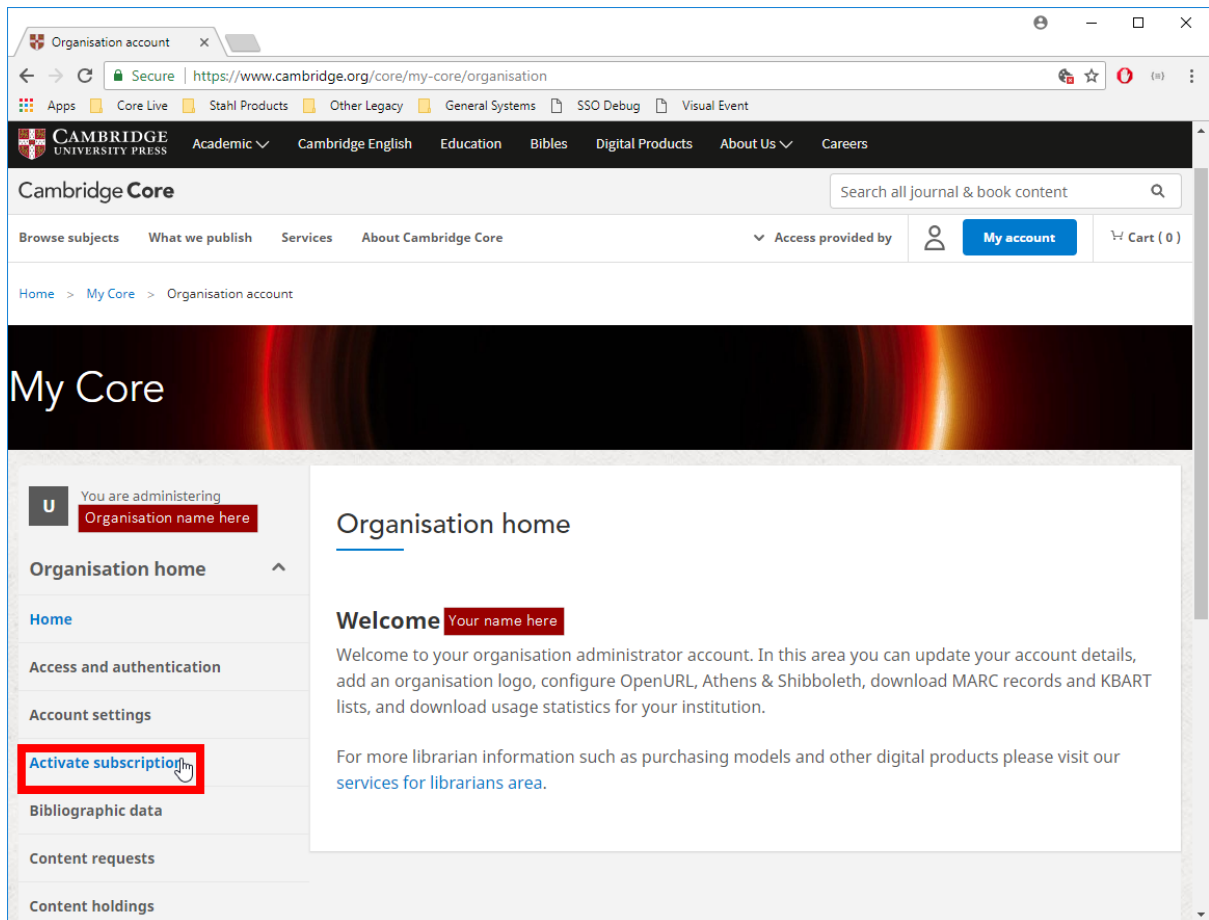
Note: if this is a subscription for one person (a *personal* account) a different process applies, so please get back in touch with Cambridge University Press Technical Support.

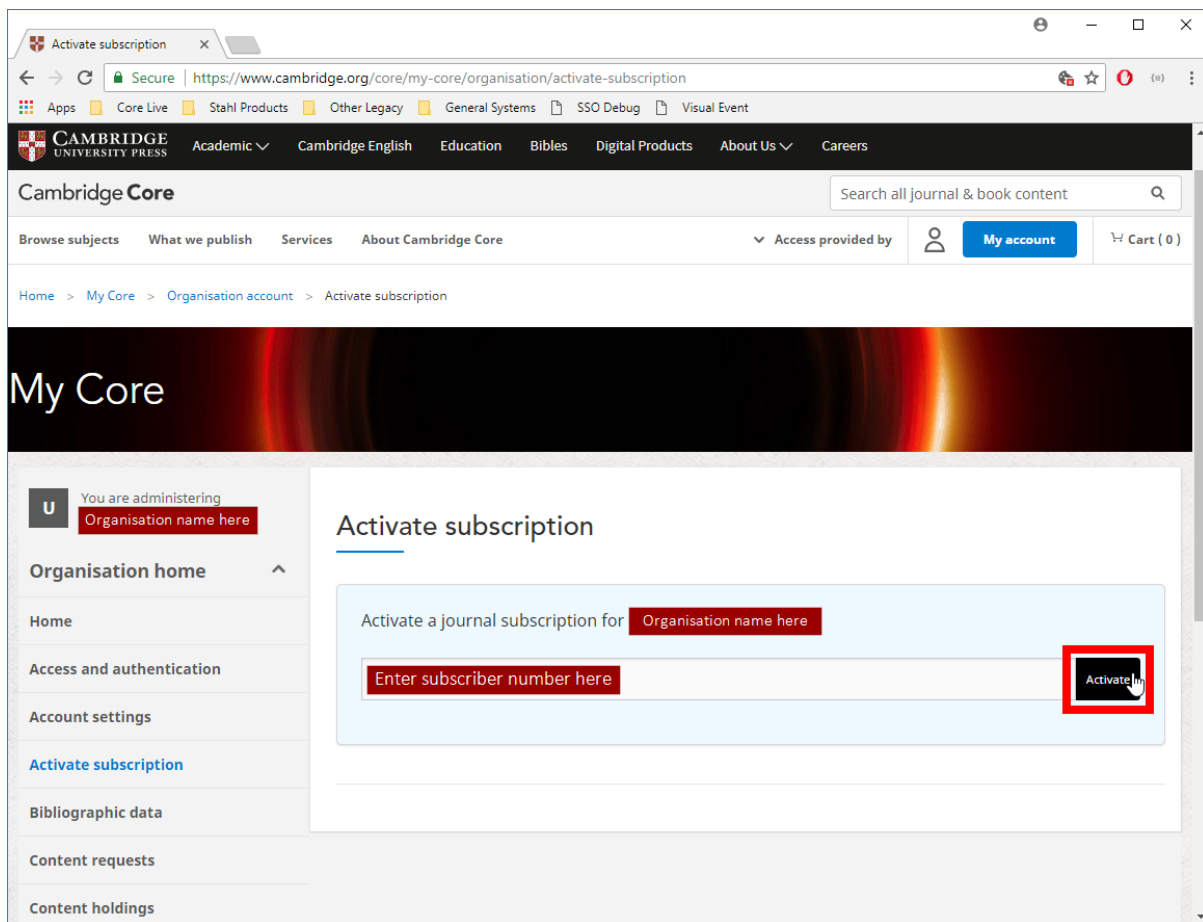Log in to your administrator account at the following link: https://www.cambridge.org/core/login

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**.

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.