TheIPregistry.org Registration Process

Access theIPregistry.org at app.theIPregistry.org

If you’re a new user click on the “Not registered yet? Sign up here!” link.
If you’re accessing from a recognised IP address the organisation details will be displayed.

If the correct organisation is identified click “Yes, continue and register”.

Welcome to the IP Registry, your IP is recognised for:

- **Standard Name**: The IP Registry
- **PSI Org ID**: GBRCSTC002224
- **Category Description**: Corporate
- **Size Description**: SO
- **Type Name**: TNC
- **Type Description**: IT Company
- **Country Code**: GBR
- **Country Description**: UNITED KINGDOM
- **Url**: theIPregistry.org

**Is this you?**

- [Yes, continue and register](#)
- [No, let me search for a different organisation](#)
Yes, Continue and register

Complete the registration form and accept the Terms & Conditions.

A verification email will be sent to the email address provided. Click on the link to verify your email address*.

That’s it! All done.

*Didn’t receive the verification email? See slide 7 for troubleshooting suggestions.
Click the “No, let me search for a different organisation” button.

You can search using English standard name, local language or aliases.
Select your organisation from the list.

Register as shown on page 3.
If your organisation is not found by searching you can request the organisation be created. Your request will be submitted to theIPregistry admin team and you will be sent an invitation to theIPregistry.org.
Didn’t receive your verification email?

Step 1 – check your spam.

Step 2 – whitelist the admin@theIPregistry.org email address – the easiest way to do this is to add the email address to your contacts. Or you may have to ask your IT department to release the email.

Step 3 – send an email to admin@theIPregistry.org explaining that you didn’t receive your verification email and asking them to send an invitation email.
TheIPregistry.org Add New IP Process

1) Sign-in
(NB. the IPR will remember you, so you don’t have to do this every time).

2) Open the menu by clicking on the “Browse Menu” icon.
TheIPregistry.org Add New IP Process

3) Select “Organisation Search” from the menu.
4) Search for organisation.

5) Select correct Organisation from the list.
6) Click “Manage IP Address Details” button.
7) Enter the new IP address for the customer.

8) Click “Add”.

Add IPV4 or IPV6

Enter the start and end of your IP address:

- IP Start:

- IP End:

- Or -

Enter the CIDR:

- CIDR:
9) Outcomes

9a) IP submitted for approval.

9b) Unrecognised Foreign IP – see slide 7.

9c) IP address covers multiple organisations – see slide 8.

9d) IP typo! – see slide 9.

9e) IP allocated to a different organisation – see slide 10.

Submitted changes are displayed as pending approval.

An email is sent to confirm when the update is approved.
Scenario 1: - Unrecognised Foreign IP – e.g. Jinan University

The PSI checks provide a warning message that this is a foreign IP – however you can still carry on with the addition by clicking on the ‘Add’ button.

To continue click “Add” and provide supporting documentation (see slide 11)
Scenario 2 – Publisher has an IP address that covers multiple institutions

Publisher provided IP address 36.153.138.128 - 36.154.210.190 for Nanjing University of Aeronautics and Astronautics. This IP range covers multiple institutions across China. Check for typos and correct if applicable. Otherwise you can continue by clicking the “Add” button.

To continue click “Add” and provide supporting documentation (see slide 11)
**Scenario 3 – IP Typo!**

Publisher has an IP Typo (17.159.17.224 - 17.159.17.239) for North China University of Water Resources and Electric Power (PSIorgID: CHNAS0UNI542000).

This IP resolves to Apple Inc in the USA. North China University of Water Resources and Electric Power own 117.159.017.224 - 117.159.017.239.

Correct the IP and continue
Scenario 4 – IP is already allocated to a different organisation

Publisher provided the IP for the Max Weber Stiftung (PSIorgID: DEUGS0RCE662649). The warning message shows that this IP is in the Registry for the German Institute for Japanese Studies – institute is one of 10 members of the Max Weber Foundation hierarchy – This allows publisher to check any hierarchy or site license agreements.

To continue click “Add” and provide supporting documentation (see slide 11)
TheIPregistry.org Add New IP Process

You can continue in any of these scenarios by clicking the “Add” button and providing “Supporting Documentation”. You can add free text to the box to explain the reason for the update (you can copy and paste an email) – or on the upload button you can upload pdfs of the emails from the organisation.
Work Queue
All changes come through to the IP Registry work queue for the team to approve/reject and save the documentation provided. Example below:

Any updates actioned in this way will show on the SVA as green and will therefore not need subsequent checking. Another advantage of this method is that mistakes and typos will be picked up immediately and will not be left waiting for clean up weeks later.
TheIPregistry.org Add New Customer Process

1) Sign-in
(NB. the IPR will remember you, so you don’t have to do this every time).
2) Select “Add New Customer” from the menu.
TheIPregistry.org Add New Customer Process

3) Search for organisation.

4) Select correct Organisation from the list.
5) Click “Add Customer” button.
6) Add your customer name and customer ID.

7) Click “confirm”.

TheIPregistry.org Add New Customer Process
8) Make sure you ask your new customer to confirm their IPs in theIPregistry.org to ensure that the correct IPs are used for access authentication.

We are happy to say that we’ve partnered with theIPregistry.org to check, monitor and update the institutional IP addresses used for access authentication. This allows you to manage IP addresses for all your subscriptions in one place and to broadcast changes with just one click to multiple publishers, including this publisher. Because we work in partnership with theIPregistry.org it’s important that you ensure that your IP addresses are listed correctly within their system as these IP addresses will be used to populate this publisher’s authentication system.

To use theIPregistry.org, follow these simple steps:
1. Register for free with theIPregistry.org
2. Confirm the IPs currently listed for your institution and affiliated sites.
3. Communicate IP changes by adding or deleting IP addresses as necessary.

If you have any questions about using theIPregistry.org please see their FAQs or contact them at info@theIPregistry.org.
Publisher’s Customer ID and PSI OrgID are now synced. Verified IPs for this customer will be sent out on the next Daily Digest or API call. IP updates will be sent out via API and/or daily digest as appropriate.
1) Sign-in
(NB. the IPR will remember you, so you don’t have to do this every time).

See your options by clicking on the “Browse Menu” icon.

2) Once you’ve signed in you’ll be taken to your main organisation profile page.
3) If you are linked to multiple organisations you can select the organisation you wish to manage by choosing “Manage My Organisations” from the menu (if you are only linked to one organisation go to step 5).
TheIPregistry.org Add or Delete IP Process

4) Select the organisation you wish to manage from the list by clicking the “Organisation Detail” button to the right.
TheIPregistry.org Add or delete IP Process

5) Click “Manage IP Address Details” button.
6) Review the IP addresses shown for your organisation. These are the IPs that publishers have told us they are using to authenticate access to content for your organisation. Where we have been able to verify an IP address we’ve coloured it green.

7) Tick the box to “confirm that the details are correct” and then click the “Save Changes” button.

6a) Where an IP is shown in amber this IP has not been verified. Some publishers may choose not to grant access via unverified IP addresses. Please confirm the IP is correct by clicking the “Status” button and selecting “Green”.

TheIPregistry.org Add or Delete IP Process
8) To add a new IP address simply click the “Add” button.

9) Enter details of the IP address or range in the dialogue box that appears and click “Add” (you must enter both start and end IP even if they are the same).
TheIPregistry.org Add or Delete IP Process

10) You will see a message telling you that you have unsaved changes.

11) Tick the box to “confirm that the details below are correct” and then click the “Save Changes” button.

All changes are submitted to theIPregistry.org team for approval (see slide 9).
TheIPregistry.org Add or Delete IP Process

12) To delete an IP simply click the red “Delete” button to the right of the IP address or range.

13) Then click the red “Confirm” button.

14) You will again see the message telling you that you have unsaved changes. Please tick the box to “confirm that the details below are correct” and then click the “Save Changes” button.

All changes are submitted to theIPregistry.org team for approval (see slide 9).
TheIPregistry.org Add or Delete IP Process

15) Outcomes

i. IP submitted for approval.

ii. Error Message - for potential error messages see scenarios 1-4 on the following slides.

Submitted changes are displayed as pending approval.

An email is sent to confirm when the update is approved.
Scenario 1: Unrecognised Foreign IP
The PSI checks provide a warning message that this is a foreign IP – however you can still carry on with the addition by clicking on the ‘Add’ button.

Scenario 2 – IP address covers multiple institutions
This IP range covers multiple institutions. Check for typos and correct if applicable. Otherwise you can continue by clicking the “Add” button.

You can:
a) Correct the IP and resubmit or...
b) ... continue by clicking “Add” (you will be asked to provide supporting documentation).

The automatic checks performed by theIPregistry.org will eliminate the errors that commonly occur when dealing with IP addresses.
Scenario 3 – IP is already allocated to a different organisation
The warning message shows that this IP is already in the Registry for another organisation.

Scenario 4 – Multiple errors
In this case the IP address submitted is already associated with another organisation and is a foreign IP for the organisation.

You can:
a) Correct the IP and resubmit or ...
b) ... continue by clicking “Add” (you will be asked to provide supporting documentation).

The automatic checks performed by theIPregistry.org will eliminate the errors that commonly occur when dealing with IP addresses
TheIPregistry.org Add or Delete IP Process

You can continue in any of these scenarios by clicking the “Add” button and providing “Supporting Documentation”. You can add free text to the box to explain the reason for the update (you can copy and paste an email) – or on the upload button you can upload pdfs of documents that demonstrate ownership of the IP address in question.
Once approved the changes will be sent out to all publishers receiving your updates. Some publishers receive the information via an API that automatically updates their access management systems. Publishers can choose to run the API calls as frequently as they feel appropriate, but no less frequently than every 24 hours. Other publishers receive the information via our daily digest email.

To see the full list of publishers receiving updates for your organisation select “Publishers Receiving my Updates...” from the menu.