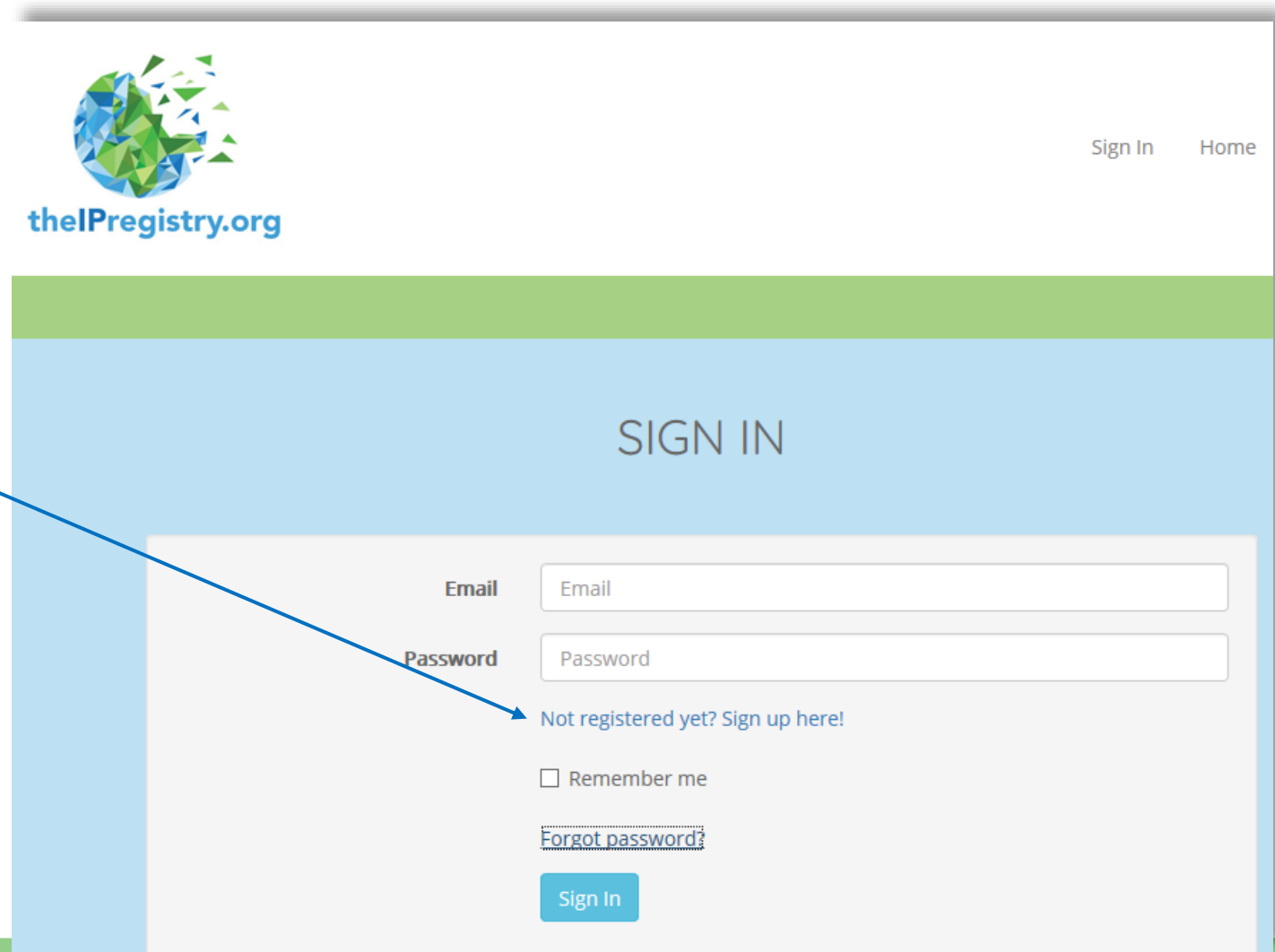


TheIPregistry.org Registration Process

Access theIPregistry.org at
app.theIPregistry.org

If you're a new user click on
the "Not registered yet? Sign
up here!" link.



The screenshot shows the theIPregistry.org website interface. At the top left is the logo, which consists of a stylized globe made of green and blue triangles, with the text "theIPregistry.org" below it. At the top right are links for "Sign In" and "Home". Below the header is a green horizontal bar, followed by a light blue section containing the text "SIGN IN" in large, bold, black letters. Below this is a white rectangular box containing the login form. The form has two input fields: "Email" and "Password", each with a label to its left. Below the "Password" field is a link that says "Not registered yet? Sign up here!". Below this link is a checkbox labeled "Remember me". Below the checkbox is a link that says "Forgot password?". At the bottom of the form is a blue button labeled "Sign In". A blue arrow points from the text "If you're a new user click on the 'Not registered yet? Sign up here!' link." to the "Not registered yet? Sign up here!" link in the form.

theIPregistry.org

Sign In Home

SIGN IN

Email

Password

[Not registered yet? Sign up here!](#)

☐ Remember me

[Forgot password?](#)

Sign In

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?	<div>Yes, continue and register</div> <div>No, let me search for a different organisation</div>

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

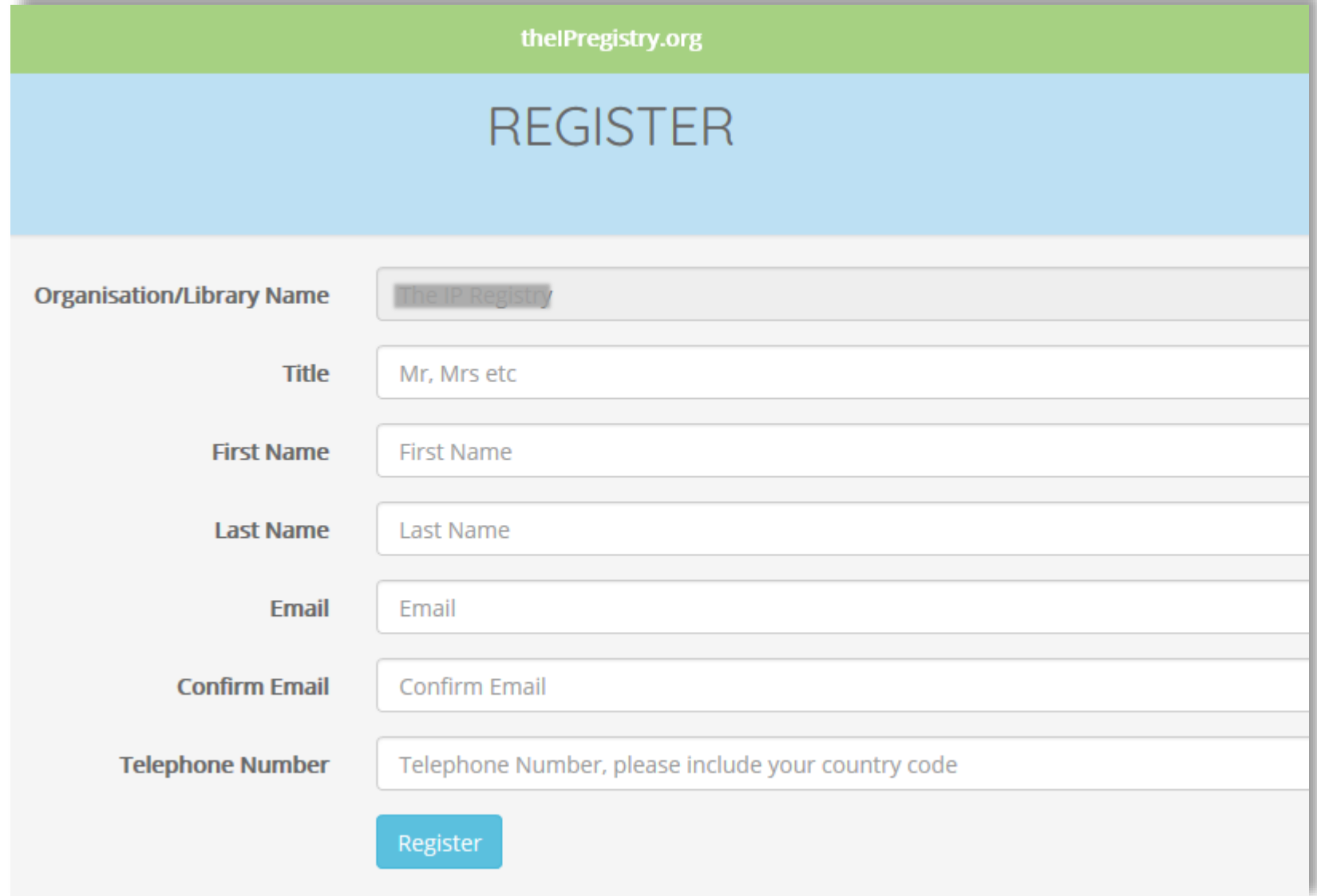
Yes, Continue and register

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.

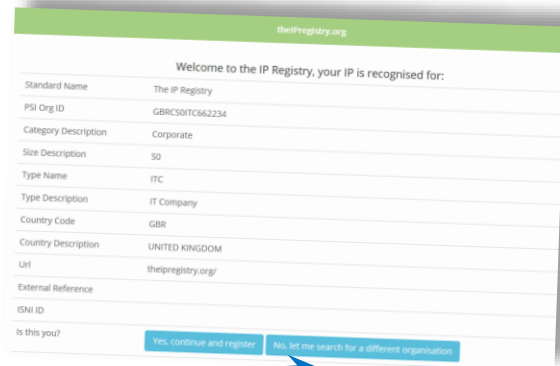


The screenshot shows the registration page for theIPRegistry.org. The page has a green header with the website name, a light blue section with the word 'REGISTER', and a light gray form area. The form contains several input fields with placeholder text: 'Organisation/Library Name' (with 'The IP Registry' entered), 'Title' (with 'Mr, Mrs etc'), 'First Name', 'Last Name', 'Email', 'Confirm Email', and 'Telephone Number' (with the instruction 'Telephone Number, please include your country code'). A blue 'Register' button is at the bottom right of the form.

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.



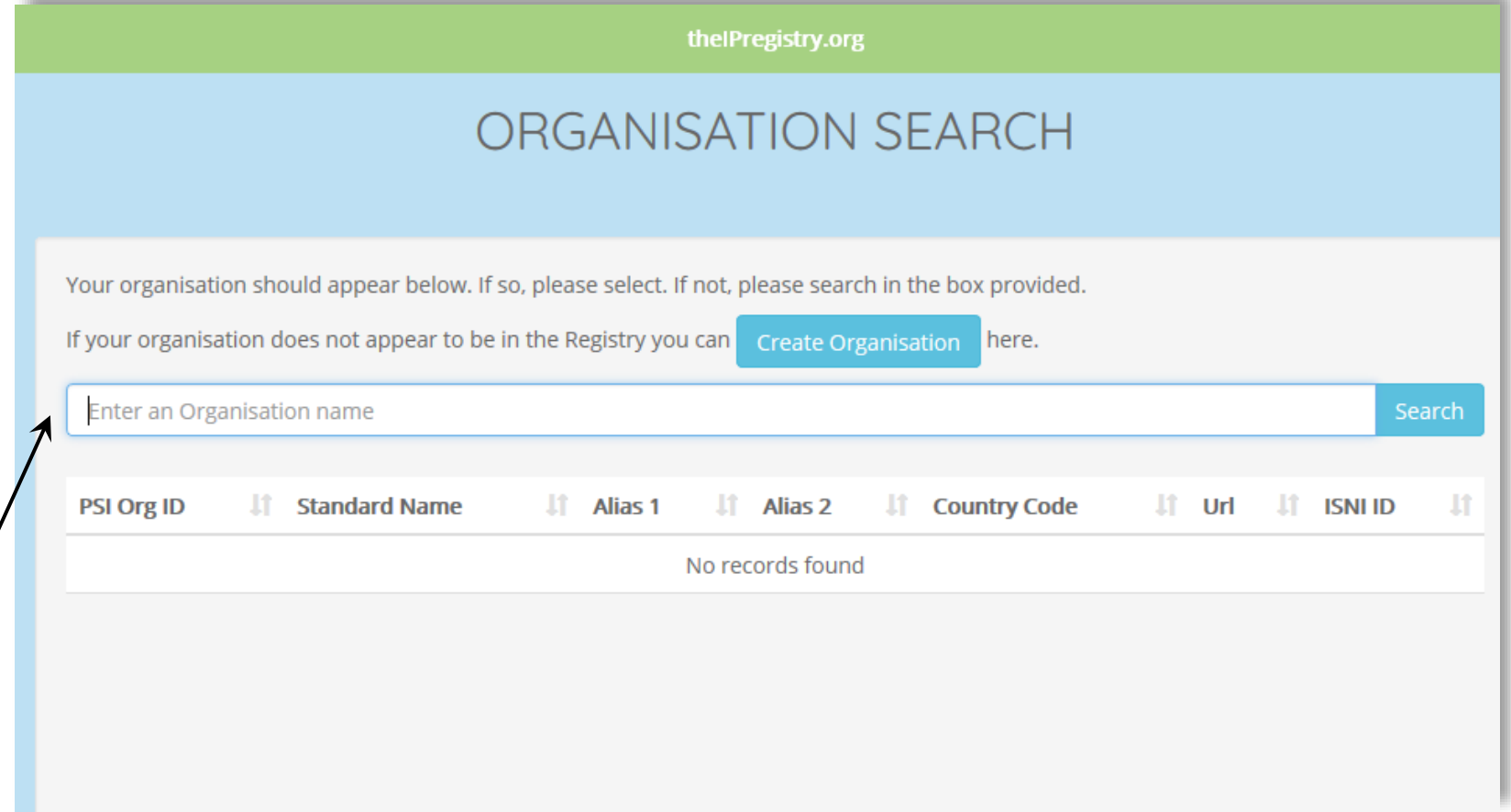
theIPRegistry.org

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

Standard Name	The IP Registry
PSI Org ID	GBRC501C62234
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](#)

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



theIPRegistry.org

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.

PSI Org ID	↕	Standard Name	↕	Alias 1	↕	Alias 2	↕	Country Code	↕	Url	↕	ISNI ID	↕
No records found													

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.

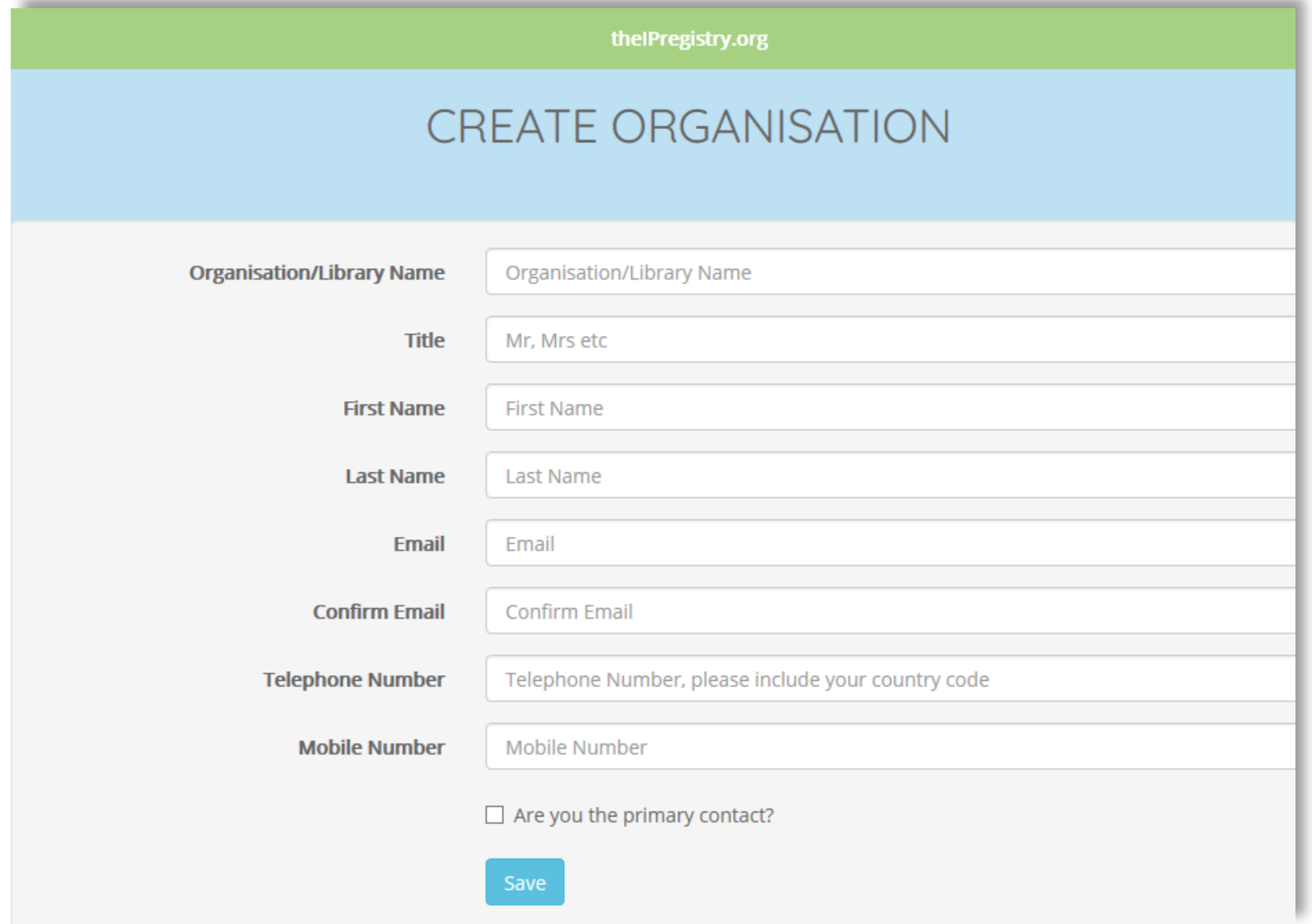
If your organisation does not appear to be in the Registry you can [Create Organisation](#) here.

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.



The screenshot shows a web form titled "CREATE ORGANISATION" on the theIPregistry.org website. The form is set against a light blue header and a light grey body. It contains several input fields for user information, each with a label to its left. The fields are: "Organisation/Library Name", "Title", "First Name", "Last Name", "Email", "Confirm Email", "Telephone Number", and "Mobile Number". Each field has a placeholder text that matches its label. Below the "Mobile Number" field, there is a checkbox labeled "Are you the primary contact?". At the bottom of the form is a blue "Save" button.

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
<input type="checkbox"/> Are you the primary contact?	
<button>Save</button>	

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

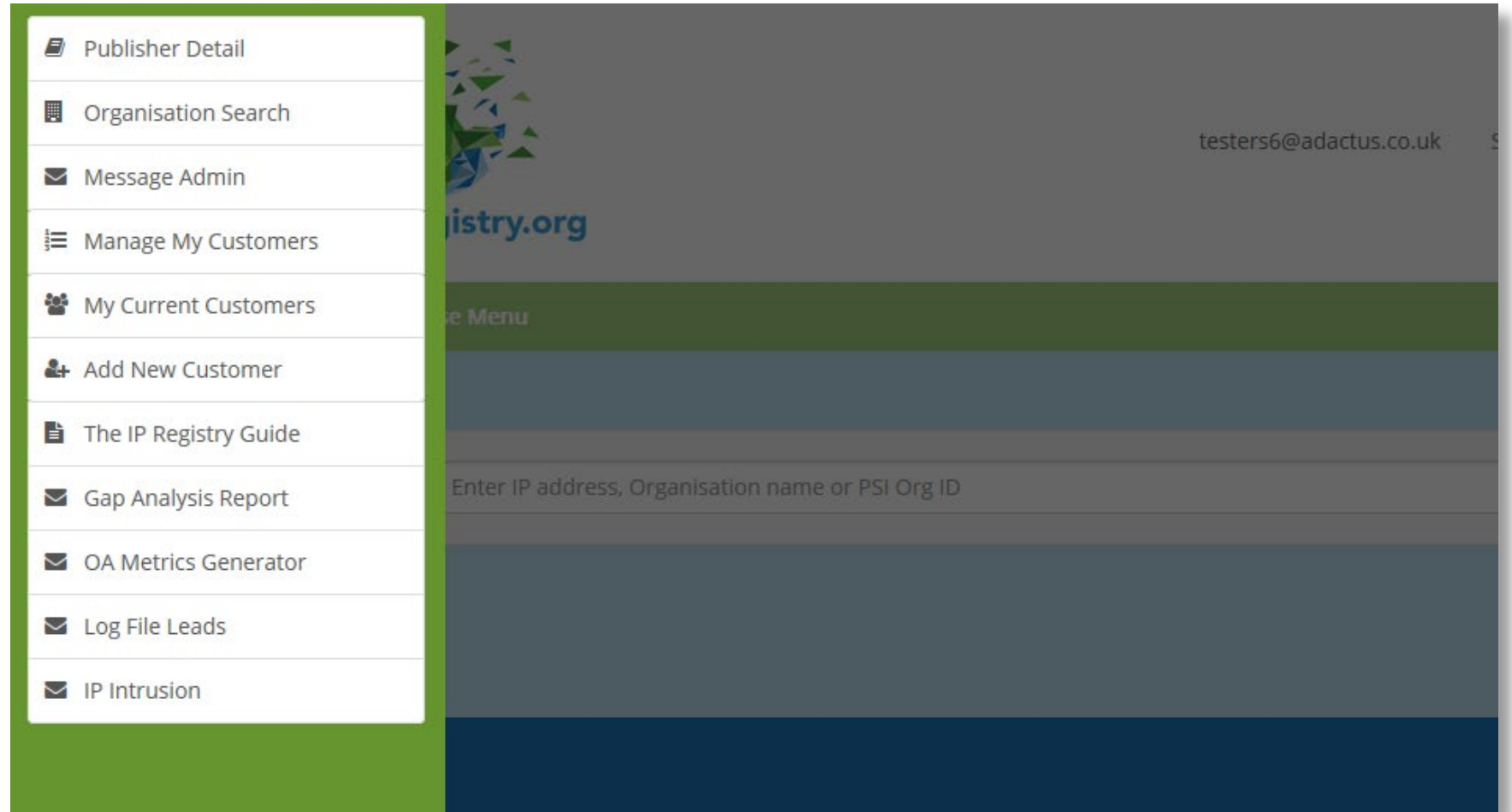
(NB. the IPR will remember you, so you don't have to do this every time).



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.

Browse Menu

ORGANISATION SEARCH

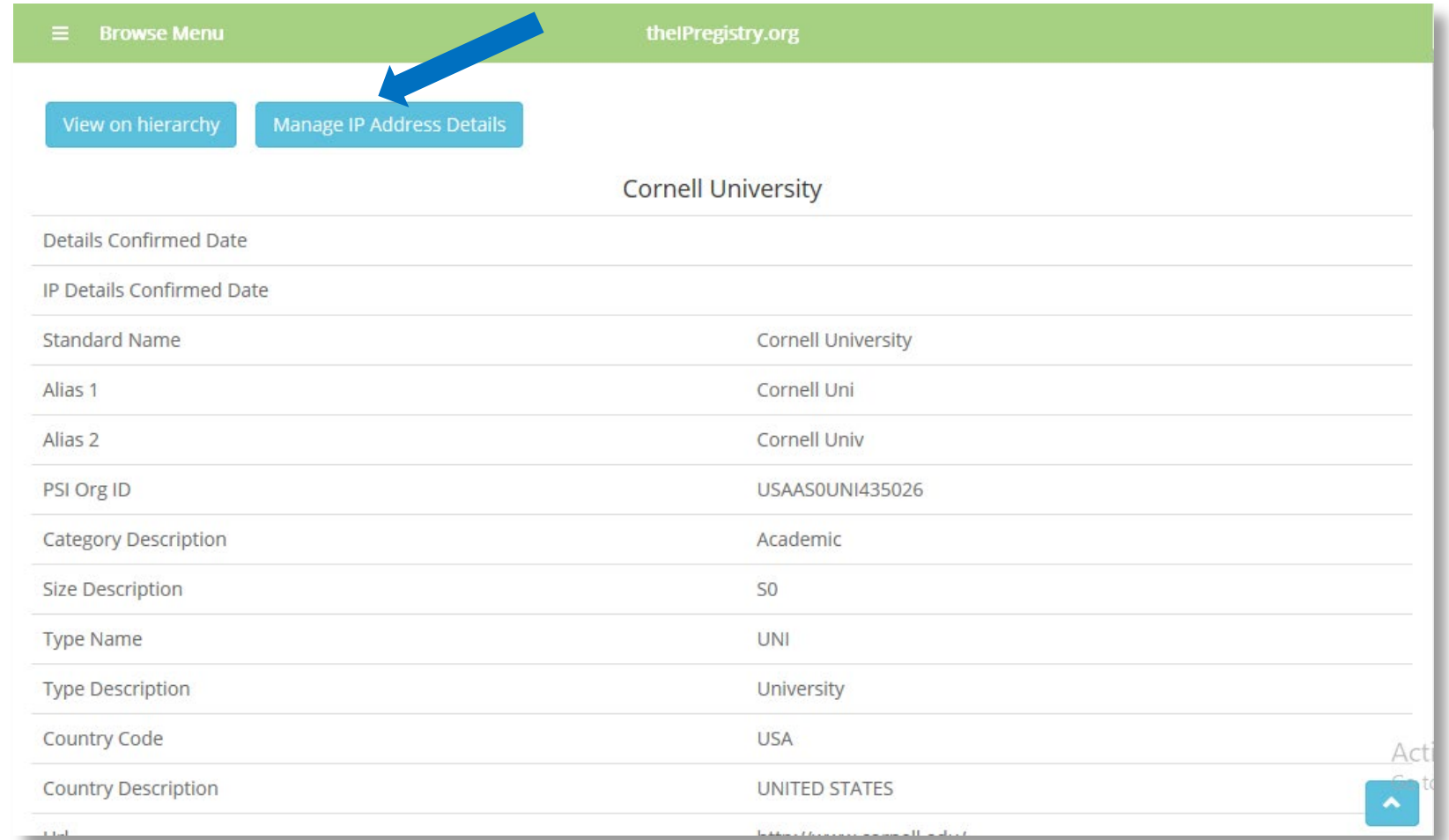
Search

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Organisation Type	Url	ISNI ID
USAAS0UNI435026	Cornell University	Cornell Uni	Cornell Univ	USA	UNI	www.cornell.edu	
USAAS0COL448383	Weill Cornell Medical	Cornell University		USA	COL	weill.cornell.edu	

5) Select correct Organisation from the list.

TheIPregistry.org Add New IP Process

6) Click “Manage IP Address Details” button.



The screenshot shows the theIPregistry.org website interface. At the top, there is a green header bar with a hamburger menu icon and the text "Browse Menu" on the left, and "theIPregistry.org" on the right. Below the header, there are two blue buttons: "View on hierarchy" and "Manage IP Address Details". A blue arrow points to the "Manage IP Address Details" button. Below the buttons, the page displays details for "Cornell University". The details are organized into a table-like structure with labels on the left and values on the right.

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
Url	https://www.cornell.edu/

At the bottom right of the details section, there is a blue button with an upward-pointing arrow, labeled "Act" and "Go to".

TheIPRegistry.org Add New IP Process

7) Enter the new IP address for the customer.

8) Click “Add”.

The screenshot shows the 'Add New IP' process in TheIPRegistry.org. A modal dialog titled 'Add IPV4 or IPV6' is open, allowing the user to enter IP details. The dialog contains two main sections: 'Enter the start and end of your IP address:' and 'Enter the CIDR:'. The first section has input fields for 'IP Start' and 'IP End'. The second section has a 'CIDR' input field. Below the input fields are 'Close' and 'Add' buttons. The background shows a table of IP ranges with columns for 'Start', 'End', 'Status', and 'Delete'.

Start	End	Status	Delete	Additional Information
128.084.000.000				Additional Information
128.253.000.000				Additional Information
132.236.000.000				Additional Information
140.251.000.000	140.251.255.255	Status ▾	Delete	Additional Information
143.104.000.000	143.104.015.255	Status ▾	Delete	Additional Information

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.

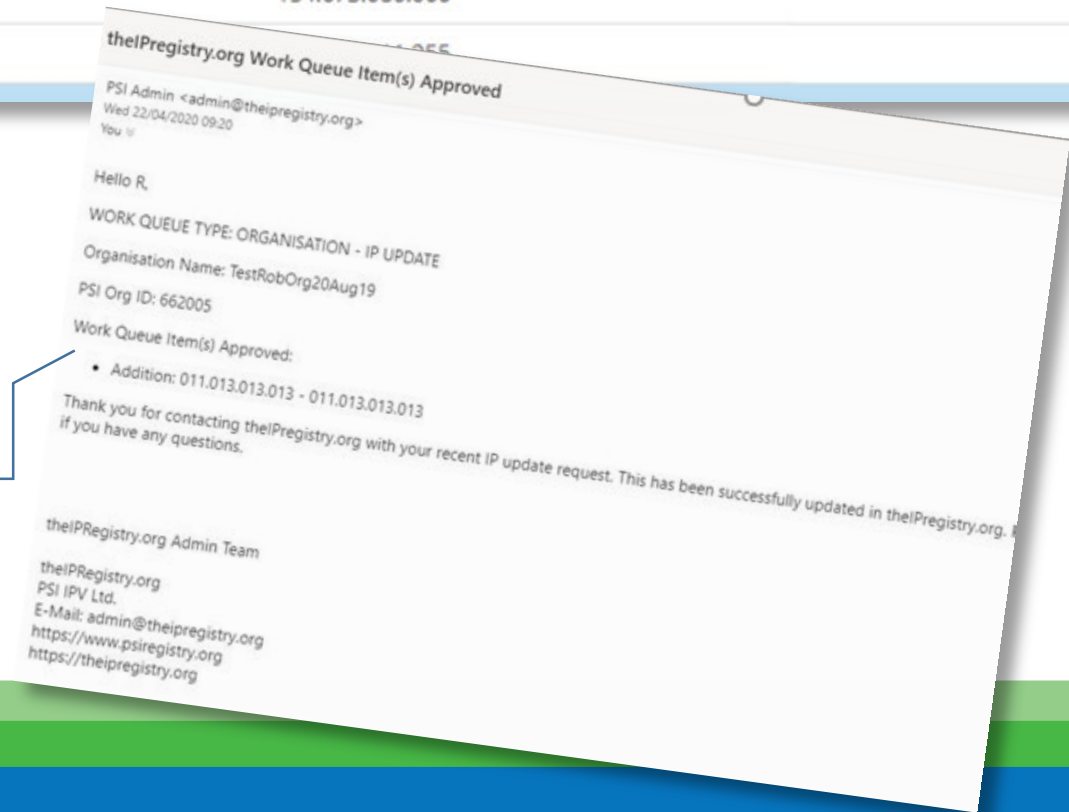
9d) IP typo! – see slide 9.

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

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 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

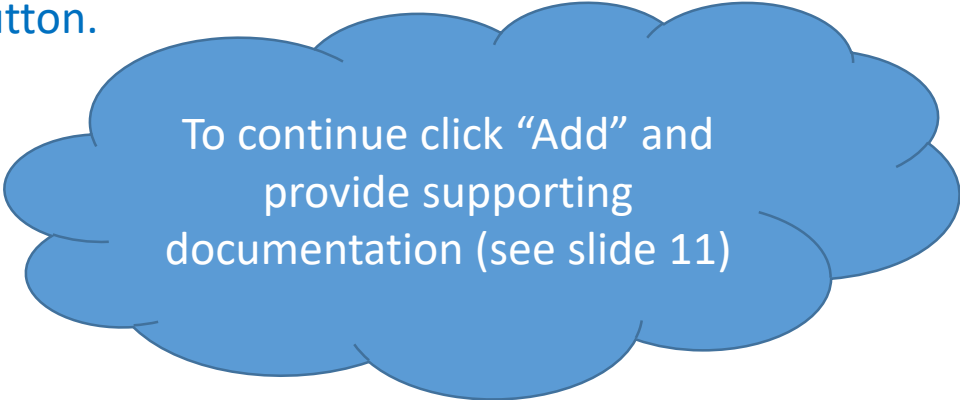
Add

Process documentation for publisher use only

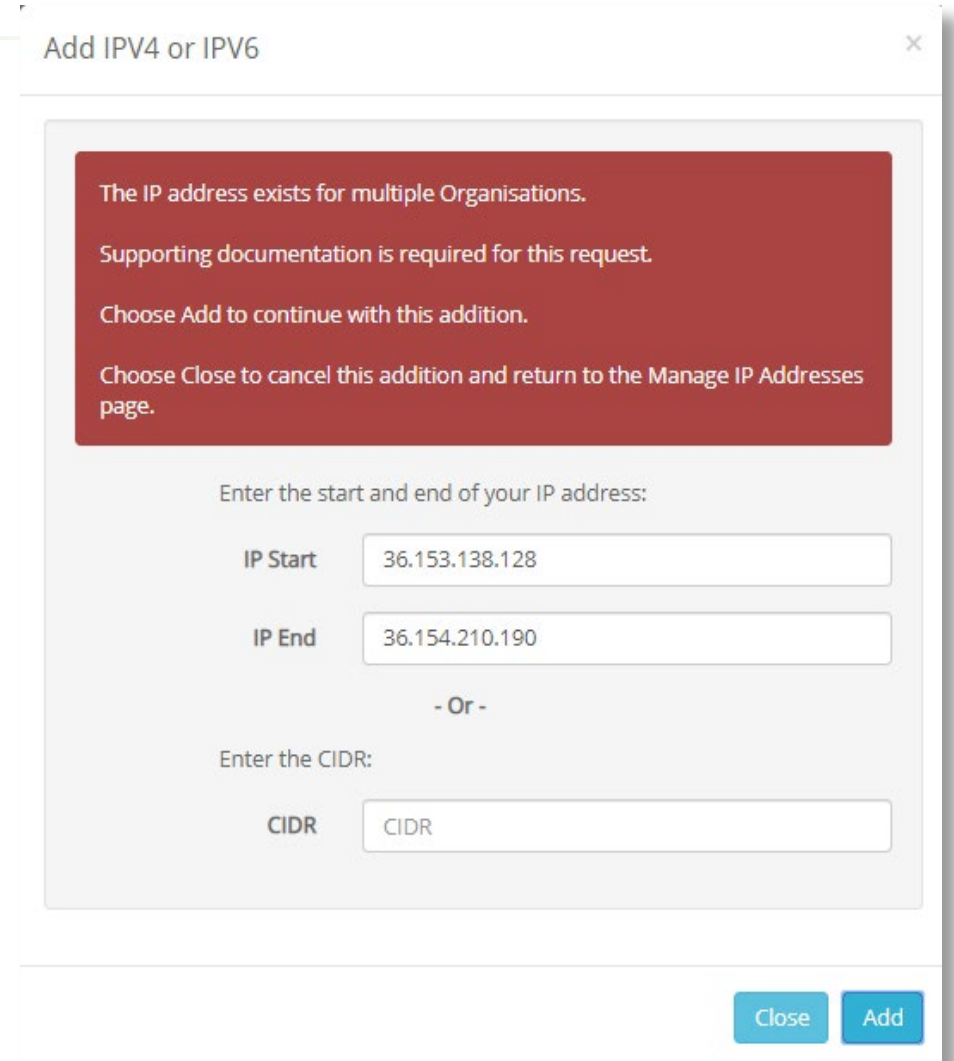
TheIPregistry.org Add New IP Process

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: CHNASOUNI542000).

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 Start17.159.17.224

IP End17.159.17.239

- Or -

Enter the CIDR:

CIDRCIDR

Close

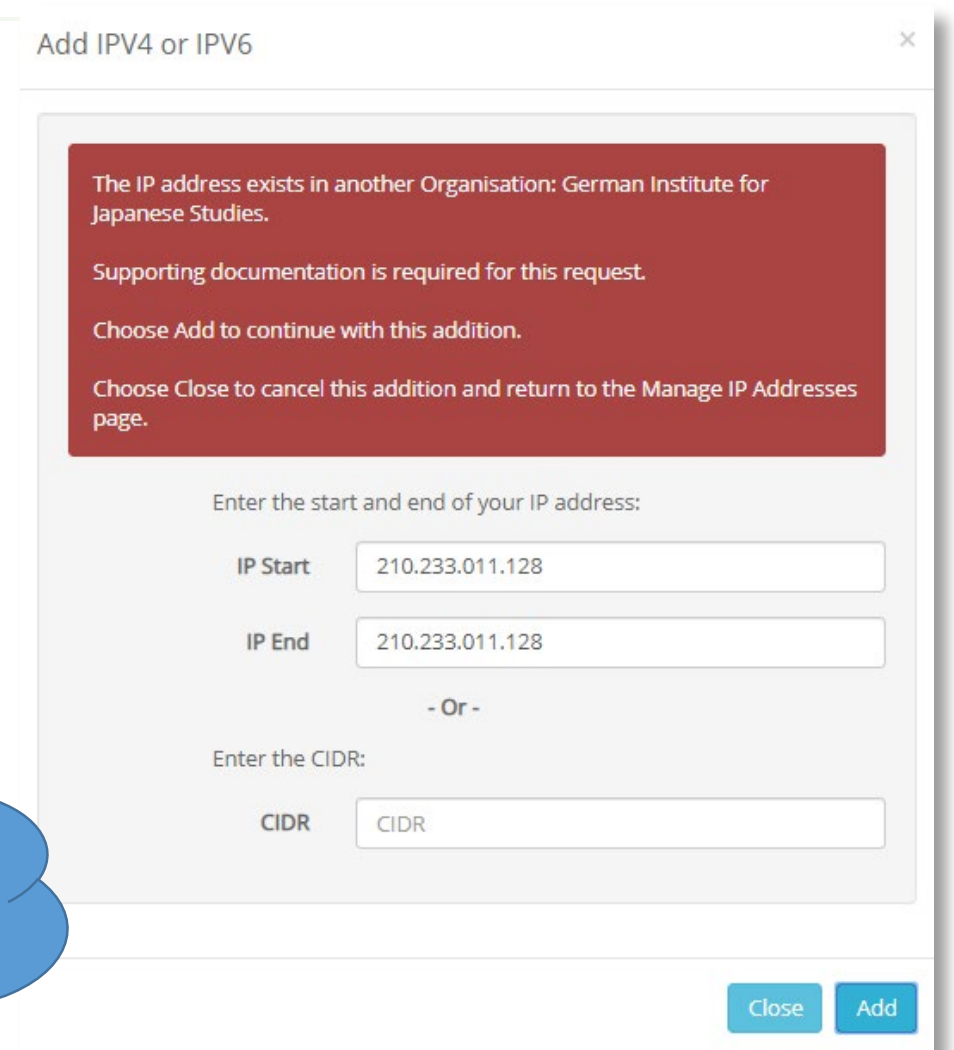
Add

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)



The screenshot shows a web form titled "Add IPV4 or IPV6". A red warning box at the top contains the following text: "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." Below the warning box, there are input fields for "IP Start" and "IP End", both containing the value "210.233.011.128". A "- Or -" separator is between these fields and a "CIDR" field, which is currently empty. At the bottom right of the form are two buttons: "Close" and "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:

WORK QUEUE							
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

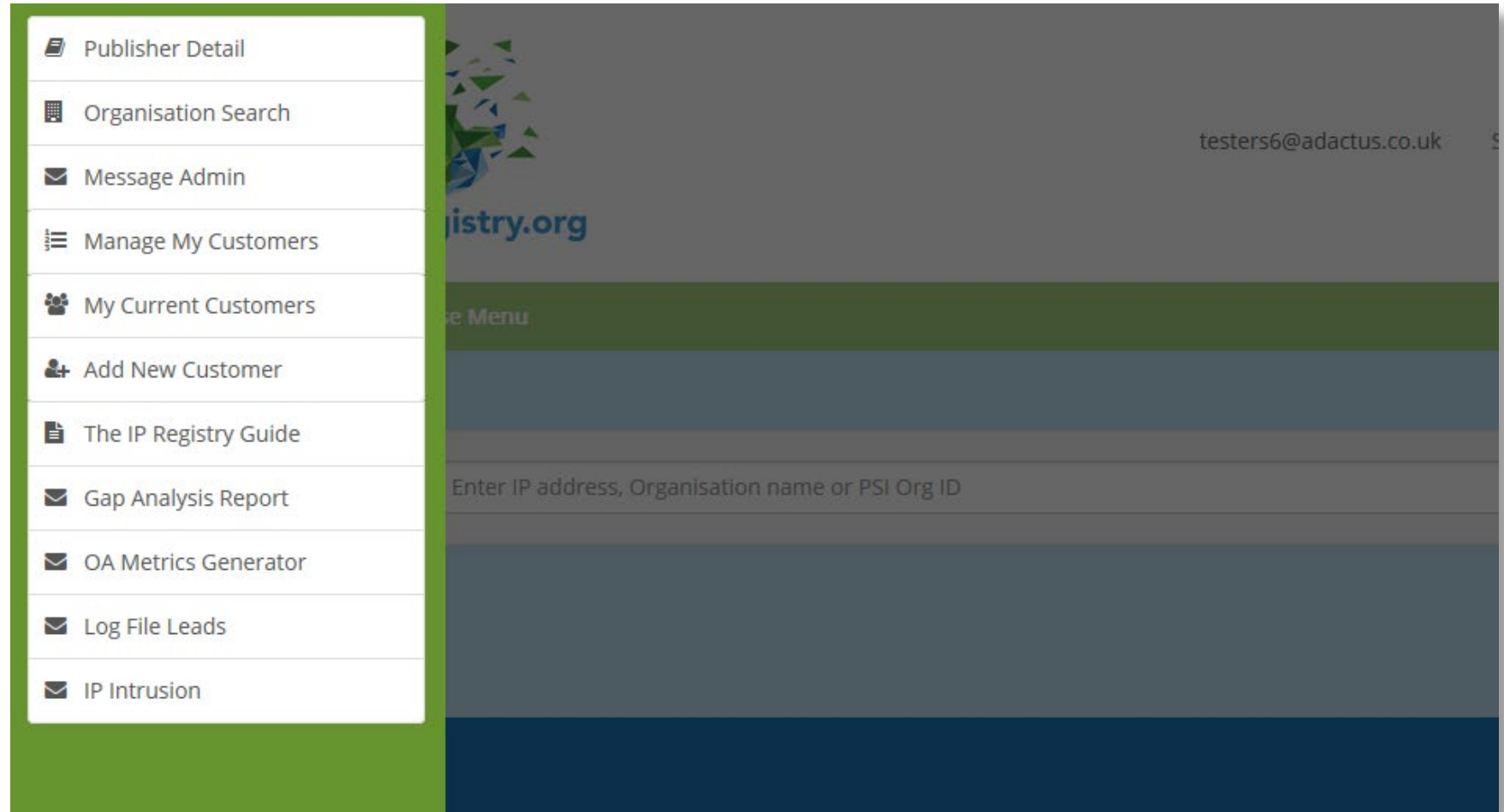
1) Sign-in

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

A screenshot of the TheIPRegistry.org website. The header features the site's logo (a globe made of green and blue triangles) and the text 'theIPRegistry.org'. To the right of the logo, the email 'testers6@adactus.co.uk' is displayed, along with links for 'Sign out', 'Home', and social media icons for Twitter and Facebook. Below the header is a green navigation bar containing a hamburger menu icon and the text 'Browse Menu'. The main content area has a light blue background and features a search bar with the placeholder text 'Enter IP address, Organisation name or PSI Org ID' and a blue 'Search' button. A dark blue footer bar is at the bottom of the page.

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.



Browse Menu

theIPregistry.org

ADD NEW CUSTOMER

Request A New Customer

× Search

PSI Org ID	Standard Name	Alias 1	Alias 2	Country	Organisation Type
660547	Cornell University (PRI)			PRI	UNI
448382	Cornell University College of Veterinary Medicine			USA	COL
448381	Cornell Law School			USA	COL
645303	Cornell University School of Industrial and Labor Relations			USA	UNI
647829	Kyrgyz National University			KGZ	UNI

TheIPregistry.org Add New Customer Process

5) Click “Add Customer” button.

Browse Menu

View on hierarchy

Manage IP Address Details

Add Customer

Cornell University (PRI)

Details Confirmed Date

IP Details Confirmed Date

Standard Name

Cornell University (PRI)

PSI Org ID

PRIAS0UNI660547

Category Description

Academic

Size Description

S0

Type Name

UNI

Type Description

University

Country Code

PRI

Country Description

PUERTO RICO

Url

http://www.cornell.edu/

External Reference

TheIPregistry.org Add New Customer Process

6) Add your customer name and customer ID.

7) Click “confirm”.

The screenshot shows the 'Add Customer' dialog box in the TheIPregistry.org application. The dialog is a white window with a green title bar that says 'Add Customer' and a close button (X) in the top right corner. Inside the dialog, there are two input fields. The first is labeled 'Customer Name' and contains the text 'Univ Cornell (Puerto Rico)'. The second is labeled 'Customer Reference' and contains the text '0007657352734'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Confirm'. The background of the application is blurred, showing a sidebar with a 'Browse Menu' and a table of customer details.

Details	Confirmed Date
IP Details	Confirmed Date
Standard Name	
PSI Org ID	
Category Description	
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	PRI
Country Description	PUERTO RICO
Url	http://www.cornell.edu/
External Reference	

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

testers6@adactus.co.uk Sign out Home  

Browse Menu

[View on hierarchy](#) [Manage IP Address Details](#) [Edit My Customer](#) [Delete Customer](#)

Cornell University (PRI)

Customer Name	Univ Cornell (Puerto Rico)
Internal Customer Reference	0007657352734
Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University (PRI)
PSI Org ID	PRIAS0UNI660547
Category Description	Academic

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.

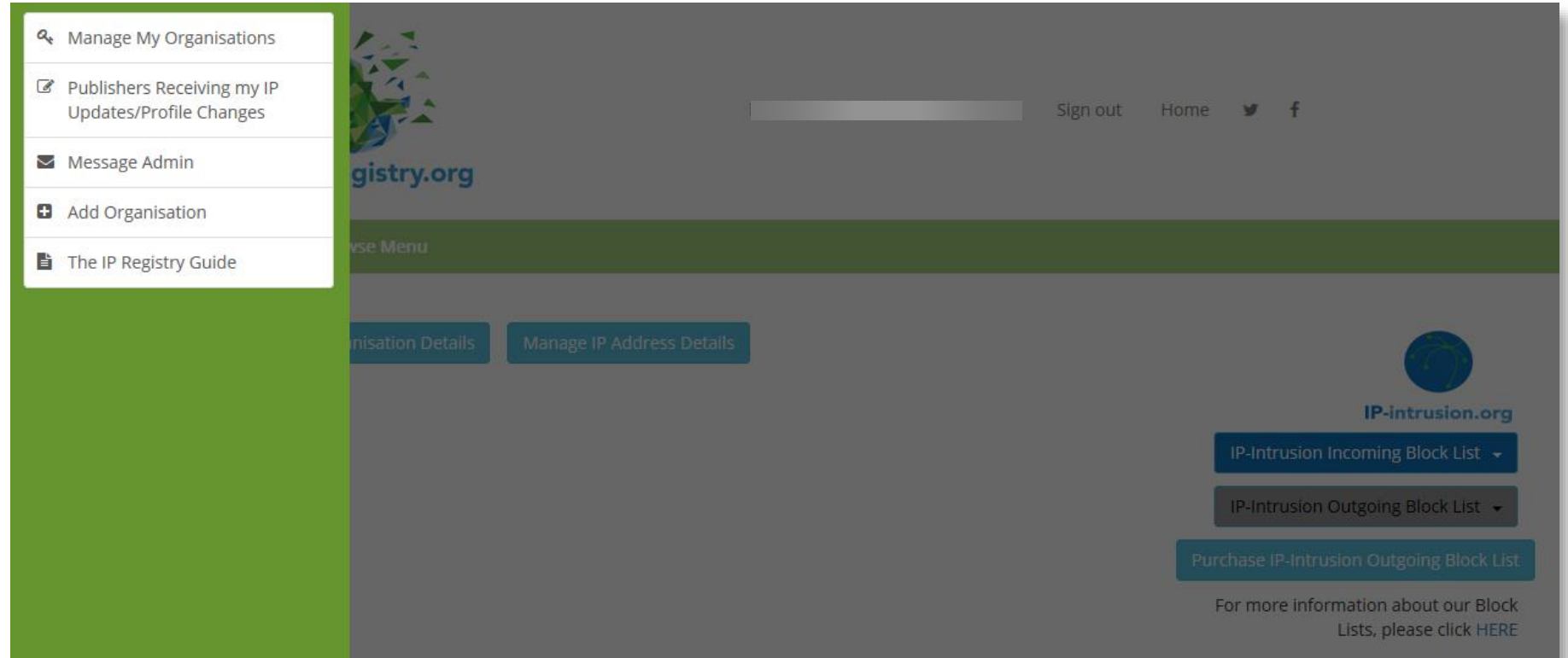
2) Once you've signed in you'll be taken to your main organisation profile page.

The screenshot shows the TheIPRegistry.org website interface. At the top, there is a logo and navigation links: "Sign out", "Home", and social media icons for Twitter and Facebook. Below the logo is a green bar with a "Browse Menu" icon and text. Underneath this bar are three buttons: "View on hierarchy", "Manage Organisation Details", and "Manage IP Address Details". On the right side, there is a section for "IP-Intrusion.org" with two dropdown menus: "IP-Intrusion Incoming Block List" and "IP-Intrusion Outgoing Block List", and a button "Purchase IP-Intrusion Outgoing Block List". Below this is a link: "For more information about our Block Lists, please click HERE". The main content area is titled "The IP Registry" and contains a table with user details.

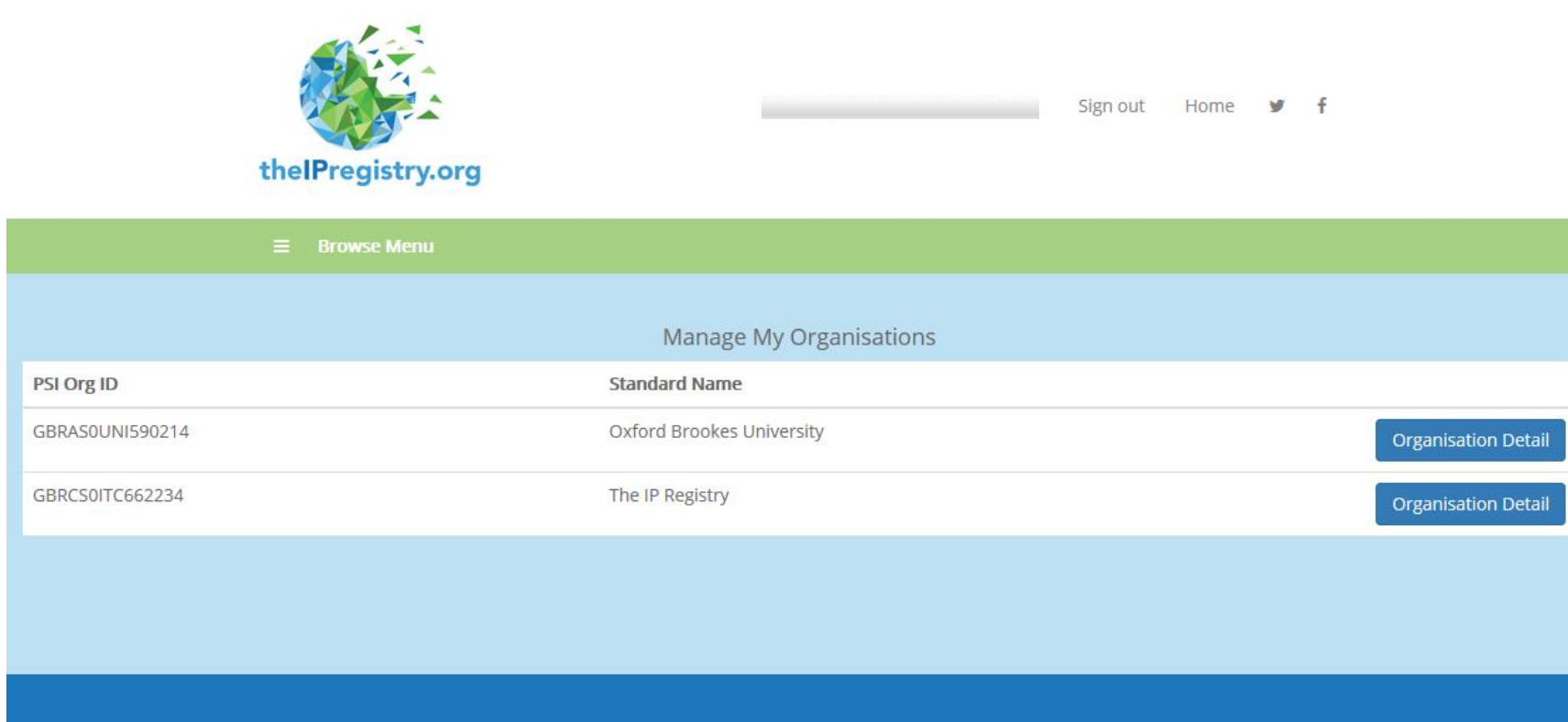
The IP Registry	
Details Confirmed UserName	admin@theipregistry.org
Details Confirmed Date	05/10/2018 09:47:42
IP Details Confirmed UserName	admin@theipregistry.org
IP Details Confirmed Date	05/10/2018 09:17:21
Standard Name	The IP Registry
PSI Org ID	GBRCS0ITC662234

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



theIPRegistry.org

Sign out Home

Browse Menu

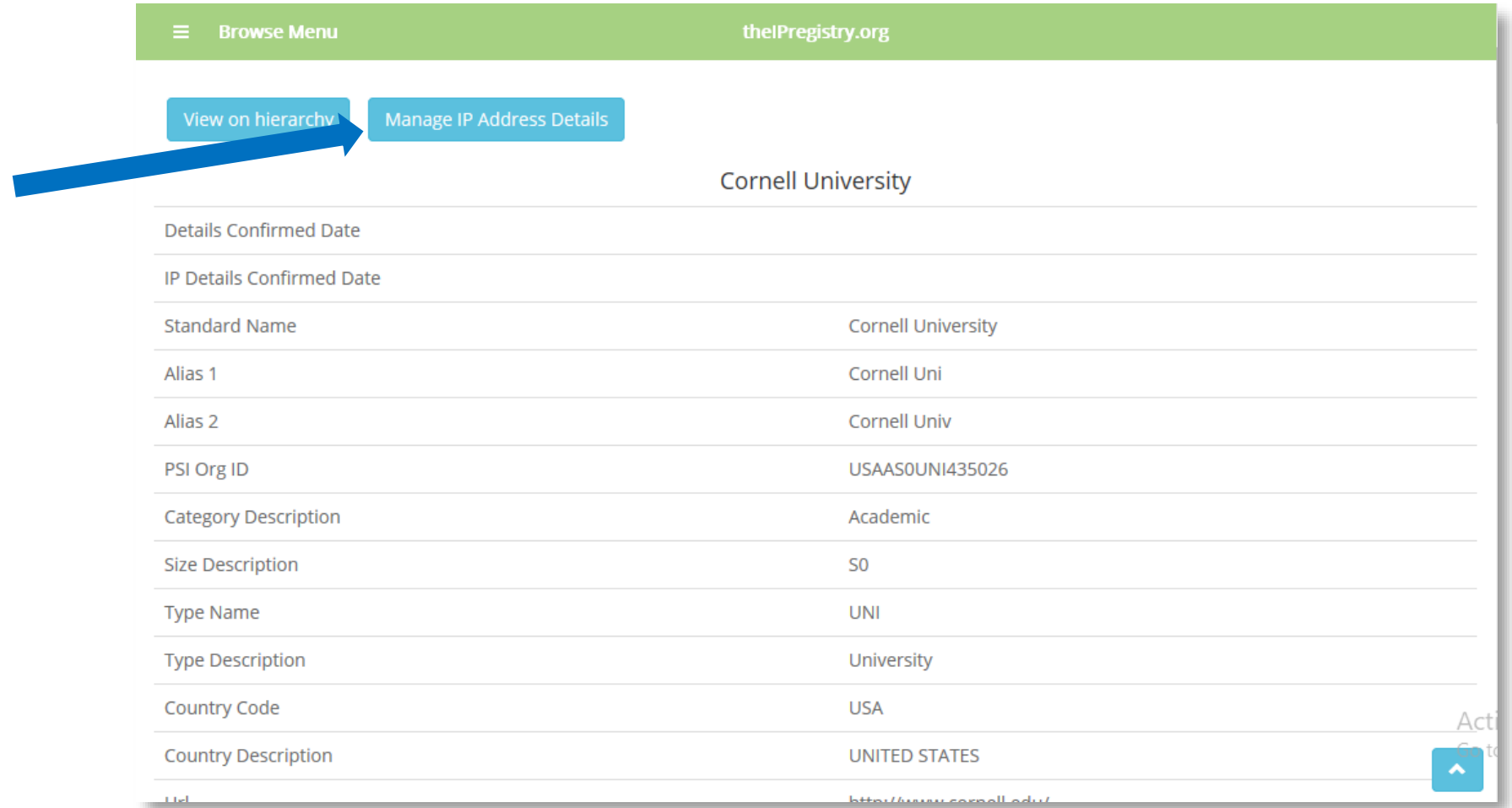
Manage My Organisations

PSI Org ID	Standard Name	
GBRAS0UNI590214	Oxford Brookes University	Organisation Detail
GBRCS0ITC662234	The IP Registry	Organisation Detail

- 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.



The screenshot shows the theIPregistry.org website interface. At the top, there is a green header bar with a hamburger menu icon and the text 'Browse Menu' on the left, and 'theIPregistry.org' on the right. Below the header, there are two blue buttons: 'View on hierarchy' and 'Manage IP Address Details'. A large blue arrow points from the left towards the 'Manage IP Address Details' button. Below the buttons, the page title 'Cornell University' is displayed. A table with various fields and their values is shown below the title. The fields include 'Details Confirmed Date', 'IP Details Confirmed Date', 'Standard Name', 'Alias 1', 'Alias 2', 'PSI Org ID', 'Category Description', 'Size Description', 'Type Name', 'Type Description', 'Country Code', 'Country Description', and 'Url'. The values for these fields are: 'Cornell University', 'Cornell Uni', 'Cornell Univ', 'USAAS0UNI435026', 'Academic', 'S0', 'UNI', 'University', 'USA', 'UNITED STATES', and 'http://www.cornell.edu/'. In the bottom right corner, there is a blue button with an upward arrow and the text 'Act' and 'Go to'.

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
Url	http://www.cornell.edu/

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.

theIPRegistry.org

Sign out Home Twitter Facebook

Browse Menu

Add Supporting Documentation Save Changes

I confirm that the details below are correct: ☐

Organisation IP Addresses

Start	End	Status	Delete
081.138.140.039	081.138.140.039	Green	Delete
081.138.140.041	081.138.140.041	Amber	Delete

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start	End
-------	-----

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".

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).

The screenshot displays the TheIPRegistry.org web application. A modal dialog box titled "Add IPV4 or IPV6" is open in the center. The dialog contains the following fields and options:

- Header: "Add IPV4 or IPV6" with a close button (X).
- Section: "Enter the start and end of your IP address:"
- Field: "IP Start" with a text input box.
- Field: "IP End" with a text input box.
- Text: "- Or -"
- Section: "Enter the CIDR:"
- Field: "CIDR" with a text input box.
- Buttons: "Close" and "Add" at the bottom right.

Background interface elements include a "Browse Menu" header, an "Add" button, a "Supporting Document" link, a confirmation statement "I confirm that the details below...", a "Hide IP changes from Daily D..." link, an "IPRegistry Admin Updated:" timestamp, an "IP Address" dropdown menu, a table with "Start" and "End" columns, and a list of IP ranges with associated "Status", "Delete", and "Additional Information" buttons.

Start	End	Status	Delete	Additional Information
128.084.000.000				
128.253.000.000				
132.236.000.000				
140.251.000.000	140.251.255.255	Status ▾	Delete	Additional Information
143.104.000.000	143.104.015.255	Status ▾	Delete	Additional Information

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

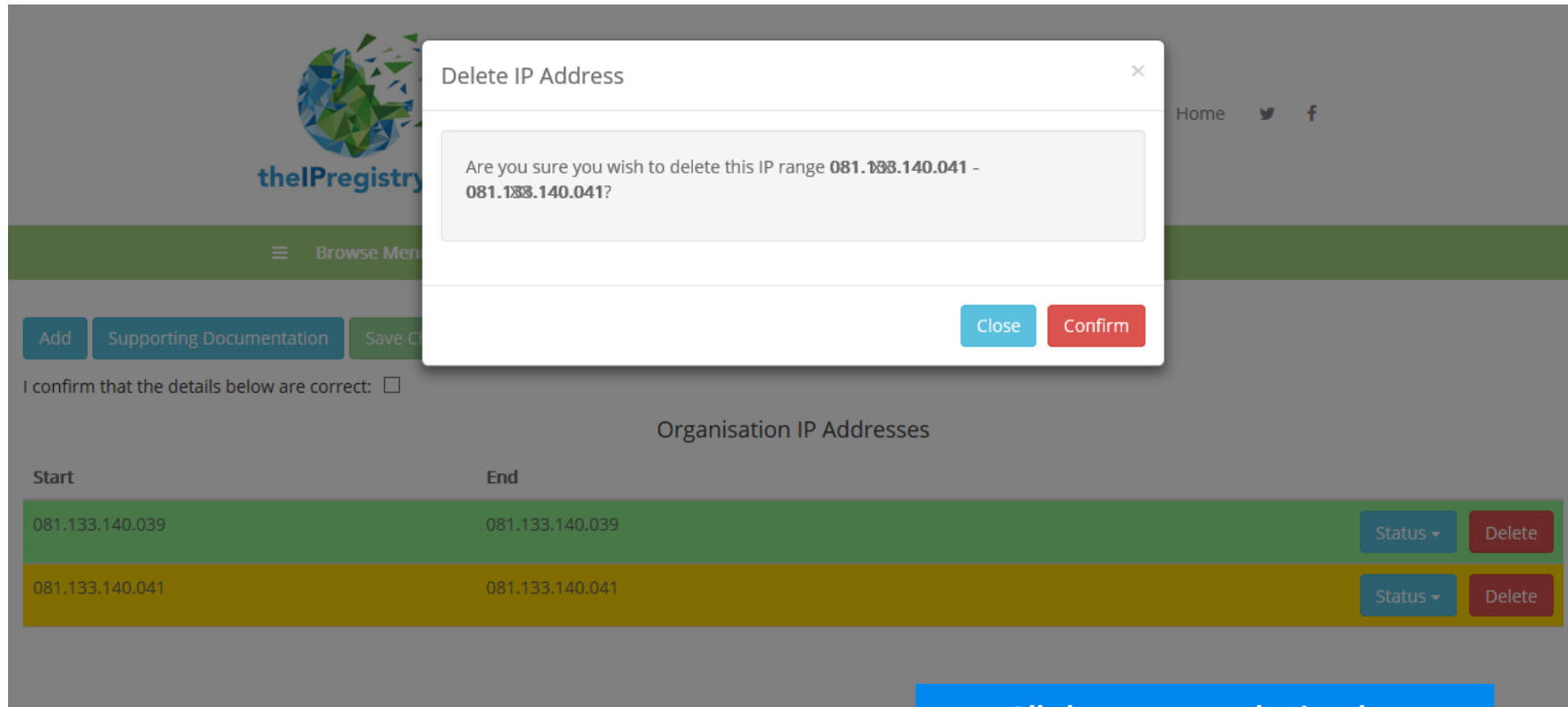
11) Tick the box to “confirm that the details below are correct” and then click the “Save Changes” button.

All changes are submitted to theIPRegistry.org team for approval (see slide 9).

The screenshot shows the theIPRegistry.org website interface. At the top, there is a logo and navigation links: "Sign out", "Home", and social media icons for Twitter and Facebook. Below the navigation bar is a green header with a "Browse Menu" link. A yellow warning banner at the top of the main content area states: "You have unsaved changes, please save before leaving the page." Below this banner are three buttons: "Add", "Supporting Documentation", and "Save Changes". A checkbox labeled "I confirm that the details below are correct:" is checked. Below the checkbox is a table titled "Organisation IP Addresses". The table has two columns: "Start" and "End". The first row is highlighted in green and shows the IP range "081.108.140.039" to "081.108.140.039". The second row is highlighted in yellow and shows the IP range "081.108.140.041" to "081.108.140.041". The third row is not highlighted and shows the IP range "81.108.140.43" to "81.108.140.43". To the right of each row are buttons for "Status" (a dropdown menu) and "Delete". At the bottom of the table is an "Undo" button. A yellow warning banner at the bottom of the main content area also states: "You have unsaved changes, please save before leaving the page."

Start	End	Status	Delete
081.108.140.039	081.108.140.039	Status ▾	Delete
081.108.140.041	081.108.140.041	Status ▾	Delete
81.108.140.43	81.108.140.43		Undo

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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).

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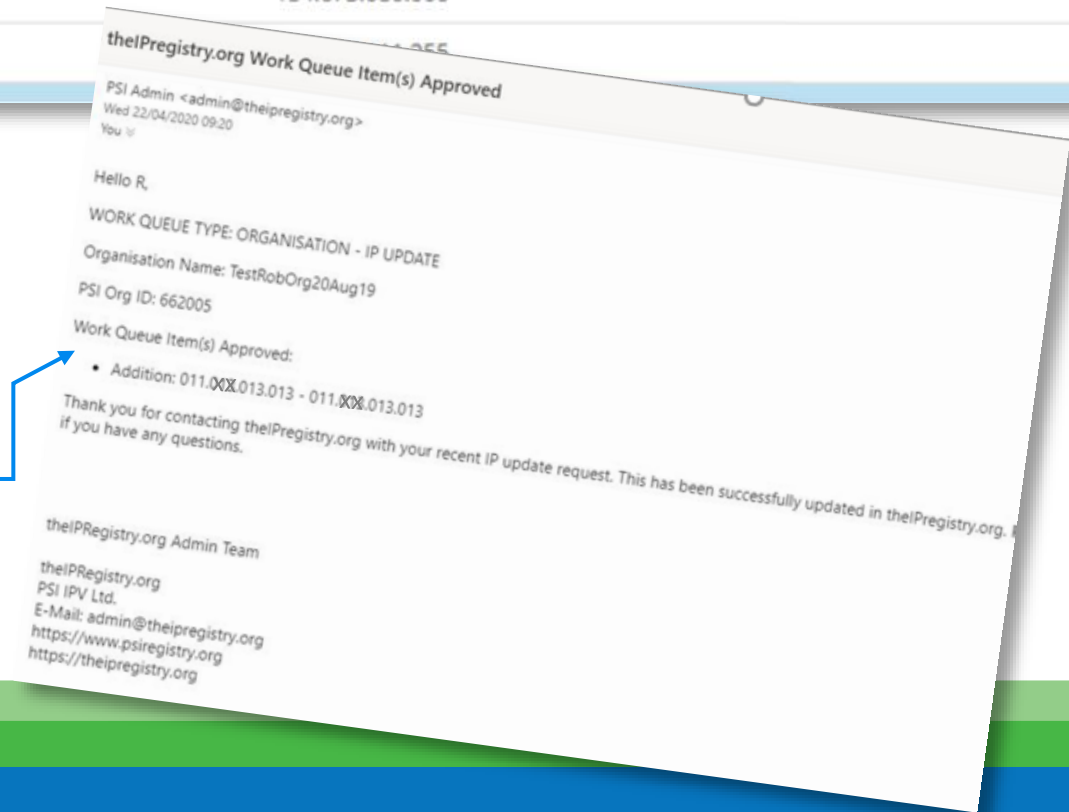
15) Outcomes

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

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.

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



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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:

- Correct the IP and resubmit or...
- ... continue by clicking "Add" (you will be asked to provide supporting documentation).

The image shows two overlapping screenshots of the 'Add IPV4 or IPV6' form. The left screenshot displays a warning message: '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.' The right screenshot displays a warning message: 'This is a foreign IP: Name: VIETNAM 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.' Both forms have input fields for IP Start, IP End, and CIDR, and buttons for 'Close' and '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

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:

- Correct the IP and resubmit or ...
- ... 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

The image shows two overlapping screenshots of the 'Add IPV4 or IPV6' form. The background form (Scenario 3) displays a red error message: '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 IP Addresses page.' The input fields show 'IP Start' and 'IP End' as '210.2XX011.128' and 'Enter the CIDR:' as 'CIDR'. The foreground form (Scenario 4) displays a red error message: 'This is a foreign IP: Name: Apple Inc. WWNET Apple Inc. Country: US IP Start: 17.255.0 IP End: 17.255.255.255. 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.' The input fields show 'IP Start' and 'IP End' as '17.2XX.17.224' and '17.2XX.17.239' respectively, and 'Enter the CIDR:' as 'CIDR'. Both forms have 'Close' and 'Add' buttons at the bottom right.

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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.

The screenshot shows the TheIPregistry.org website interface. On the left, a sidebar menu is visible with the following items: 'Manage My Organisations', 'Publishers Receiving my IP Updates/Profile Changes' (highlighted with a blue arrow), 'Message Admin', 'Add Organisation', and 'The IP Registry Guide'. The main content area is titled 'PUBLISHERS RECEIVING MY IP UPDATES/PROFILE CHANGES'. It features a dropdown menu for 'Your Organisations' set to 'Oxford Brookes University'. Below this is a table listing publishers, with a search bar on the right. The table lists the following publishers: American Association for the Advancement of Science, American Society of Mechanical Engineers, Annual Reviews, Cambridge University Press, Institute of Electrical and Electronics Engineers, Institute of Physics, JoVE, Knowledge Unlatched, Microbiology Society, and Portland Press Ltd. At the bottom, it says 'Showing 1 to 10 of 17 entries' and has pagination links for 'Previous', '1', '2', and 'Next'.

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

Publisher Name
American Association for the Advancement of Science
American Society of Mechanical Engineers
Annual Reviews
Cambridge University Press
Institute of Electrical and Electronics Engineers
Institute of Physics
JoVE
Knowledge Unlatched
Microbiology Society
Portland Press Ltd