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).

2) Once you’ve signed in you’ll be taken to your main organisation profile page.
3) If you are linked to multiple organisations you can select the organisation you wish to manage by choosing “Manage My Organisations” from the menu (if you are only linked to one organisation go to step 5).
Select the organisation you wish to manage from the list by clicking the “Organisation Detail” button to the right.
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5) Click “Manage IP Address Details” button.
6) Review the IP addresses shown for your organisation. These are the IPs that publishers have told us they are using to authenticate access to content for your organisation. Where we have been able to verify an IP address we’ve coloured it green.

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

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

Changes may be submitted to theIPregistry.org team for approval (see slide 9).
15) Outcomes

i. IP update approved.

ii. IP submitted for approval.

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

Submitted changes are displayed as pending approval.

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

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

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

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

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

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

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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.

Your supporting documentation will be submitted to theIPregistry.org team for review.
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.