



theIPRegistry.org

theIPRegistry.org USER GUIDE

for

Organisations

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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'.


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

Standard Name	Loughborough University
Alias 1	Loughborough Univ
PSI Org ID	GBRAS0UNI590132
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	GBR
Country Description	UNITED KINGDOM
Url	lboro.ac.uk
External Reference	
Ringgold Identifier	

Is this you?

Yes, continue and register 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.



Sign In Home [Twitter](#) [Facebook](#)

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.

590529 [Search](#)

PSI Org ID	Standard Name	Alias 1	Alias 2	Country Code	Url	Ringgold Identifier
GBRAS0UNI590529	University of Oxford	Univ Of Oxford	Oxford University	GBR	www.ox.ac.uk	

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.

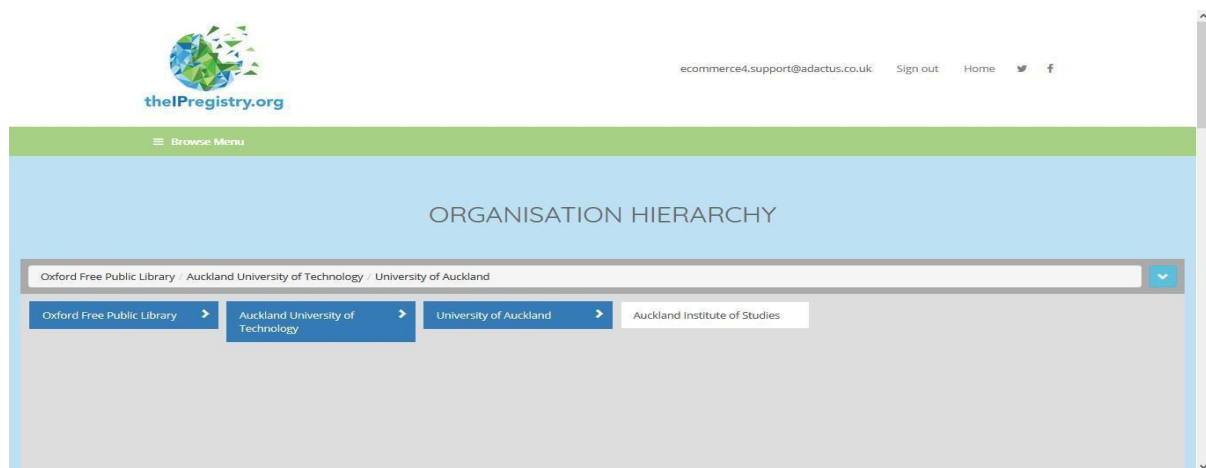
Organisation Profile

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.

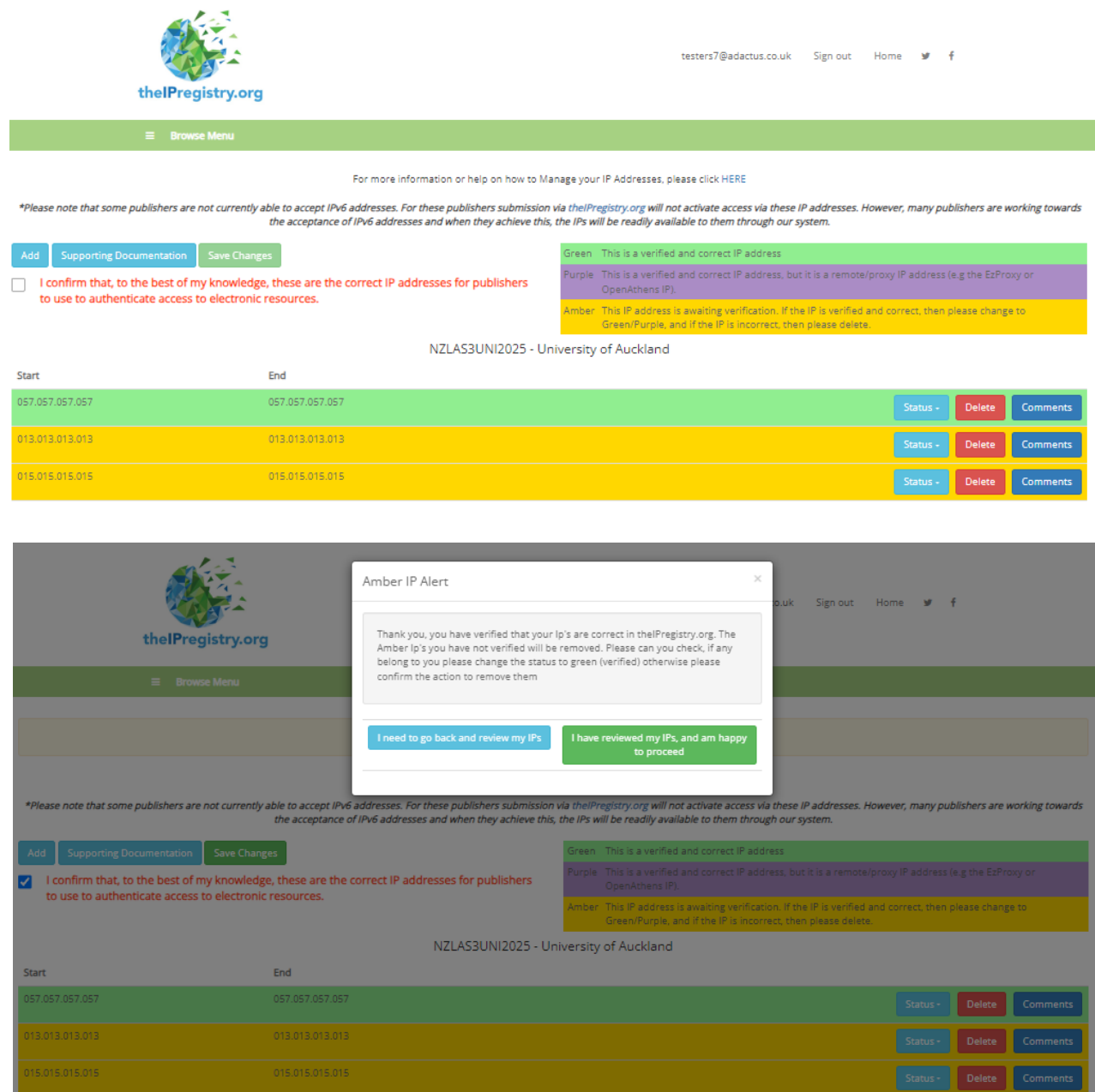
4.2. To return to your [Organisation Profile](#), use your browser's [Back](#) button.

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.



theIPRegistry.org

testers7@adactus.co.uk Sign out Home

Browse Menu

For more information or help on how to Manage your IP Addresses, please click [HERE](#)

**Please note that some publishers are not currently able to accept IPv6 addresses. For these publishers submission via theIPRegistry.org will not activate access via these IP addresses. However, many publishers are working towards the acceptance of IPv6 addresses and when they achieve this, the IPs will be readily available to them through our system.*

Add Supporting Documentation Save Changes

☐ I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

NZLAS3UNI2025 - University of Auckland

Start	End	Status	Delete	Comments
057.057.057.057	057.057.057.057	Green	Delete	Comments
013.013.013.013	013.013.013.013	Amber	Delete	Comments
015.015.015.015	015.015.015.015	Amber	Delete	Comments

Green This is a verified and correct IP address
Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g. the ExProxy or OpenAthens IP).
Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

Amber IP Alert

Thank you, you have verified that your IP's are correct in theIPRegistry.org. The Amber IP's you have not verified will be removed. Please can you check, if any belong to you please change the status to green (verified) otherwise please confirm the action to remove them

I need to go back and review my IP's I have reviewed my IP's, and am happy to proceed

**Please note that some publishers are not currently able to accept IPv6 addresses. For these publishers submission via theIPRegistry.org will not activate access via these IP addresses. However, many publishers are working towards the acceptance of IPv6 addresses and when they achieve this, the IPs will be readily available to them through our system.*

Add Supporting Documentation Save Changes

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NZLAS3UNI2025 - University of Auckland

Start	End	Status	Delete	Comments
057.057.057.057	057.057.057.057	Green	Delete	Comments
013.013.013.013	013.013.013.013	Amber	Delete	Comments
015.015.015.015	015.015.015.015	Amber	Delete	Comments

Green This is a verified and correct IP address
Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g. the ExProxy or OpenAthens IP).
Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

Add an IP Address

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

- On the [Add IP address](#) pop-up menu, enter the [start IP address](#) and [end IP address](#), then click <Add>.
- 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](#)'.
- You must then submit [Supporting Documentation](#) to save any new IP addresses to your organisation. (See 5.6. for details on supporting documentation.)
- 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

theIPRegistry.org

Browse Menu

*Please note that some publishers are not currently able to accept IPv6 the acceptance of

Add Supporting Documentation Save Changes

☐ I confirm that, to the best of my knowledge, these are the to use to authenticate access to electronic resources.

Start End

057.057.057.057 057.057.057.057

Close Add

Is this a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP)? If so please tick the box and provide details in the comment field. Your IP will be added as Purple

Adding a remote/proxy IP address

theIPRegistry.org

Browse Menu

*Please note that some publishers are not currently able to accept IPv6 the acceptance of

Add Supporting Documentation Save Changes

☐ I confirm that, to the best of my knowledge, these are the to use to authenticate access to electronic resources.

Start End

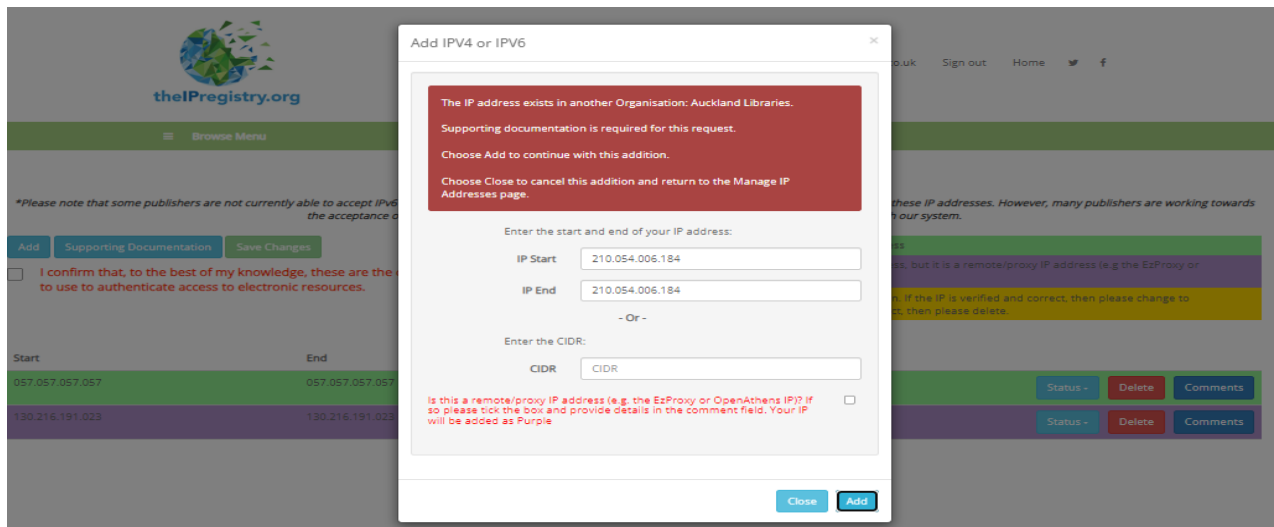
057.057.057.057 057.057.057.057

Close Add

Is this a remote/proxy IP address (e.g. the EzProxy or OpenAthens IP)? If so please tick the box and provide details in the comment field. Your IP will be added as Purple

This is our Open Athens 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”.



testers7@adactus.co.uk Sign out Home

Browse Menu

You have unsaved changes, please save before leaving the page.

Supporting documentation is required for this request.

For more information or help on how to Manage your IP Addresses, please click [HERE](#)

**Please note that some publishers are not currently able to accept IPv6 addresses. For these publishers submission via thelRegistry.org will not activate access via these IP addresses. However, many publishers are working towards the acceptance of IPv6 addresses and when they achieve this, the IPs will be readily available to them through our system.*


☐ I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Green This is a verified and correct IP address
 Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g the EzProxy or OpenAthens IP).
 Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

NZLAS3UNI2025 - University of Auckland

Start	End	Status	Delete	Comments
057.057.057.057	057.057.057.057			
130.216.191.023	130.216.191.023			
210.54.6.184	210.54.6.184			

Undo



testers7@adactus.co.uk Sign out Home

Browse Menu

You have unsaved changes, please save before leaving the page.

Supporting documentation is required for this request.

For more information or help on how to Manage your IP Addresses, please click [HERE](#)

**Please note that some publishers are not currently able to accept IPv6 addresses. For these publishers submission via thelRegistry.org will not activate access via these IP addresses. However, many publishers are working towards the acceptance of IPv6 addresses and when they achieve this, the IPs will be readily available to them through our system.*

☐ I confirm that, to the best of my knowledge, these are the correct IP addresses for publishers to use to authenticate access to electronic resources.

Green This is a verified and correct IP address
 Purple This is a verified and correct IP address, but it is a remote/proxy IP address (e.g the EzProxy or OpenAthens IP).
 Amber This IP address is awaiting verification. If the IP is verified and correct, then please change to Green/Purple, and if the IP is incorrect, then please delete.

NZLAS3UNI2025 - University of Auckland

Start	End	Status	Delete	Comments
057.057.057.057	057.057.057.057			
130.216.191.023	130.216.191.023			
210.54.6.184	210.54.6.184			

Undo

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.

I Librarian for University of Auckland can confirm that IP 210.54.6.184 belongs to the University of Auckland. Iana IP Registration attached

Save

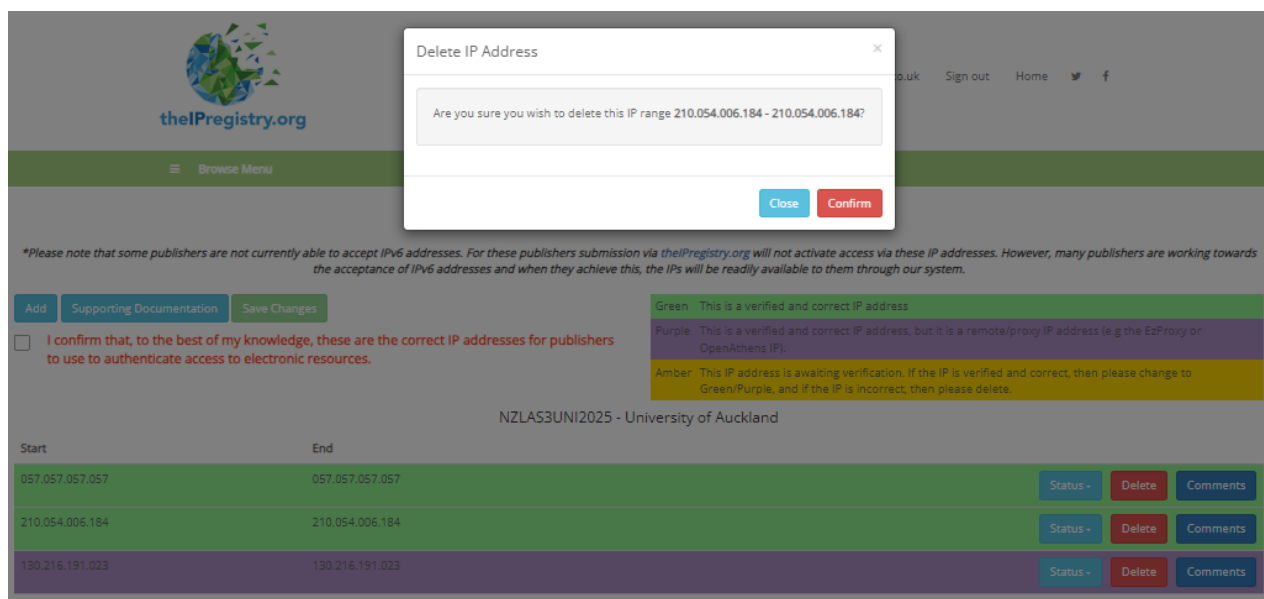
File Name	File Size
-----------	-----------

Upload

Close

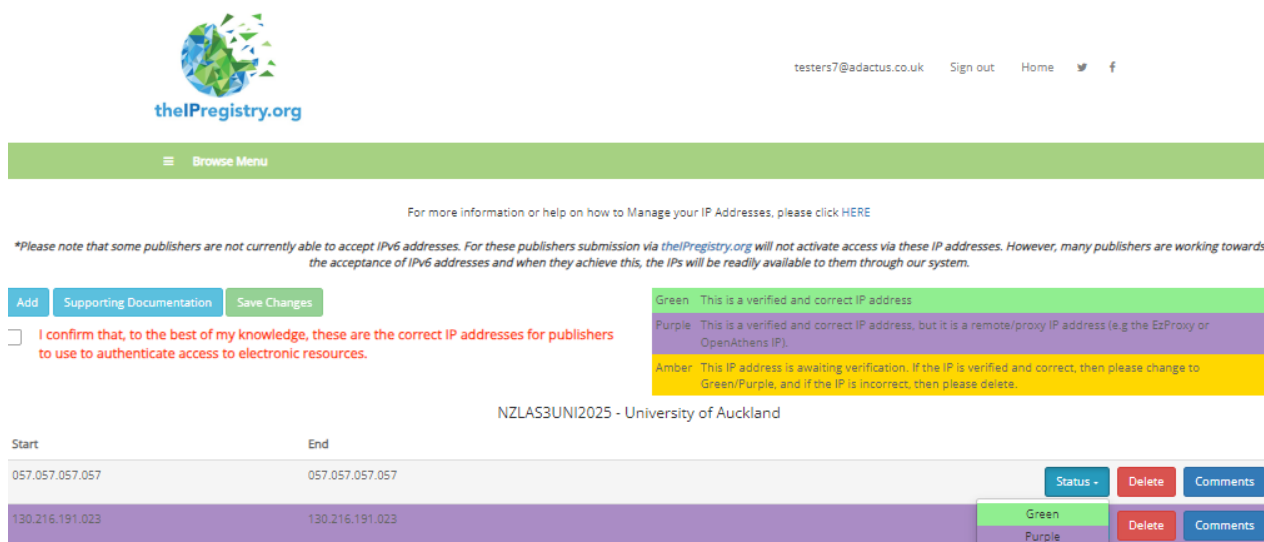
Delete an IP Address

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.

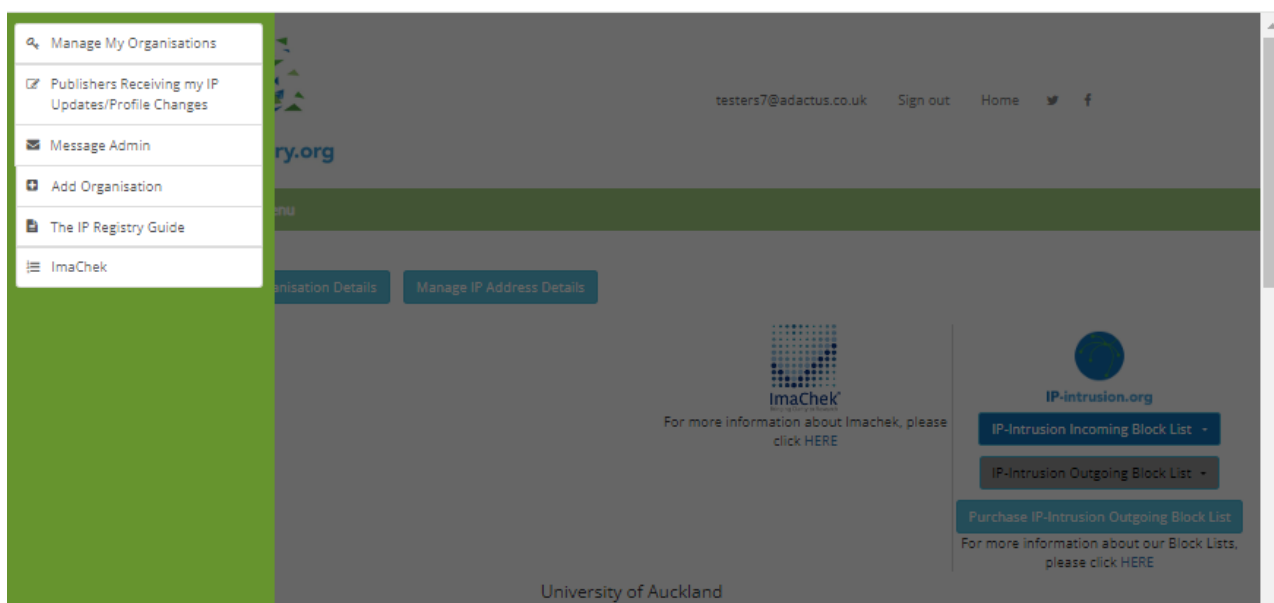
Organisation IP Addresses			
Start			End
081.133.140.039			081.133.140.039
140.234.000.070			140.234.000.070
192.076.028.255			192.076.028.255

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue			
Start	End	Remote Proxy IP	Remote Proxy IP Comment
195.027.217.250	195.027.217.250	<input type="checkbox"/>	

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>.



theIPRegistry.org

testers7@adactus.co.uk Sign out Home

Browse Menu

Manage My Organisations

Code	Standard Name	
NZLAS3UNI2025	University of Auckland	Organisation Detail
NZLAS0UNI2005	Christchurch Polytechnic Institute of Technology	Organisation Detail
NZLAS0UNI2001	Auckland University of Technology	Organisation Detail
NZLAS0COL2003	Booth College of Mission	Organisation Detail

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.



theIPRegistry.org

testers7@adactus.co.uk Sign out Home

Browse Menu

PUBLISHERS RECEIVING MY IP UPDATES/PROFILE CHANGES

**Publishers that are still in the process of integrating with theIPRegistry.org do not appear on this list. Publishers will only be listed here when the integration process is complete, and your updates are being successfully communicated to the publisher.*

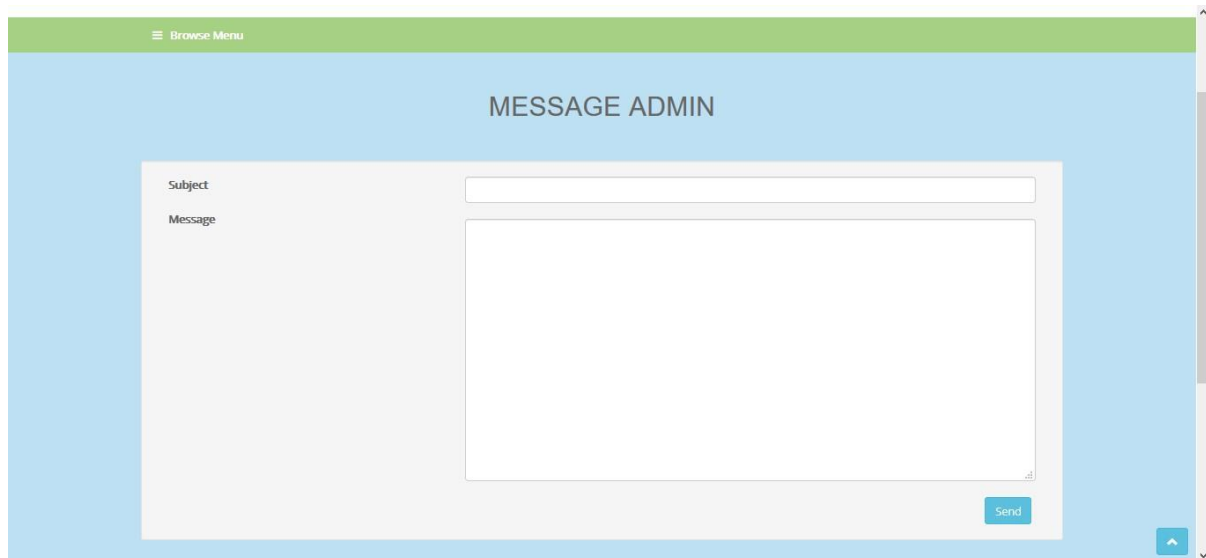
Your Organisations: The IP Registry

Search:

Publisher Name
Publisher 1
Publisher 2
Publisher 3
Publisher 4
Publisher 5

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>](#)

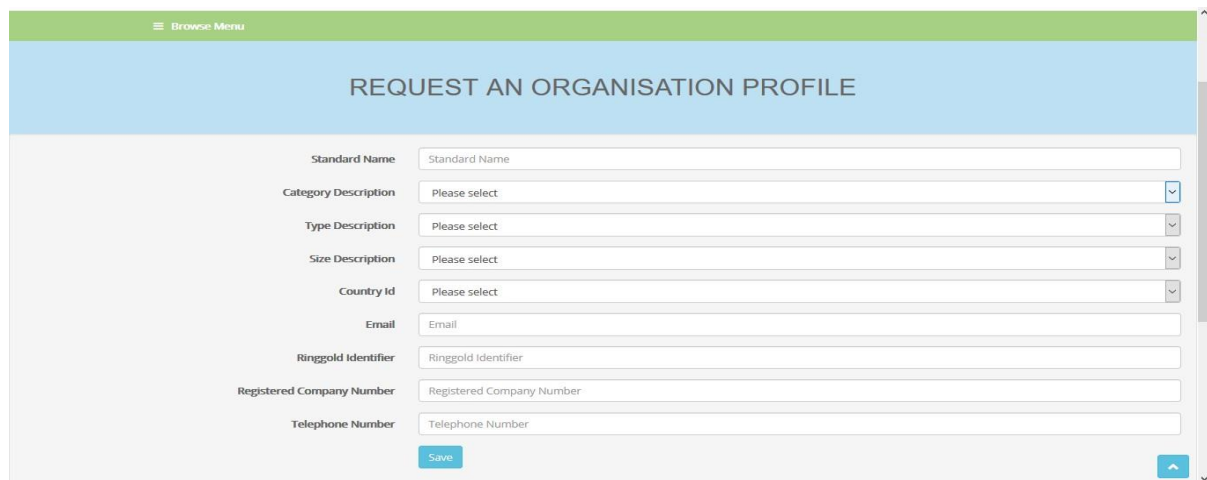
A screenshot of a web application interface titled "MESSAGE ADMIN". At the top left, there is a green bar with a hamburger menu icon and the text "Browse Menu". The main content area has a light blue background. In the center, there is a white form box. Inside the form box, on the left, are labels "Subject" and "Message". To the right of "Subject" is a single-line text input field. To the right of "Message" is a large multi-line text area. At the bottom right of the form box is a blue button labeled "Send". In the bottom right corner of the entire page, there is a small blue square button with a white upward-pointing arrow.

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 screenshot shows a web application interface for requesting an organisation profile. At the top, there is a green header bar with a 'Browse Menu' link. Below this is a light blue banner with the title 'REQUEST AN ORGANISATION PROFILE'. The main content area is a form with the following fields:

- Standard Name:** A text input field with the placeholder 'Standard Name'.
- Category Description:** A dropdown menu with 'Please select' and a downward arrow.
- Type Description:** A dropdown menu with 'Please select' and a downward arrow.
- Size Description:** A dropdown menu with 'Please select' and a downward arrow.
- Country Id:** A dropdown menu with 'Please select' and a downward arrow.
- Email:** A text input field with the placeholder 'Email'.
- Ringgold Identifier:** A text input field with the placeholder 'Ringgold Identifier'.
- Registered Company Number:** A text input field with the placeholder 'Registered Company Number'.
- Telephone Number:** A text input field with the placeholder 'Telephone Number'.

At the bottom of the form, there is a blue 'Save' button on the left and a blue button with an upward arrow on the right.

The IP Registry Guide

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