theIPRegistry.org USER GUIDE

for

Organisations

Contents

Introduction

Welcome to theipregistry.org User Guide. If you have any questions regarding the guide, please contact: admin@theipregistry.org

theIPregistry.org also has additional separate user guides on Registration and Updating IPs if required.

Here's a link to our F&Q's which might be useful to answer any questions you may have https://theipregistry.org/libraries/#faq.

Organisations
Access Details

Access theIPregistry.org at https://app.theipregistry.org/ or alternatively, via your email invitation link, if you have received one.

Sign In - Registration

1.1. If you have received an email invitation from theIPregistry.org or have already registered, please use your assigned Email and Password to sign in. *Skip to step 2.1 Organisation Profile*.

1.2. If you are not already registered, please click Not registered yet? Sign up here!

1.3. This leads you on to Sign Up Organisation Search page.

1.4. Please ensure you read the Terms and Conditions pop-up and click <Accept> at the bottom of the page. We are very happy to discuss the T&C's if there are any concerns.

1.5. If your organisation is recognised by the IP address you are accessing from, your organisation profile will appear. You then have two options 'Yes, continue and register' (*skip to step 2.1 – Organisation Profile*) or 'No, let me search for a different organisation'.

1.6. If your organisation is not recognised immediately by the IP address you are accessing from, you can search for your organisation using the <Search Bar>, using your PSI Organisation ID or organisation name.

1.7. If your organisation does not appear to be in theIPregistry.org, click the blue <Create Organisation> button.

1.8. In the Create Organisation page, enter your details and the details of the organisation that you are signing up, then click <Save>.

1.9. Your sign-up request will then be sent to theIPregistry.org for approval.

1.10. Once we have approved your request, you will be sent an email to the email address provided, with an invitation.
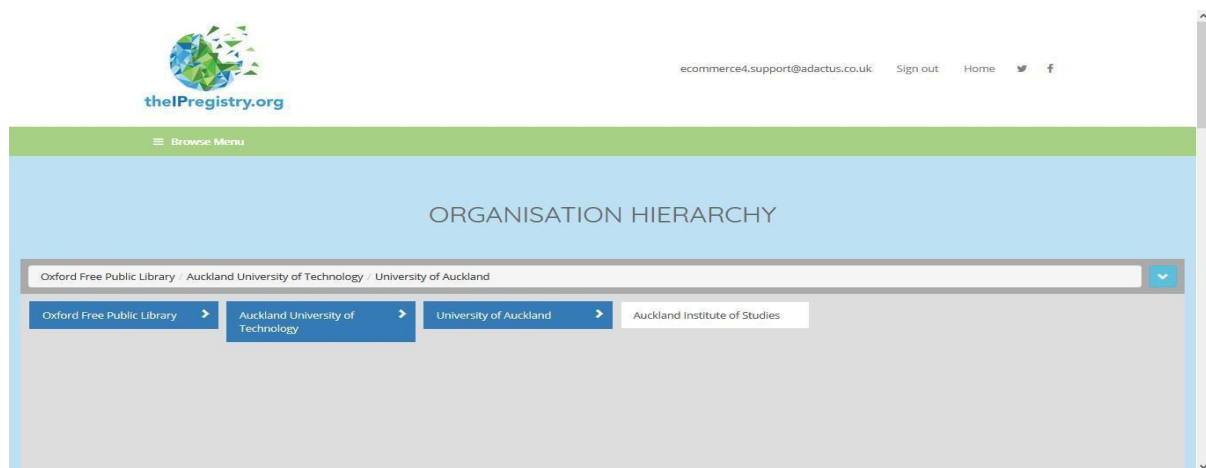
Organisation Profile

2.1. Once you have successfully signed in, you will be directed to your Organisation Profile page. This page details your organisation information, IP Addresses, Affiliates, Areas of Interest etc.

2.2. From here you have three options: 'View on hierarchy', 'Manage Organisation Details' and 'Manage IP Address Details'.   The fields highlighted in red will remain until you have checked and saved the Manage Organisation Details and Manage IP address Details pages.

View on Hierarchy

3.1. To view where your organisation sits within its organisational hierarchy, click <View on hierarchy>. From this view, you can see the immediate parent organisations above your organisation, and all child organisations below.

3.2. If you need to be set up as the Organisation Administrator for any of your child organisations, please contact theIPregistry.org at admin@theipregistry.org.

3.3. To return to your Organisation Profile, use your browser's <Back> button.

Manage Organisation Details

4.1. To edit any of your organisation's details, on your Organisation Profile, click <Manage Organisation Details>. On this page, there are three sections containing your organisation's details: 'Not editable', 'Editable' and 'Approval required'.

a. In the 'Not editable' section, you cannot edit the PSI Org ID, the Size, Name, or the Children Inherit IP Addresses checkbox.

b. In the 'Editable' section, you can edit any of these details immediately.

c. In the 'Approval Required' section, you can edit any of these details, but they will be sent to theIPregistry.org for approval.

d. To confirm any changes you have made, tick the 'I verify the details above are correct' checkbox and click <Submit>. You will then return to your organisation profile.

e. You will receive email confirmation of any approval/rejection requests actioned by theIPregistry.org.
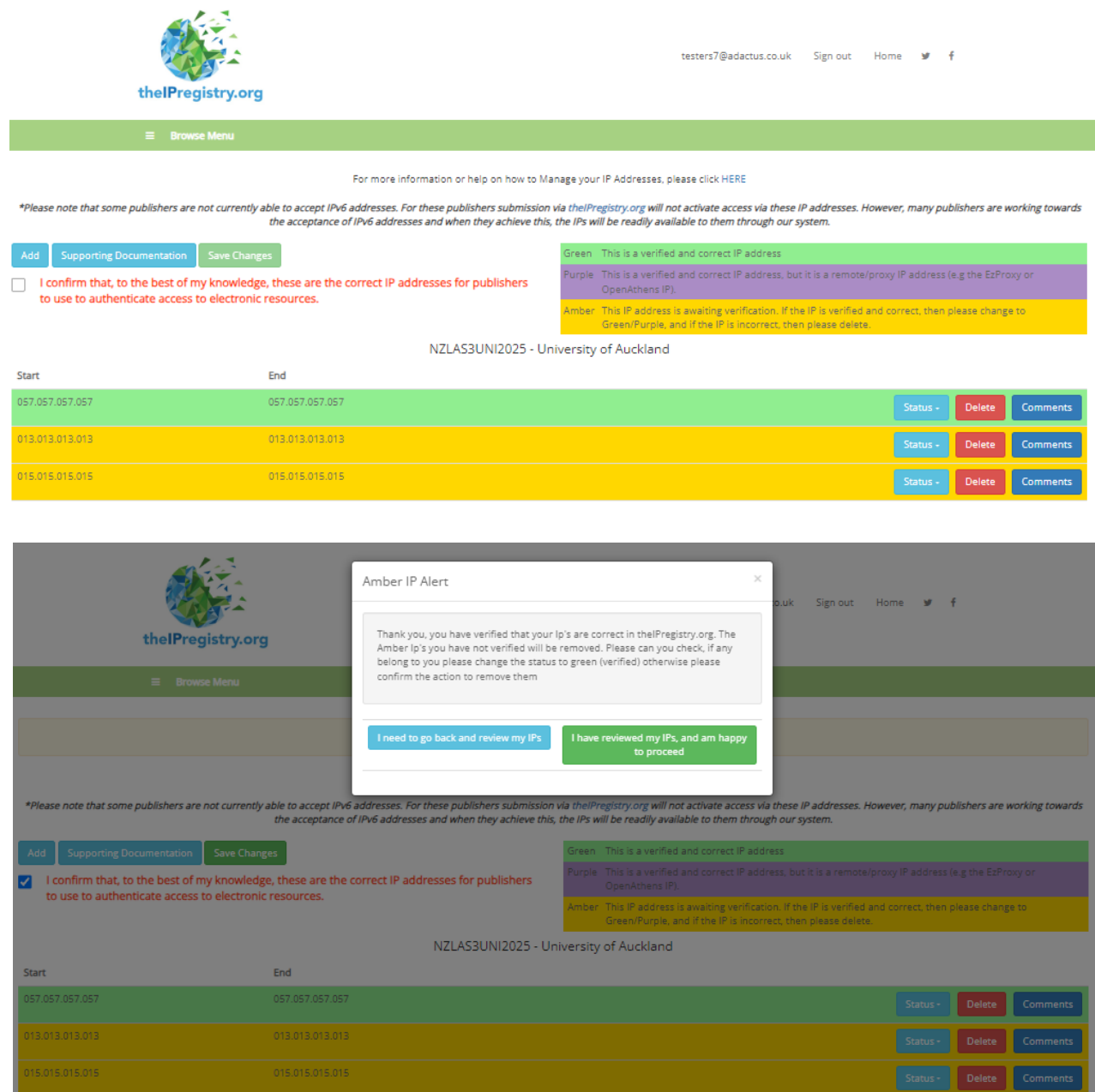
4.2. To return to your Organisation Profile, use your browser's <Back> button.

Manage IP Address Details

5.1. To manage your organisation's IP addresses, click <Manage IP Address Details>. This page shows all IP addresses related to your organisation. Those in green are 'Verified', amber are 'Awaiting Verification', and purple are 'remote/proxy IP addresses' (e.g. the EzProxy or OpenAthens IP). You will receive email confirmation of any approval/rejection requests actioned by theIPregistry.org.

Confirm an IP Address

5.2. To confirm an IP Address, tick the checkbox next to 'I confirm that the details below are correct:'. <Save Changes> and your confirmation will be accepted. If you have not actioned, the Amber IPs you will be presented with an Amber Alert message. If you reviewed the IPs and willing to continue, the Amber IP's will automatically be removed.

Add an IP Address

5.3. To add an IP address to your organisation's IP addresses, click <Add>.

    a. On the Add IP address pop-up menu, enter the start IP address and end IP address, then click <Add>.

    b. If the IP address you have added is already verified in theIPregistry.org against a different organisation, you will see the following message 'IP address(es) already exists in another organisation'.

    c. You must then submit Supporting Documentation to save any new IP addresses to your organisation. *(See 5.6. for details on supporting documentation.)*

    d. If you are adding a remote/proxy IP, please tick the Box and add an explanation of the type of IP. These IPs will be highlighted in Purple.

Adding a verified Green IP

Adding a remote/proxy IP address

Adding an IP that is already verified in theIPregistry.org against a different organisation will alert you. (A red warning will also appear if the IP country registered in IANA is different to the Organisation country detailed on the profile).
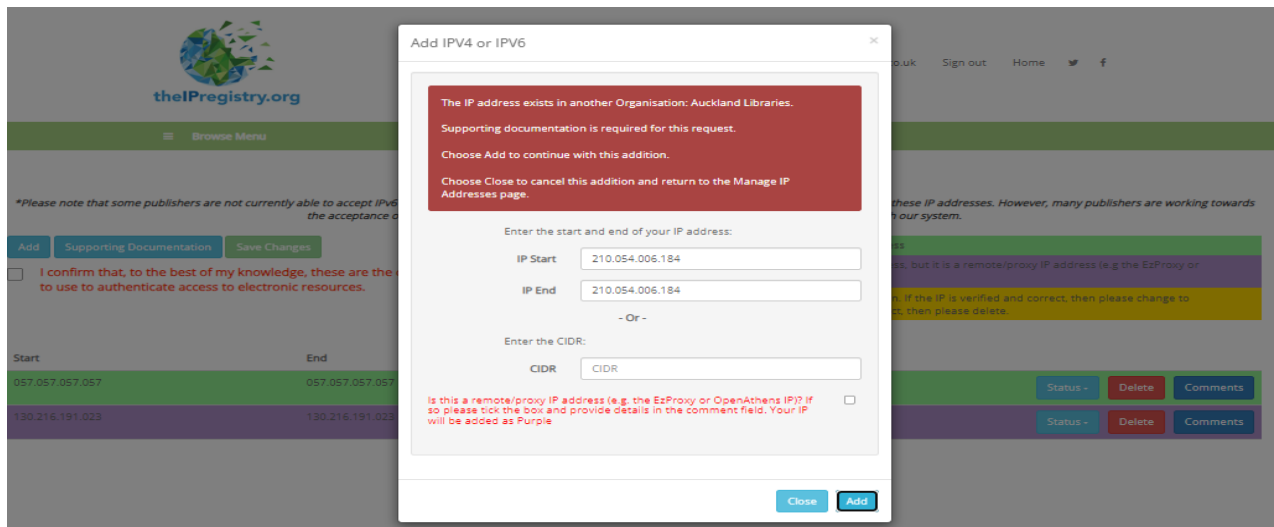
Adding an IP which has multiple errors. In this case the IP address submitted is already associated with another organisation *and* is a foreign IP for the organisation.

Supporting Documentation warning is shown, you need to add this before confirming and pressing "Save changes".

Delete an IP Address

5.4. To delete any of your organisation's IP addresses, click <Delete> on the IP addresses you wish to delete. *(See 5.6. for details on supporting documentation.)*
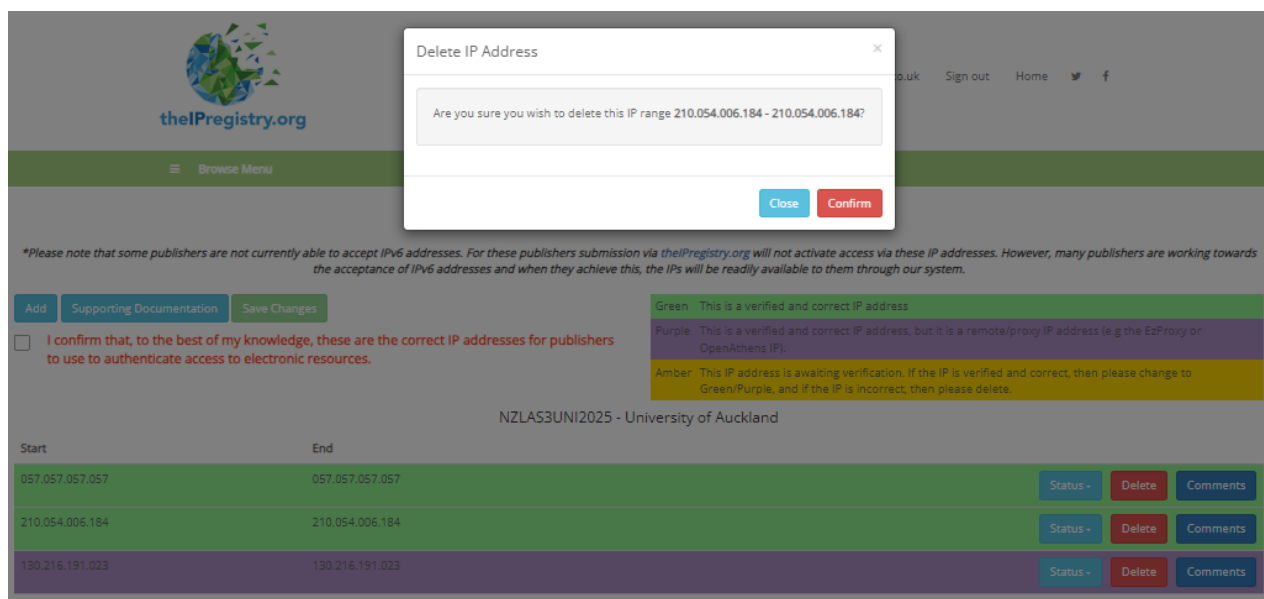
Change the Status of an IP Address

5.5. To change the status any of your IP addresses, click the dropdown menu <Status> displayed against the IP address, then choose from the selection – Green or Purple. (*See 5.6. for details on supporting documentation.*)
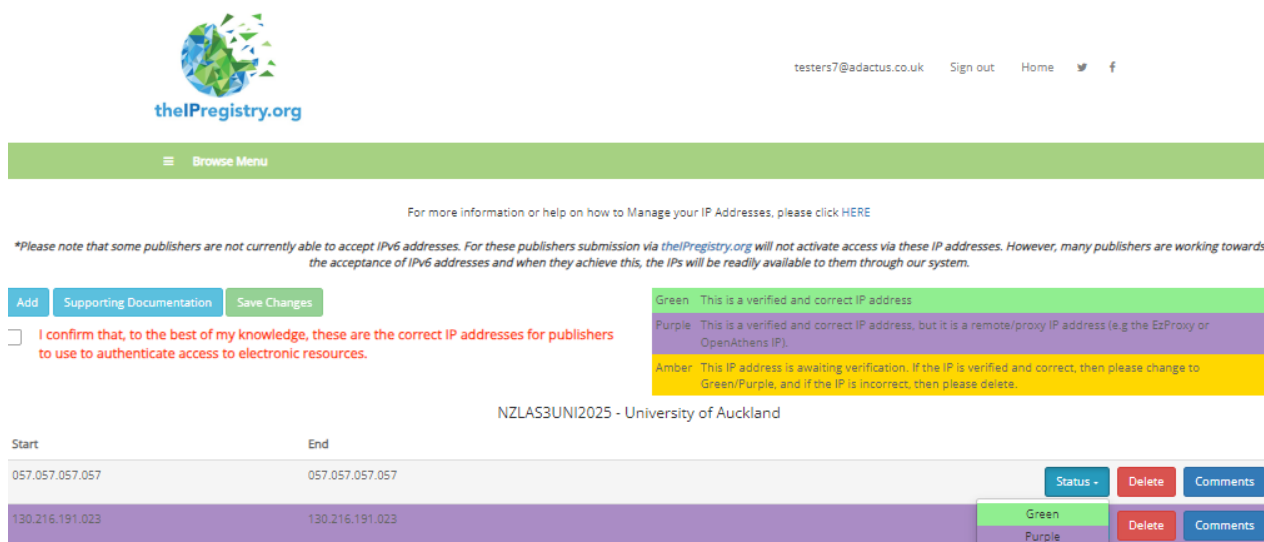
Supporting Documentation

5.6. Before saving your changes to any Adding, Changing the status of, IP addresses; you must submit Supporting Documentation if required.

5.7. This is primarily required as evidence against IP address changes that require additional checks by theIPregistry.org. We accept the following forms of Supporting Documentation:

a. License Agreement or document

b. Copy of email detailing the change (e.g. Iana Registration document)

c. Free text explanation to support your change (e.g. *"I "Joe Bloggs, administrator for "Loughborough University" confirm that this is an old IP and no longer used so it has been deleted". JoeBloggs@lboro.ac.uk. 7.12.2017"*

5.8. To submit supporting documentation, click 'Supporting Documentation'.

a. On the Supporting Documentation pop-up menu, enter free text into the text box to support your changes, then click <Save>; or you can upload your supporting documentation file(s) by clicking <Upload> and selecting the relevant files.

b. If you are submitting documentation to support the addition of an IP Address for your organisation that is already verified against a different organisation in theIPregistry.org, then we will assess your documentation, investigate why the two IP Addresses overlap and then contact you if there are any issues.

c. Click <Close> when you have finished, and you will return to the Manage IP Address Details page.

5.9.   To confirm any changes, you have made on the Manage IP Address Details page, tick the 'I confirm that the details below are correct' checkbox, then click <Save Changes>. You will then return to your organisation profile.

5.10.   We will review any IP address status changes, additions or deletions that have been submitted. Once they are approved, the changes will appear in your Organisation Profile. We will contact you directly if, for any reason, any changes are rejected.

5.11.   IP change requests will show on your Organisation Profile page under section called 'Pending IP addresses Awaiting Approval in theIPregistry.org Work Queue.

5.12.   You will receive email confirmation of any approval/rejection requests actioned by theIPregistry.org.

Browse Menu

6.1. As well as the 'Home', 'Sign Out' and Social Media links, you can also access the <Browse> menu from the top of every page in theIPregistry.org. At the bottom of every page, you can find our contact details, Terms & Conditions and Privacy Statement and link to theIPregistry.org Participating Publishers.

6.2. On the <Browse> Menu you have 5 main options, 'Manage My Organisations', 'Publishers Receiving my IP Updates/profile Changes', 'Message Admin', 'The IP Registry Guide.
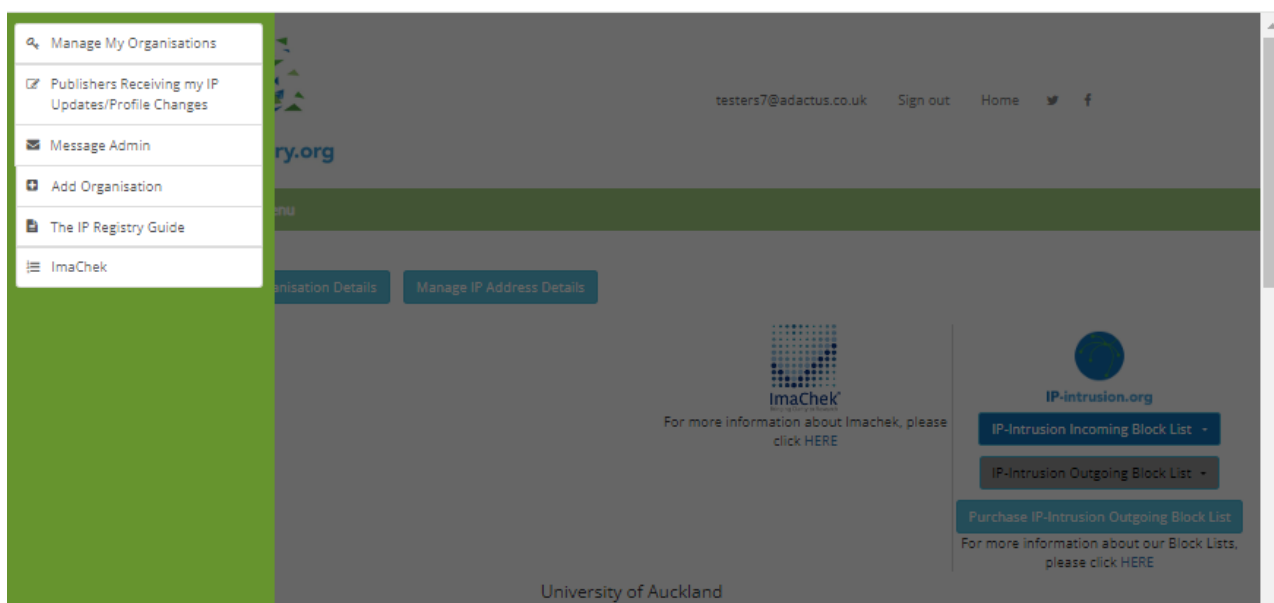
Manage My Organisations

6.3. For users who have access to multiple organisations' profiles in The IP Registry, they can switch between them by clicking <Manage My Organisations>.

6.4. From this screen you can open the Organisation Profile of the organisations that you manage.

6.5. If you are not currently setup to manage one or more of your organisations, please contact theIPregistry.org (admin@theipregistry.org)

Publishers Receiving My IP Updates/Profile Changes

6.6. Here you will find a list of Publishers who have signed up to theIPregistry.org service to receive your updates. 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.

Message Admin

6.7. To message theIPregistry.org directly, for any questions or problems, click <Message Admin> from the Browse Menu. Once you have entered your Subject and Message to theIPregistry.org, click <Send>
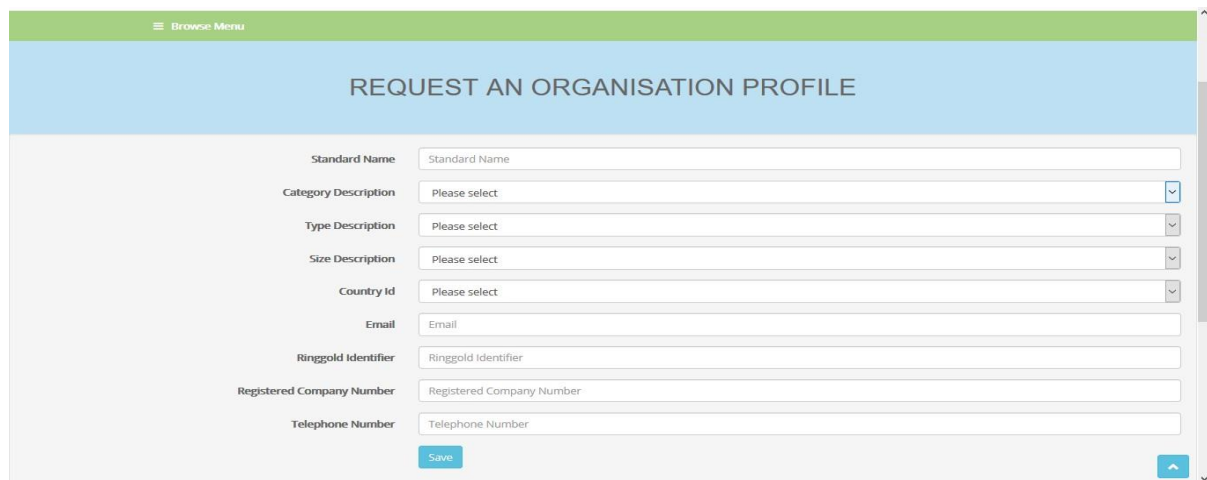

Add Organisation

6.8. When viewing your organisational hierarchy *(see section 3 – View on Hierarchy)*, you may wish to add further organisations to your hierarchy (if they do not already exist) – such as a new subsidiary, campus, site, office or institute. If you wish to be the Administrator for any of your newly created organisations, please contact theIPregistry.org after creating the organisation profile.

6.9. To add an organisation that does not already exist within theIPregistry.org, click <Add Organisation> from the Browse Menu. Once you have entered the correct details on the Request an Organisation Profile page, click <Save>.

7.0. Your Add Organisation request will be sent to theIPregistry.org for approval. Once we have approved your request, the organisation will be added to theIPregistry.org. To attach the newly created organisation to an existing organisation hierarchy, please do so in the Manage Organisation Details screen *(see section 4.1. Manage Organisation Details).*

The IP Registry Guide

7.1. This link with take you to this document. You can save locally should you wish.