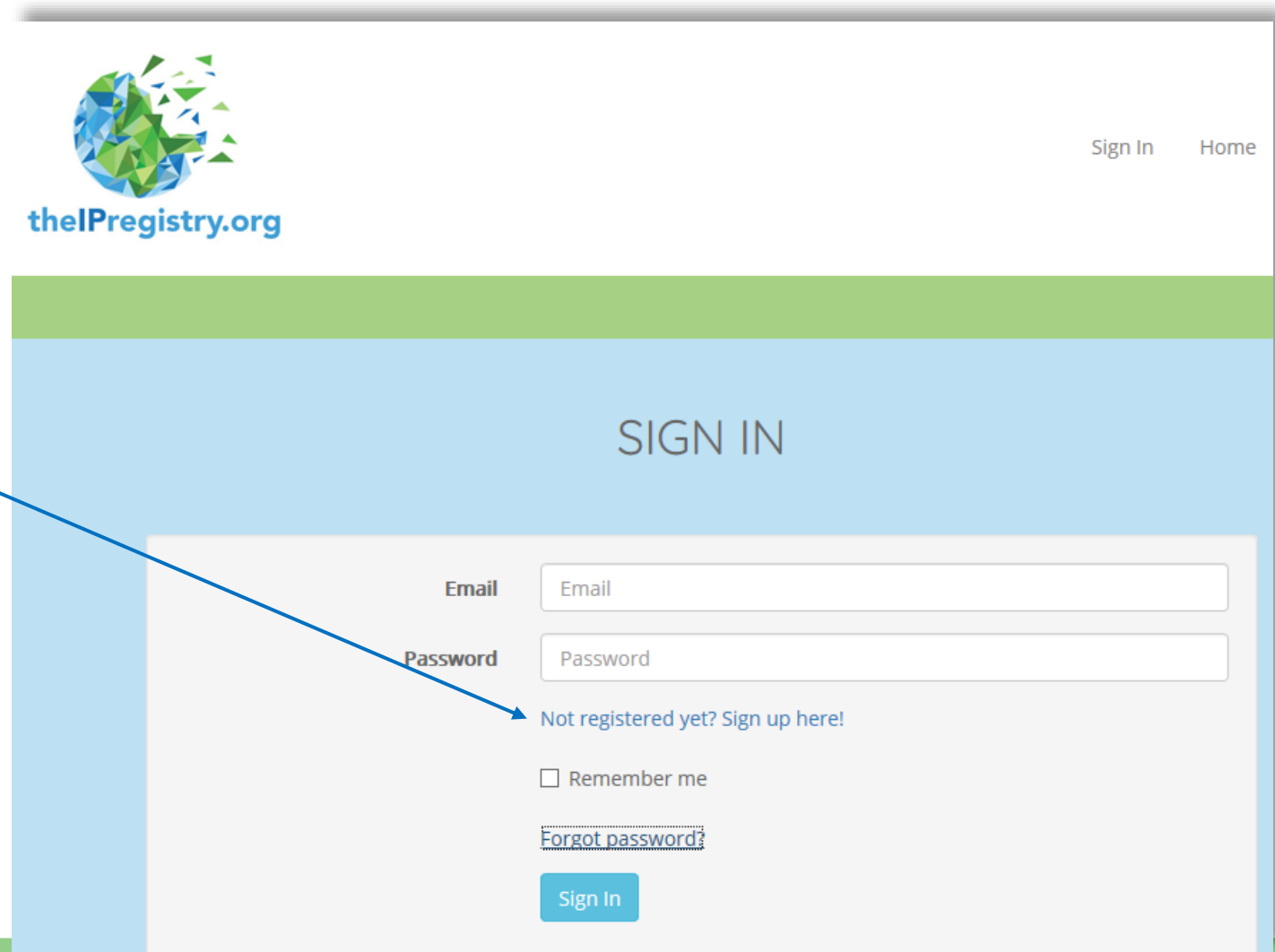# TheIPregistry.org Registration Process

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.

theIPregistry.org

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

Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234
Category Description	Corporate
Size Description	S0
Type Name	ITC
Type Description	IT Company
Country Code	GBR
Country Description	UNITED KINGDOM
Url	theipregistry.org/
External Reference	
ISNI ID	
Is this you?	Yes, continue and register No, let me search for a different organisation

If the correct organisation is identified click "Yes, continue and register".
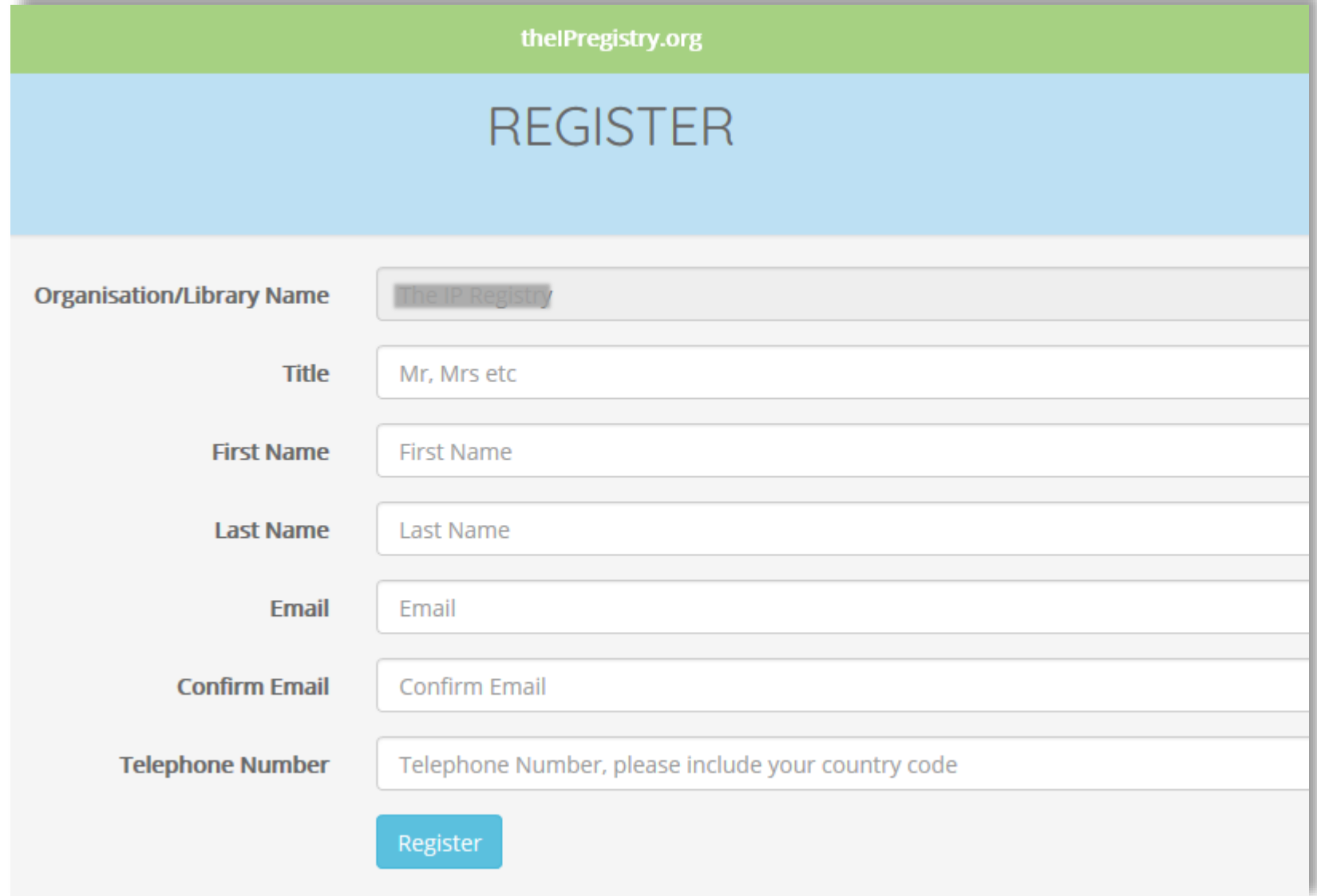
Yes, Continue and register

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.

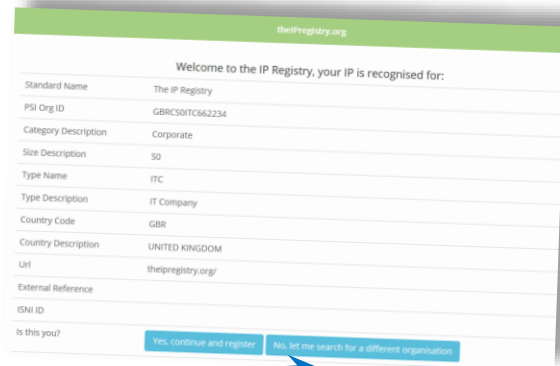*Didn't receive the verification email? See slide 7 for troubleshooting suggestions.

theIPregistry.org

REGISTER

Organisation/Library Name	The IP Registry
Title	Mr, Mrs etc
First Name	First Name
Last Name	Last Name
Email	Email
Confirm Email	Confirm Email
Telephone Number	Telephone Number, please include your country code

Register

Or… if the IP address you're accessing from isn't recognised…

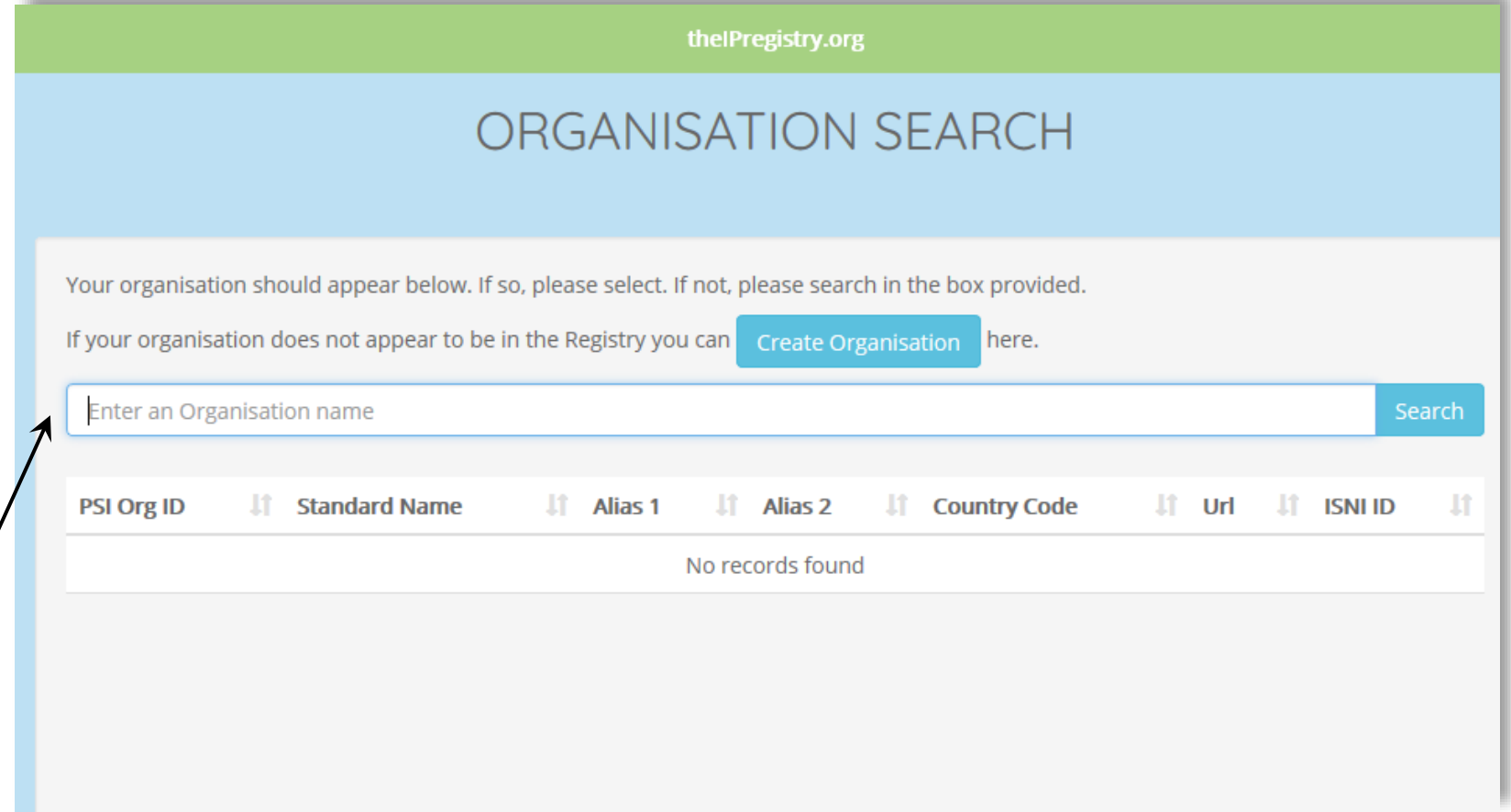**Click the "No, let me search for a different organisation" button.**

You can search using English standard name, local language or aliases.

4

Review search results

Select your organisation from the list.

Register as shown on page 3.

ORGANISATION SEARCH

Your organisation should appear below. If so, please select. If not, please search in the box provided.
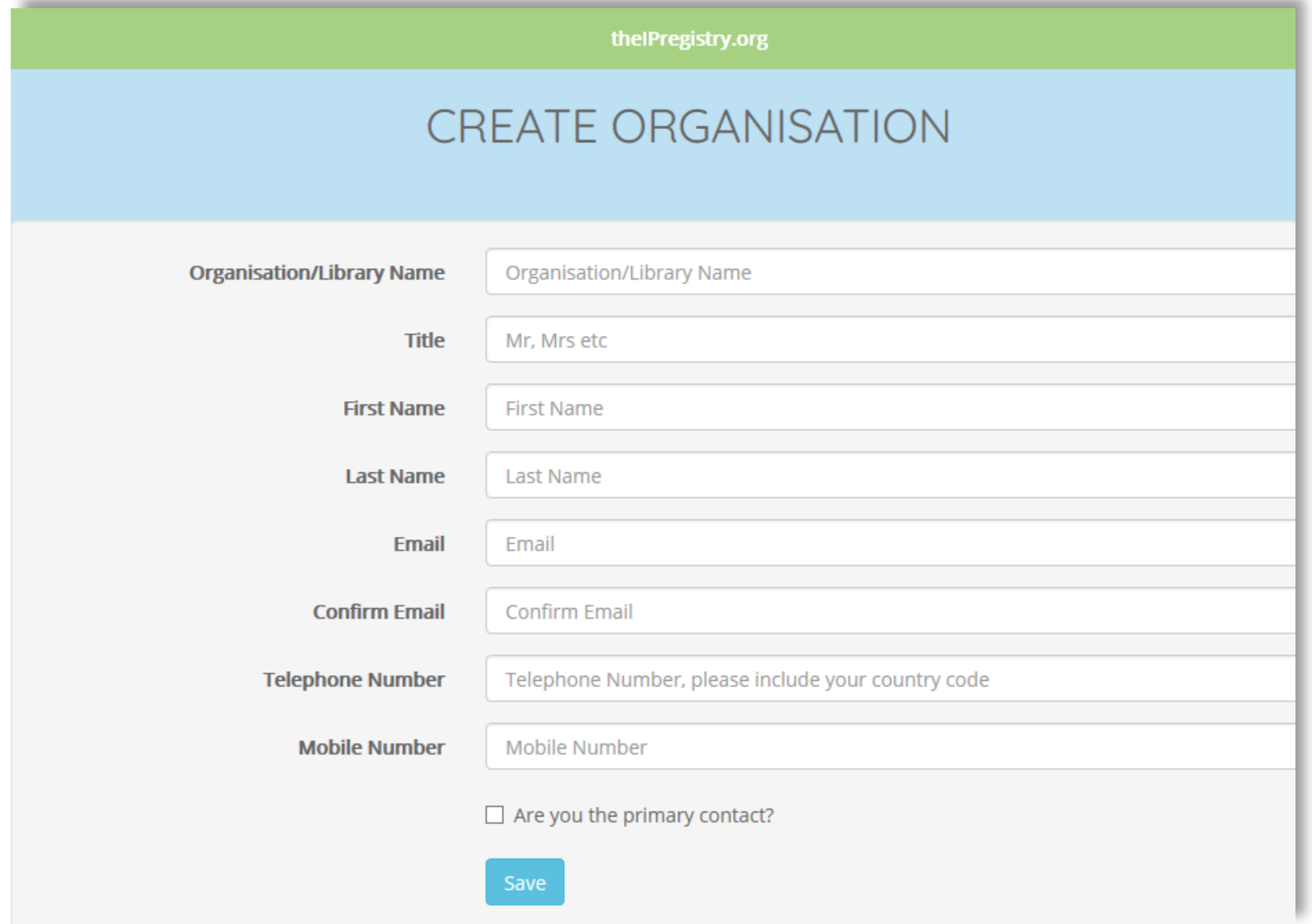
If your organisation does not appear to be in the Registry you can [Create Organisation] here.

Harvard

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url
USAAS0RCE660253	Harvard–Smithsonian Center for Astrophysics	Harvard Smithsonian CfA		USA	www.cfa.harvard.edu
USAAS0COL448245	Harvard T.H. Chan School of Public Health	Harvard School of Public Health		USA	www.hsph.harvard.edu
USAAS0UNI434716	Harvard University			USA	www.harvard.edu
USACS0COR673981	Harvard Pilgrim Health Care	Harvard Pilgrim		USA	www.harvardpilgrim.org/
USAAS0LIB679463	Harvard Library, Harvard University			USA	library.harvard.edu

Or...

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.

theIPregistry.org

CREATE ORGANISATION

Organisation/Library Name	Organisation/Library Name
Title	Mr, Mrs etc
First Name	First Name
Last Name	Last Name
Email	Email
Confirm Email	Confirm Email
Telephone Number	Telephone Number, please include your country code
Mobile Number	Mobile Number

☐ Are you the primary contact?

Save

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
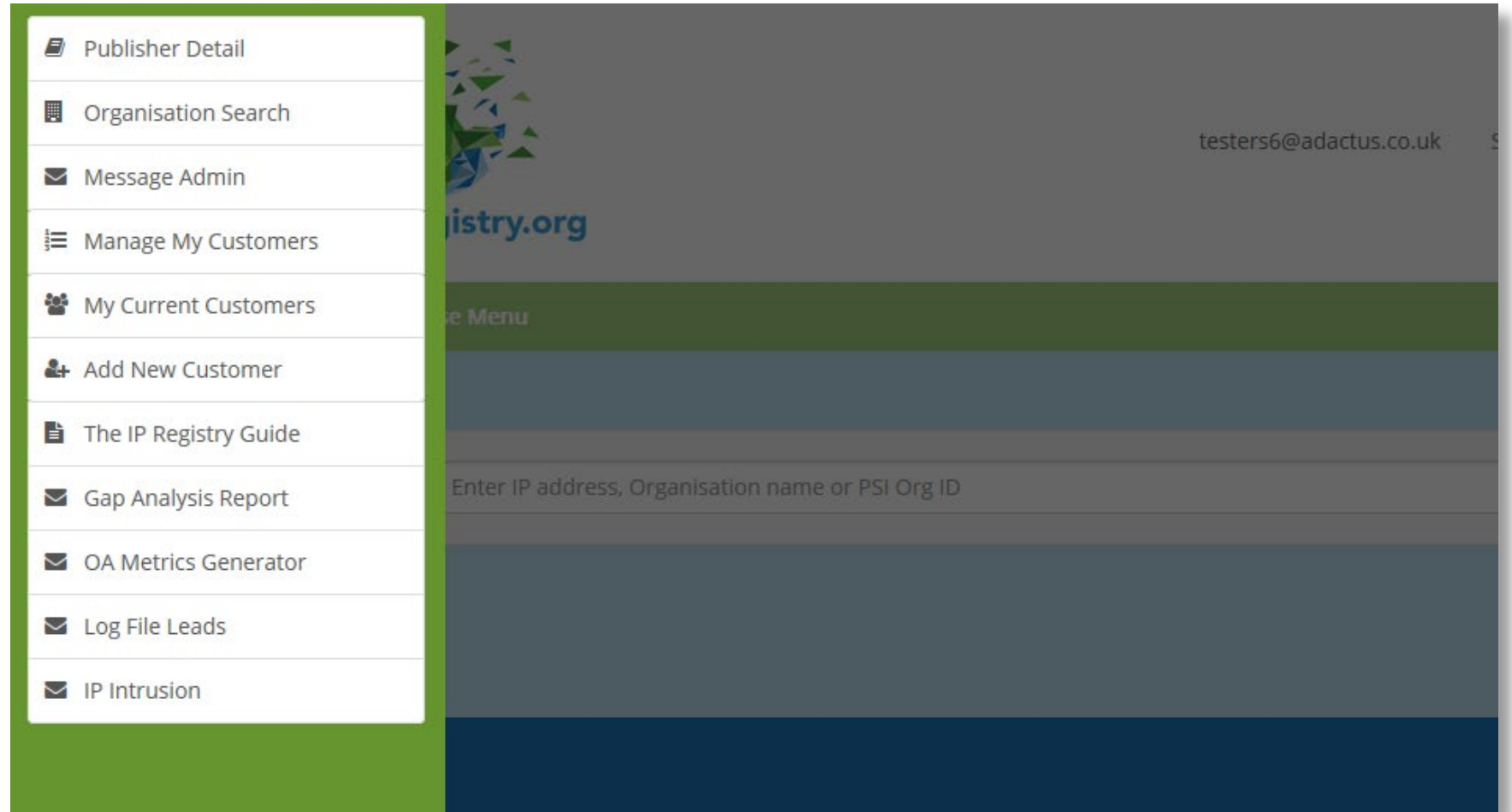(NB. the IPR will remember you, so you don't have to do this every time).

2) Open the menu by clicking on the "Browse Menu" icon.

TheIPregistry.org Add New IP Process

3) Select "Organisation Search" from the menu.

TheIPregistry.org Add New IP Process

4) Search for organisation.
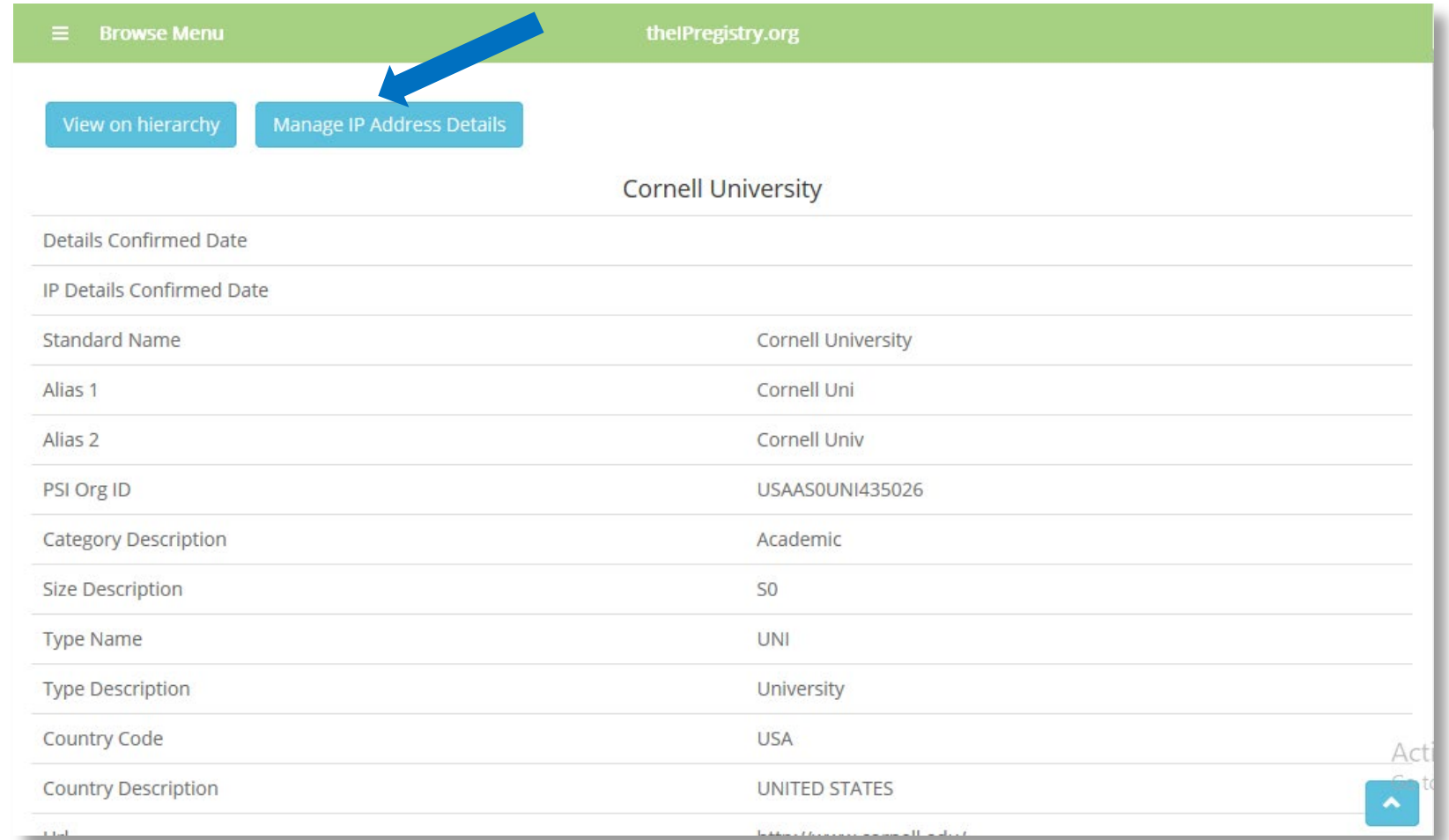
5) Select correct Organisation from the list.

TheIPregistry.org Add New IP Process

6) Click "Manage IP Address Details" button.

TheIPregistry.org Add New IP Process

7) Enter the new IP address for the customer.

8) Click "Add".

TheIPregistry.org Add New IP Process

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.

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
129.011.000.000	129.011.255.255
154.073.080.000	154.073.080.000
204.029.111.255	

Submitted changes are displayed as pending approval

An email is sent to confirm when the update is approved

theIPregistry.org Work Queue Item(s) Approved

PSI Admin <admin@theipregistry.org>
Wed 22/04/2020 09:20
You

Hello R,

WORK QUEUE TYPE: ORGANISATION - IP UPDATE

Organisation Name: TestRobOrg20Aug19

PSI Org ID: 662005

Work Queue Item(s) Approved:

- Addition: 011.013.013.013 - 011.013.013.013

Thank you for contacting theIPregistry.org with your recent IP update request. This has been successfully updated in theIPregistry.org.
if you have any questions.

theIPRegistry.org Admin Team

theIPRegistry.org
PSI IPV Ltd.
E-Mail: admin@theipregistry.org
https://www.psiregistry.org
https://theipregistry.org

TheIPregistry.org Add New IP Process

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)

Add IPV4 or IPV6

This is a foreign IP:
Name: VITPH-AP PHPOP
Country: PH
IP Start: 114.199.78.0
IP End: 114.199.79.255
Choose Add to continue with this addition.
Choose Close to cancel this addition and return to the Manage IP Addresses page

Enter the start and end of your IP address:

IP Start   114.199.079.128

IP End   114.199.079.191

- Or -

Enter the CIDR:
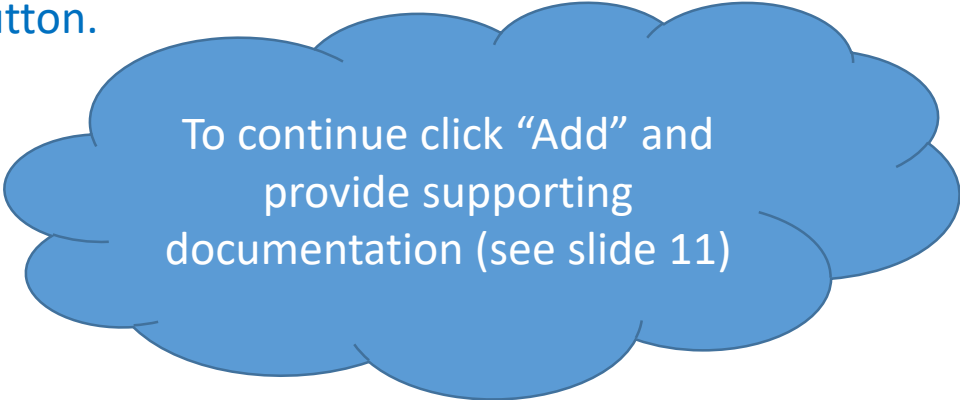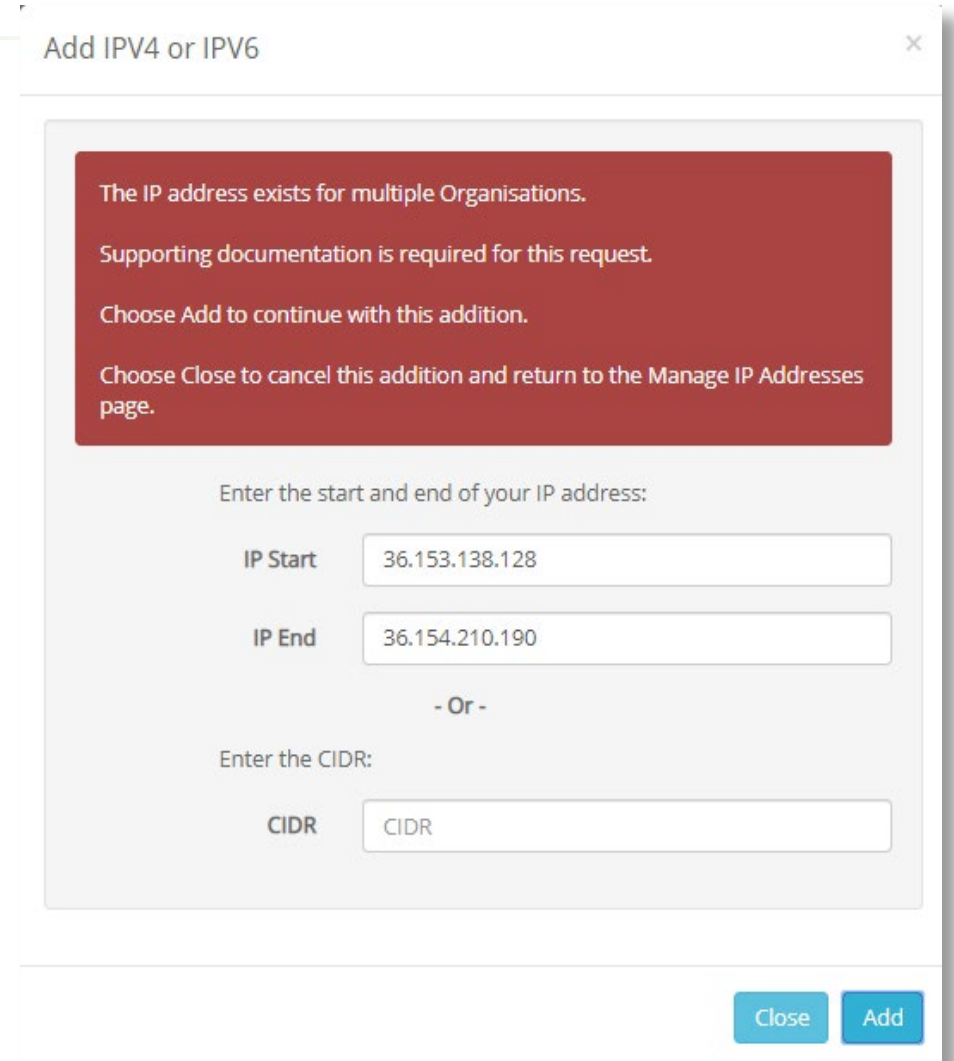
CIDR   CIDR

Close   Add

TheIPregistry.org Add New IP Process

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)

Add IPV4 or IPV6   ✕

The IP address exists for multiple Organisations.

Supporting documentation is required for this request.

Choose Add to continue with this addition.

Choose Close to cancel this addition and return to the Manage IP Addresses page.

Enter the start and end of your IP address:

IP Start   36.153.138.128

IP End   36.154.210.190

- Or -

Enter the CIDR:

CIDR   CIDR

Close   Add

TheIPregistry.org Add New IP Process

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

Add IPV4 or IPV6   ×

This is a foreign IP:
Name: APPLE-WWNET Apple Inc.
Country: US
IP Start: 17.0.0.0
IP End: 17.255.255.255
Choose Add to continue with this addition.
Choose Close to cancel this addition and return to the Manage IP Addresses page

The IP address exists in another Organisation: Apple Inc.

Supporting documentation is required for this request.

Choose Add to continue with this addition.

Choose Close to cancel this addition and return to the Manage IP Addresses page.

Enter the start and end of your IP address:

IP Start   17.159.17.224

IP End   17.159.17.239

- Or -

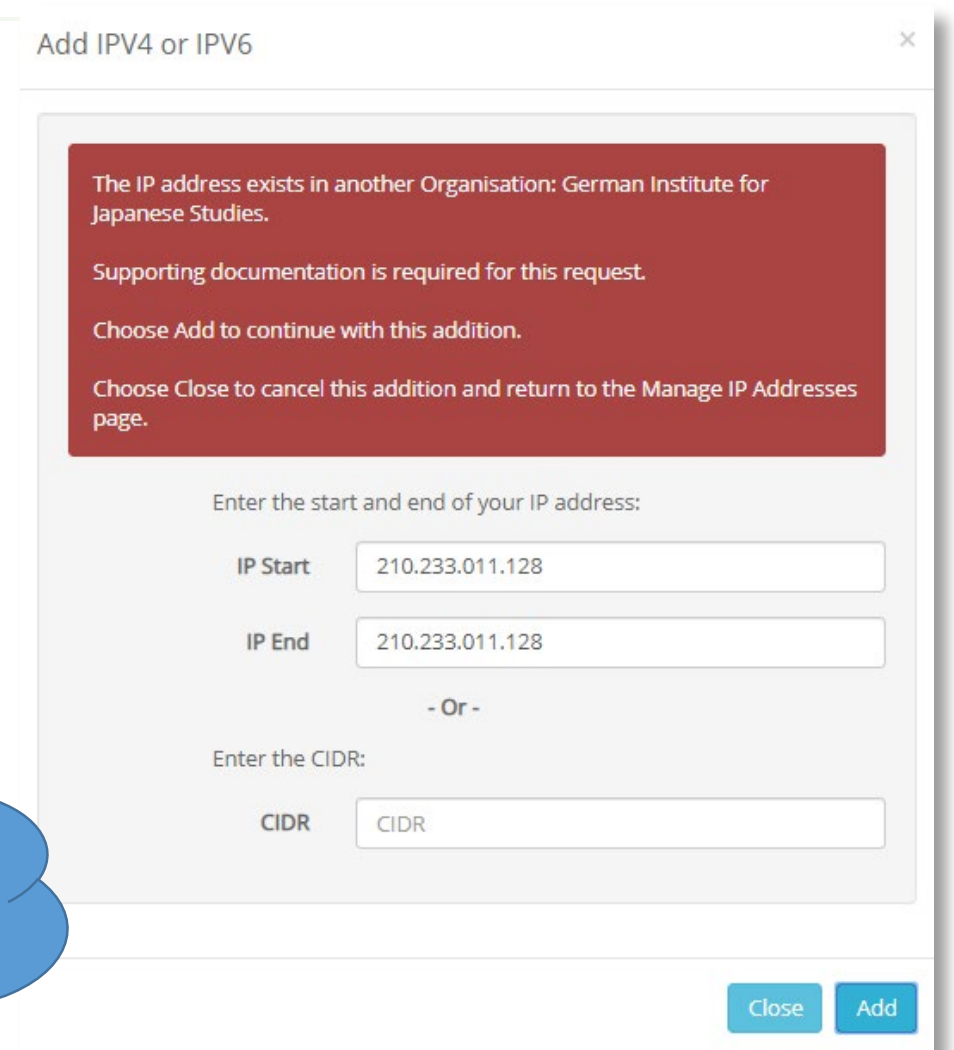Enter the CIDR:

CIDR   CIDR

Close   Add

TheIPregistry.org Add New IP Process

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)

Add IPV4 or IPV6 ✕

The IP address exists in another Organisation: German Institute for Japanese Studies.

Supporting documentation is required for this request.

Choose Add to continue with this addition.

Choose Close to cancel this addition and return to the Manage IP Addresses page.

Enter the start and end of your IP address:

IP Start 210.233.011.128

IP End 210.233.011.128

- Or -

Enter the CIDR:

CIDR [CIDR]

Close   Add

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.

Supporting Documentation ✕

Please select a file to upload or enter the desired information in the available textbox. You can upload a file by pressing the Upload button or by dragging and dropping a file onto the browser window.

Save

File Name	File Size

Upload

Close

TheIPregistry.org Add New IP Process

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:

User Organisation/Publisher	Source Request	Organisation Name	Work Queue Type	Date Created	Age	Opened/Viewed			
Nankodo	Publisher	Kishiwada City Hospital	Organisation IP Address Change	27/04/2020 12:19	0	No	View	Approve ▾	Reject ▾

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).

TheIPregistry.org Add New Customer Process

2) Select "Add New Customer" from the menu.
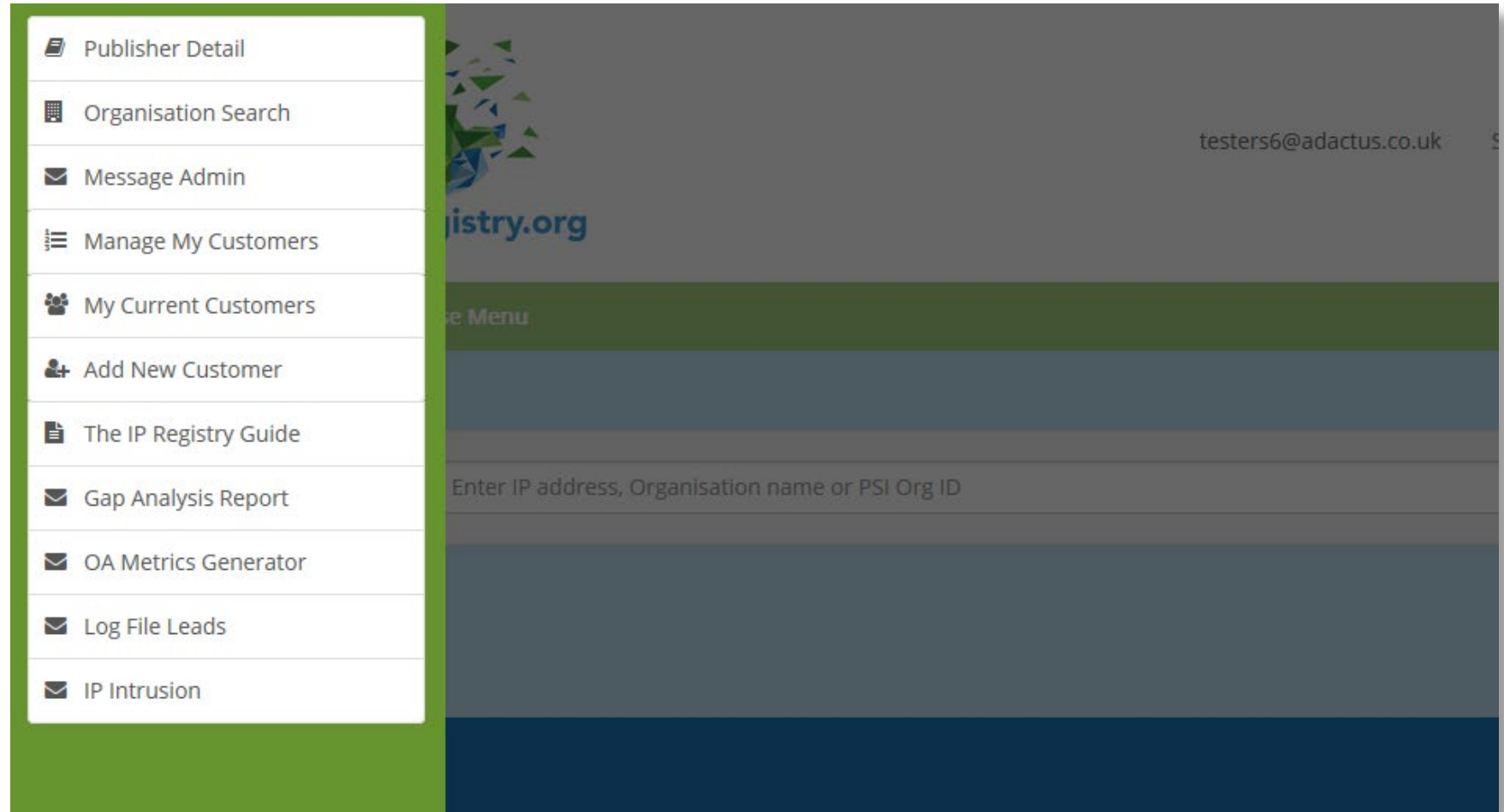
TheIPregistry.org Add New Customer Process

3) Search for organisation.

4) Select correct Organisation from the list.

TheIPregistry.org Add New Customer Process

5) Click "Add Customer" button.

TheIPregistry.org Add New Customer Process

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.

TheIPregistry.org Add New Customer Process

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.

TheIPregistry.org Add or Delete IP Process

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

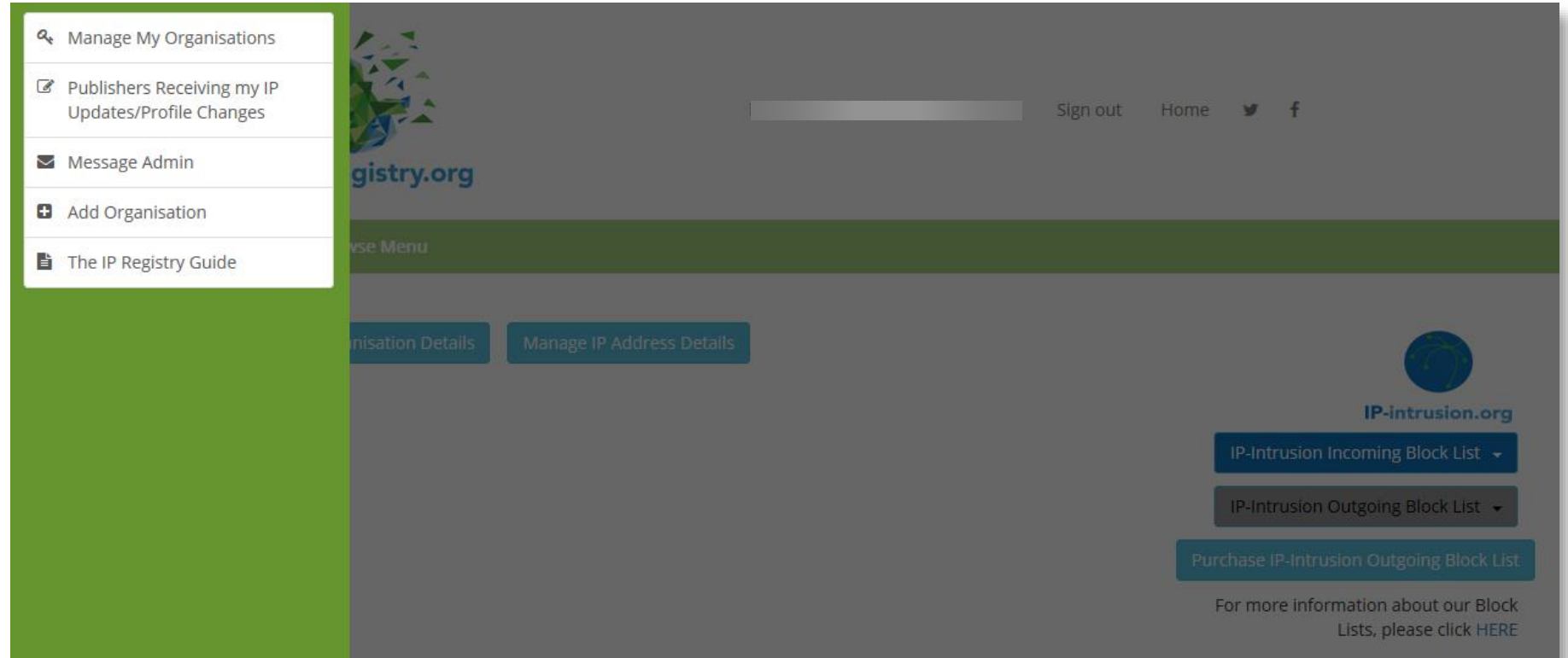**See your options by clicking on the "Browse Menu" icon.**

2) Once you've signed in you'll be taken to your main organisation profile page.

theIPregistry.org

Sign out   Home   🐦 f

☰ **Browse Menu**

View on hierarchy   Manage Organisation Details   Manage IP Address Details

IP-intrusion.org

IP-Intrusion Incoming Block List ▾

IP-Intrusion Outgoing Block List ▾

Purchase IP-Intrusion Outgoing Block List

For more information about our Block Lists, please click HERE
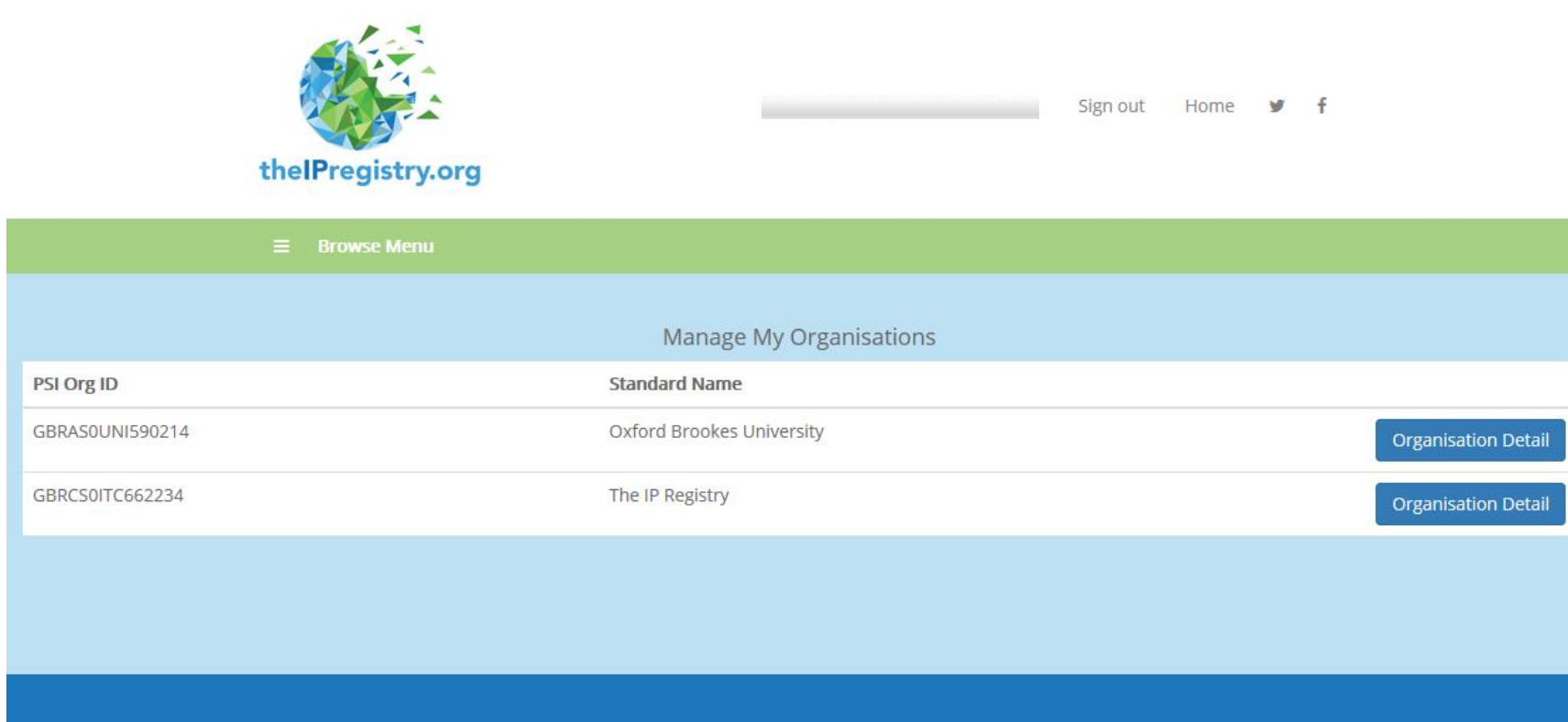
The IP Registry

Details Confirmed UserName	admin@theipregistry.org
Details Confirmed Date	05/10/2018 09:47:42
IP Details Confirmed UserName	admin@theipregistry.org
IP Details Confirmed Date	05/10/2018 09:17:21
Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234

TheIPregistry.org Add or delete IP Process

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.

Browse Menu theIPregistry.org

View on hierarchy Manage IP Address Details

Cornell University

Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University
Alias 1	Cornell Uni
Alias 2	Cornell Univ
PSI Org ID	USAAS0UNI435026
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	USA
Country Description	UNITED STATES

TheIPregistry.org Add or Delete IP Process

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

Sign out   Home

≡ Browse Menu

Add   Supporting Documentation   Save Changes

I confirm that the details below are correct: ☐

Organisation IP Addresses

Start	End		
081.XXX.140.039	081.XXX.140.039	Status ▾	Delete
081.XXX.140.041	081.XXX.140.041	Status ▾	Delete

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End

Status ▾   Delete

Status ▾   Delete

Green
Amber

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.

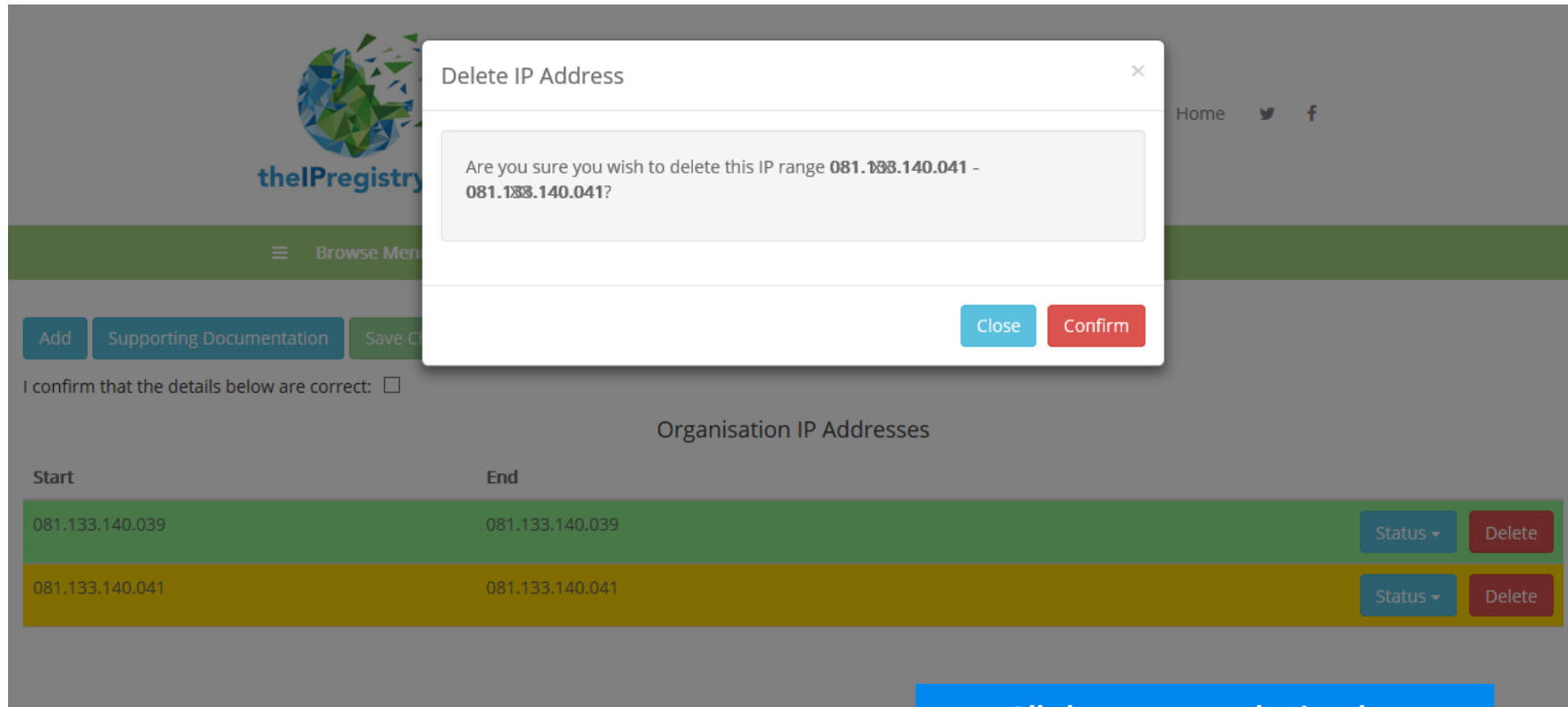14) You will again see the message telling you that you have unsaved changes. Please tick the box to "confirm that the details below are correct" and then click the "Save Changes" button.

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.

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
129.0XX.000.000	129.0XX.255.255
154.0XX.080.000	154.0XX.080.000
204.0XX.111.255	

Submitted changes are displayed as pending approval.

theIPregistry.org Work Queue Item(s) Approved

PSI Admin <admin@theipregistry.org>
Wed 22/04/2020 09:20
You ⌄

Hello R,

WORK QUEUE TYPE: ORGANISATION - IP UPDATE

Organisation Name: TestRobOrg20Aug19

PSI Org ID: 662005

Work Queue Item(s) Approved:

• Addition: 011.0XX.013.013 - 011.0XX.013.013

Thank you for contacting theIPregistry.org with your recent IP update request. This has been successfully updated in theIPregistry.org.
if you have any questions.

theIPregistry.org Admin Team

theIPregistry.org
PSI IPV Ltd.
E-Mail: admin@theipregistry.org
https://www.psiregistry.org
https://theipregistry.org

An email is sent to confirm when the update is approved.

TheIPregistry.org Add or delete IP Process

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

TheIPregistry.org Add or delete IP Process

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).

Add IPV4 or IPV6

The IP address exists in another Organisation: German Institute Japanese Studies.

Supporting documentation is required for this request.

Choose Add to continue with this addition.

Choose Close to cancel this addition and return to the Manage page.

Enter the start and end of your IP address:

IP Start   210.2XX011.128

IP End   210.2XX011.128

- Or -

Enter the CIDR:

CIDR   CIDR

Add IPV4 or IPV6

This is a foreign IP:
Name: APPLE-WWNET Apple Inc.
Country: US
IP Start: 17.0.0.0
IP End: 17.255.255.255
Choose Add to continue with this addition.
Choose Close to cancel this addition and return to the Manage IP Addresses page

The IP address exists in another Organisation: Apple Inc.

Supporting documentation is required for this request.

Choose Add to continue with this addition.

Choose Close to cancel this addition and return to the Manage IP Addresses page.

Enter the start and end of your IP address:

IP Start   17.XX.17.224

IP End   17.XX.17.239

- Or -

Enter the CIDR:

CIDR   CIDR

Close   Add

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.

Supporting Documentation ✕

Please select a file to upload or enter the desired information in the available textbox. You can upload a file by pressing the Upload button or by dragging and dropping a file onto the browser window.

Save

File Name	File Size

Upload

Close

TheIPregistry.org Add or Delete IP Process

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.