

# 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.

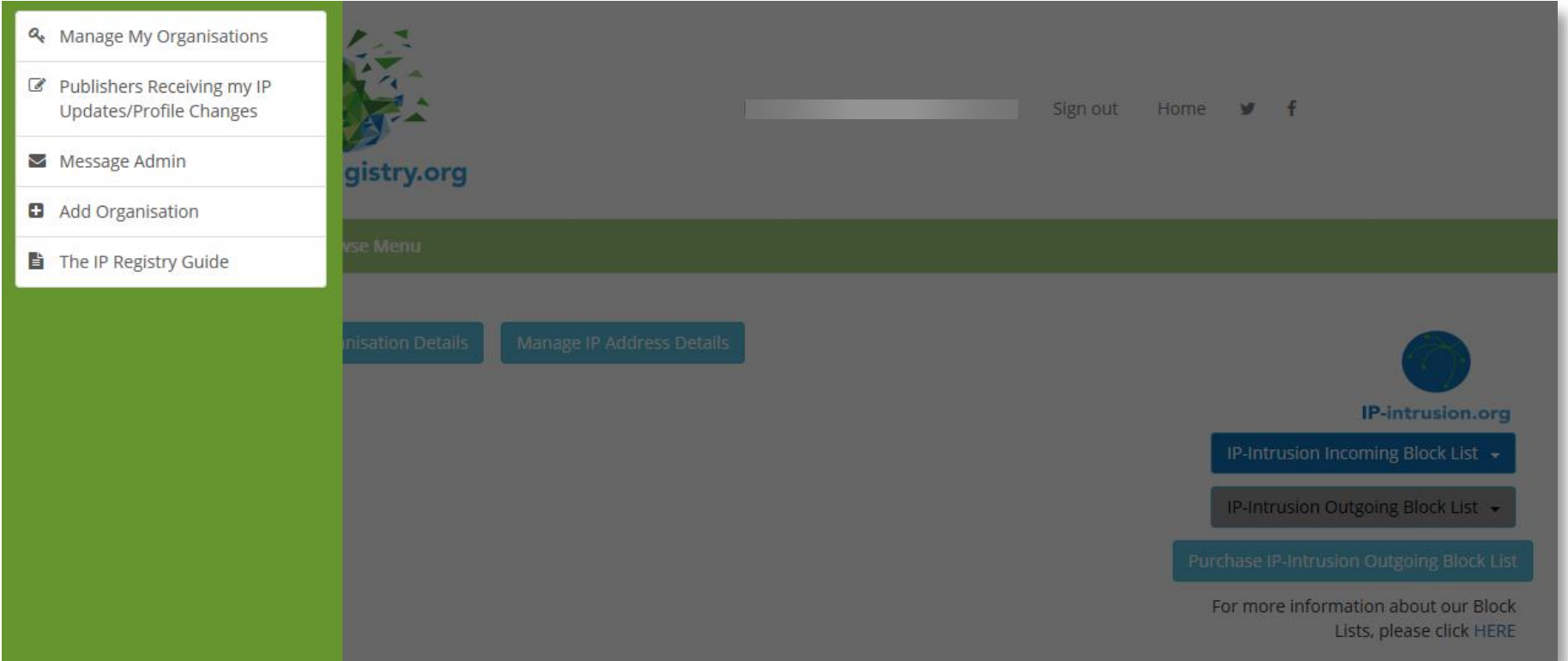
## 2) Once you've signed in you'll be taken to your main organisation profile page.

The screenshot displays the TheIPRegistry.org website interface. At the top, there is a logo for 'theIPRegistry.org' and a navigation bar with 'Sign out', 'Home', and social media icons. Below the logo, a green bar contains a 'Browse Menu' icon. Underneath, three buttons are visible: 'View on hierarchy', 'Manage Organisation Details', and 'Manage IP Address Details'. On the right side, there is a section for 'IP-Intrusion.org' with three buttons: 'IP-Intrusion Incoming Block List', 'IP-Intrusion Outgoing Block List', and 'Purchase IP-Intrusion Outgoing Block List'. Below this, a link says 'For more information about our Block Lists, please click HERE'. The main content area shows the 'The IP Registry' profile page with a table of 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

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- 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).

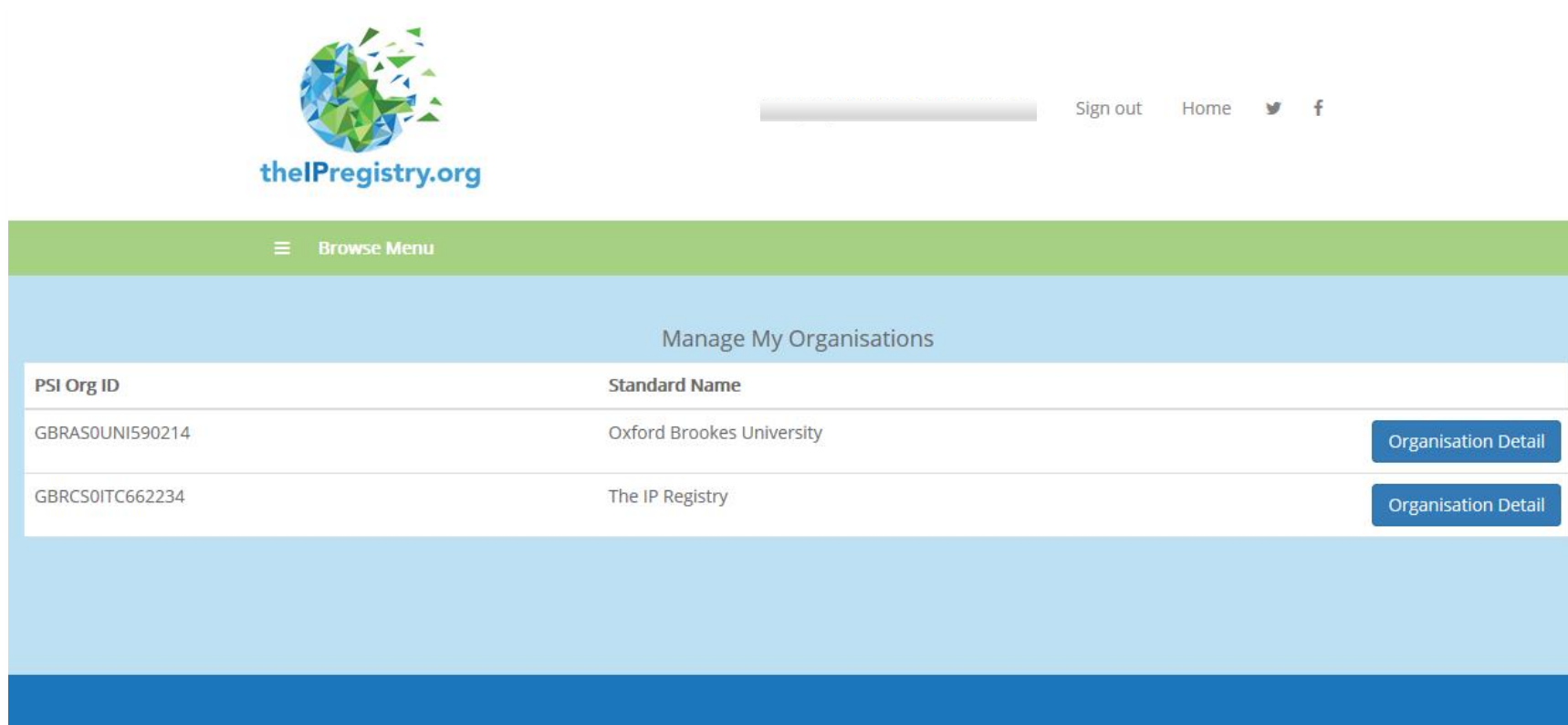


The screenshot shows the user interface of TheIPregistry.org. A blue arrow points to a dropdown menu that is open, displaying the following options:

- Manage My Organisations
- Publishers Receiving my IP Updates/Profile Changes
- Message Admin
- Add Organisation
- The IP Registry Guide

The background of the screenshot shows the website's header with the logo, navigation links (Sign out, Home, Twitter, Facebook), and a search bar. Below the header, there are buttons for "Organisation Details" and "Manage IP Address Details". On the right side, there are buttons for "IP-Intrusion Incoming Block List", "IP-Intrusion Outgoing Block List", and "Purchase IP-Intrusion Outgoing Block List". At the bottom right, there is a link for "For more information about our Block Lists, please click HERE".

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theIPregistry.org

Sign out Home

Browse Menu

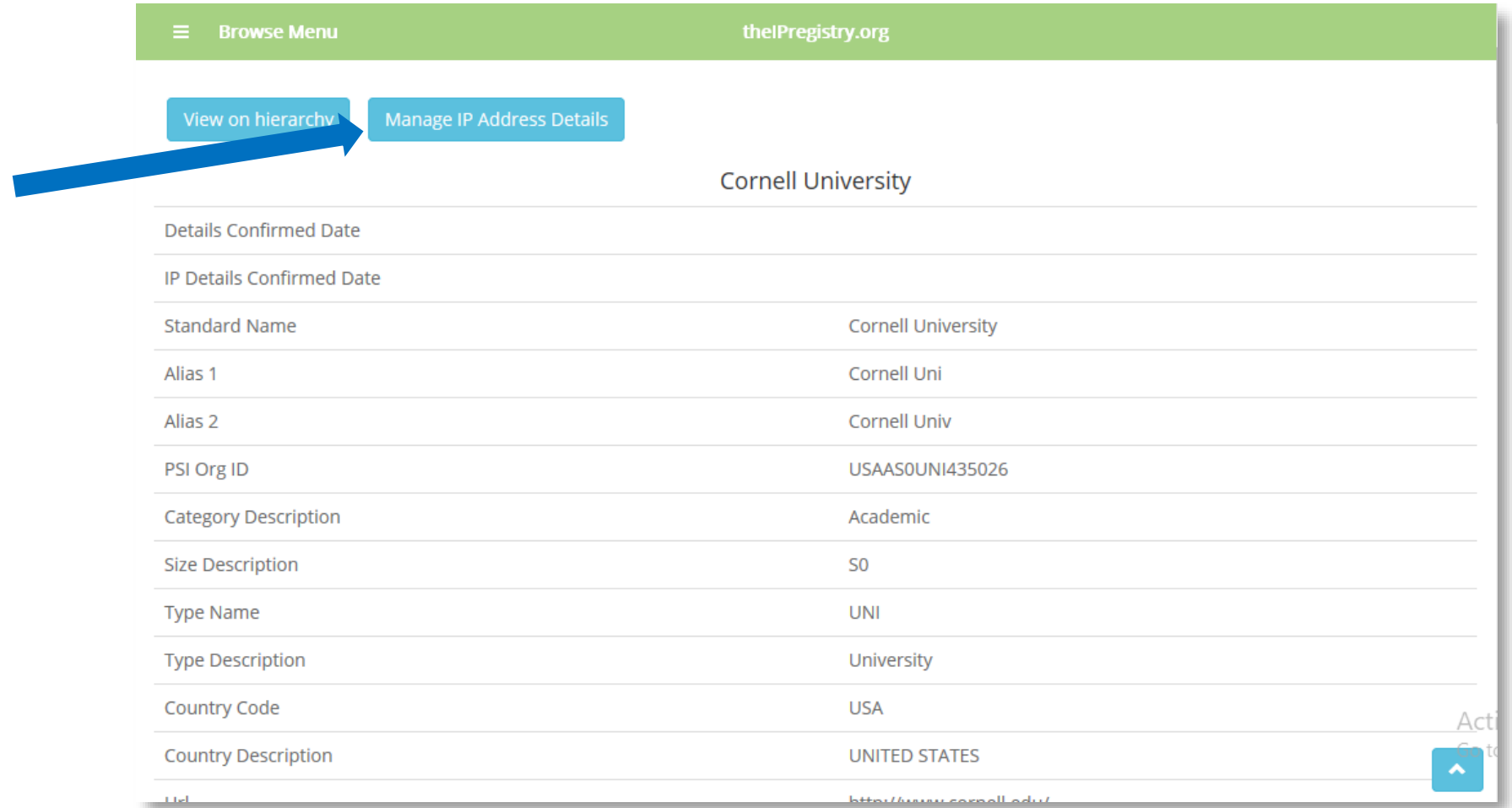
### Manage My Organisations

PSI Org ID	Standard Name	
GBRAS0UNI590214	Oxford Brookes University	Organisation Detail
GBRC50ITC662234	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.

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- 5) Click “Manage IP Address Details” button.



The screenshot shows the theIPregistry.org website interface. At the top, there is a green navigation bar with a hamburger menu icon and the text 'Browse Menu' on the left, and 'theIPregistry.org' on the right. Below the navigation bar, 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. The main content area contains a table with the following data:

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/

At the bottom right of the table, there is a blue button with an upward-pointing arrow, and the text 'Act' and 'Go to' is partially visible next to it.

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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.

The screenshot shows the TheIPRegistry.org website interface. At the top, there is a navigation bar with "Sign out", "Home", and social media icons. Below this is a green header with a "Browse Menu" icon. The main content area is titled "Organisation IP Addresses" and contains a table with two rows of IP ranges. The first row is highlighted in green, and the second row is highlighted in yellow. Each row has "Status" and "Delete" buttons. Above the table, there are buttons for "Add", "Supporting Documentation", and "Save Changes", and a checkbox labeled "I confirm that the details below are correct:". Below the table, there is a section titled "Pending IP Addresses Awaiting Approval in the IP Registry Work Queue" with a table structure for "Start" and "End" columns.

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
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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".

This close-up shows the "Status" and "Delete" buttons for the IP addresses. The "Status" button is a dropdown menu with "Green" and "Amber" options. The "Delete" button is a red button.

Status	Delete
Status	Delete
Green	
Amber	

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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 shows the 'Add IPV4 or IPV6' dialog box overlaid on the main interface. The dialog box contains the following fields and options:

- Header: Add IPV4 or IPV6
- Instruction: Enter the start and end of your IP address:
- Fields: IP Start, IP End
- Separator: - Or -
- Instruction: Enter the CIDR:
- Field: CIDR
- Buttons: Close, Add

The background interface shows a table of IP addresses with columns for Start, End, Status, Delete, and Additional Information.

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

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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).

theIPregistry.org

Sign out Home

Browse Menu

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

Add Supporting Documentation Save Changes

I confirm that the details below are correct:

Organisation IP Addresses

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

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

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theIPregistry

Home

Browse Men

Add Supporting Documentation Save C

I confirm that the details below are correct:

Organisation IP Addresses

Start	End	Status	Delete
081.133.140.039	081.133.140.039	Status ▾	Delete
081.133.140.041	081.133.140.041	Status ▾	Delete

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).



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## 15) Outcomes

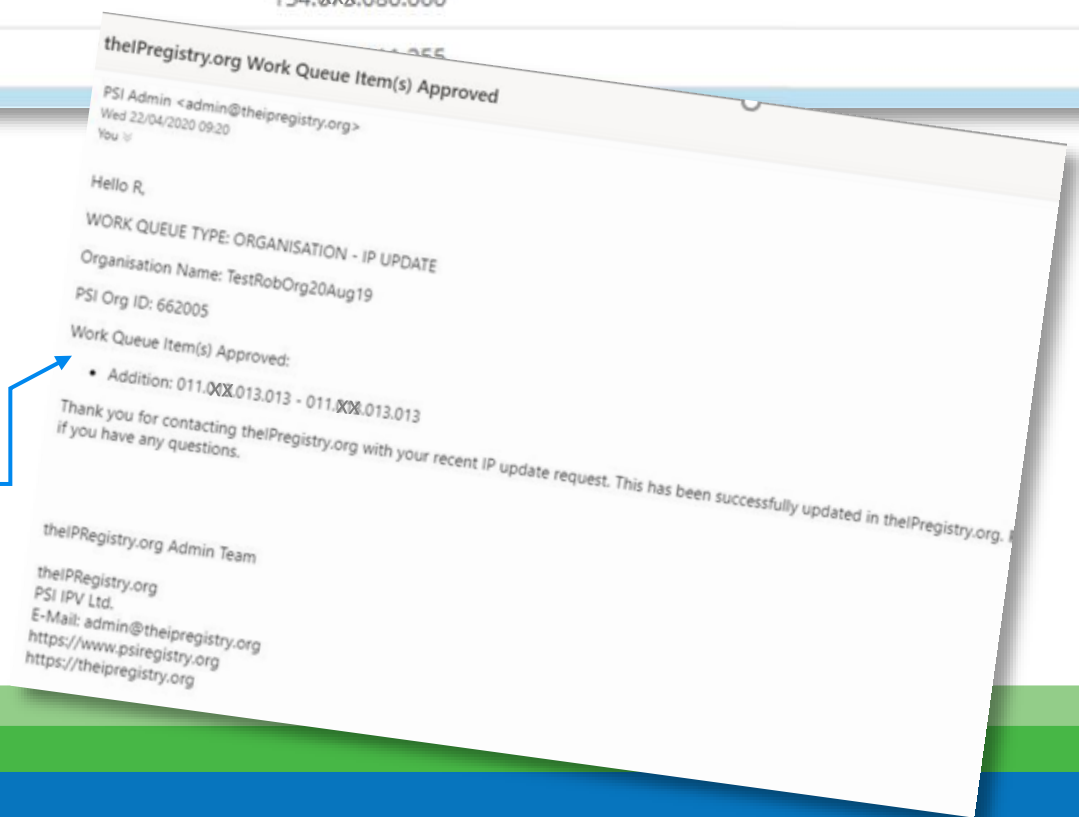
- i. IP update approved.
- ii. IP submitted for approval.
- iii. Error Message - for potential error messages see scenarios 1-4 on the following slides.

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.

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 red error 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.' Below the message are input fields for 'IP Start' (36.100.0.128), 'IP End' (36.100.0.190), and 'CIDR' (CIDR). The right screenshot displays a red error 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.' Below the message are input fields for 'IP Start' (114.199.79.128), 'IP End' (114.199.79.191), and 'CIDR' (CIDR). Both screenshots have 'Close' and 'Add' buttons at the bottom right.

The automatic checks performed by theIPRegistry.org will eliminate the errors that commonly occur when dealing with IP addresses

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## 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 displays two overlapping screenshots of the 'Add IPv4 or IPv6' form. The top-left screenshot shows 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.' Below the message are input fields for 'IP Start' (210.2XX.XX.1.128), 'IP End' (210.2XX.XX.1.128), and 'Enter the CIDR:' (CIDR). The bottom-right screenshot shows a red error message: 'This is a foreign IP: Name: Apple US-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.' Below the message are input fields for 'IP Start' (17.XXX.X.7.224), 'IP End' (17.XXX.X.7.239), and 'Enter the CIDR:' (CIDR). Both screenshots 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.

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

### 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

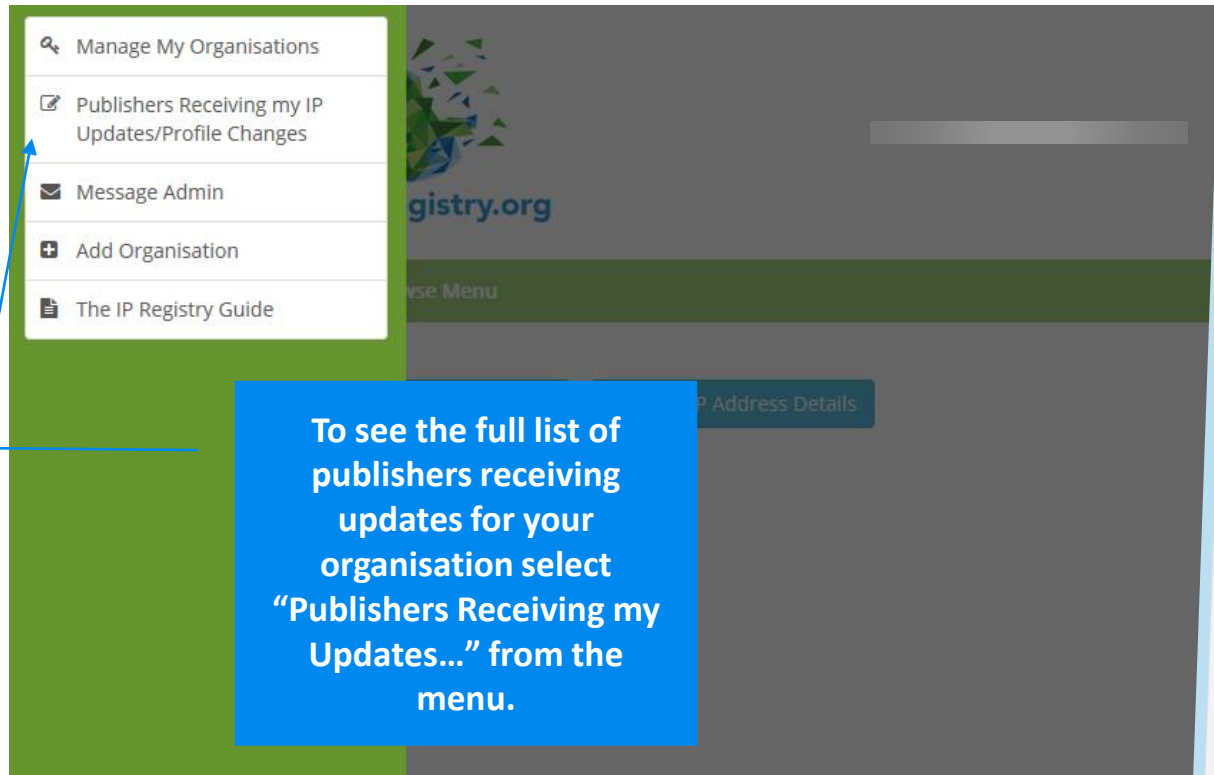
File Name	File Size
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Upload

Close

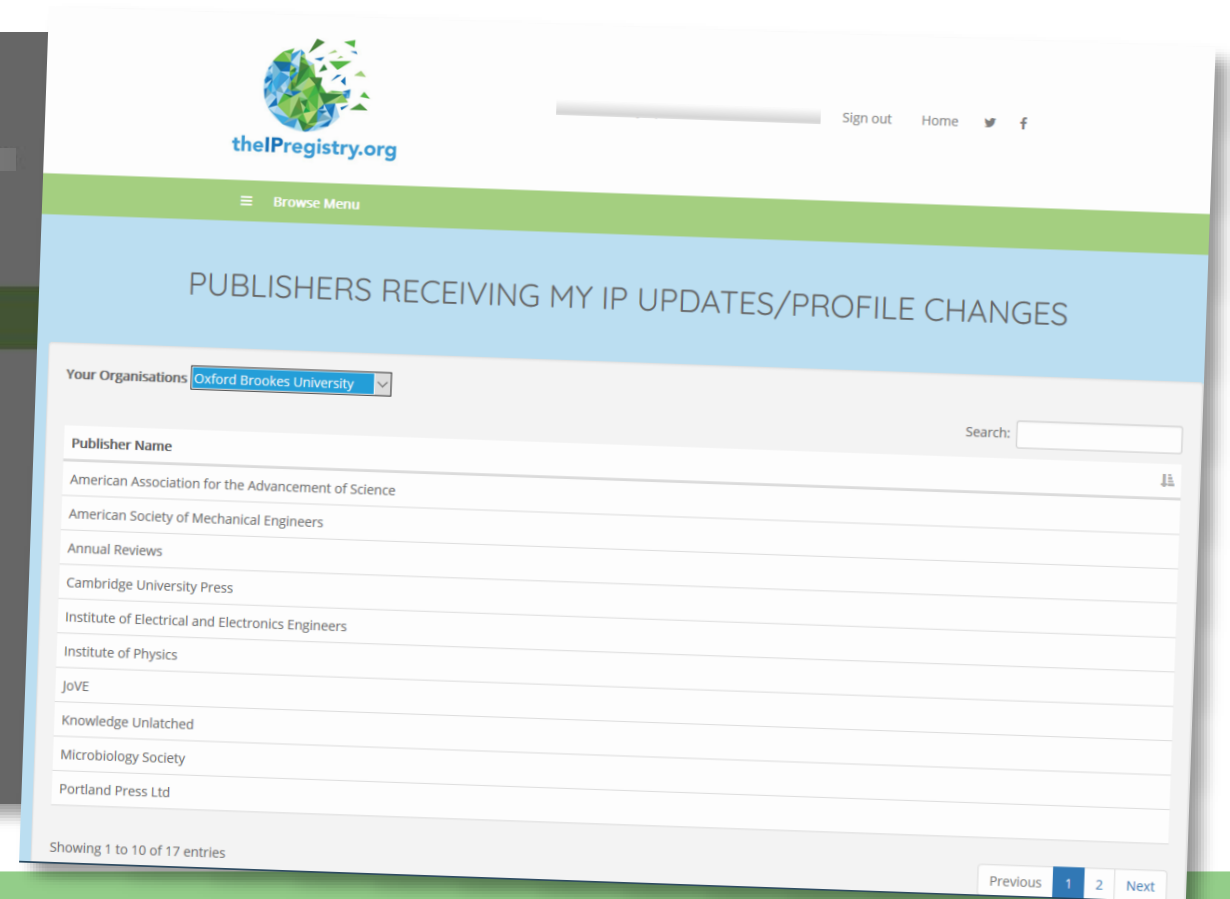
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Once approved the changes will be sent out to all publishers receiving your updates. Some publishers receive the information via an API that automatically updates their access management systems. Publishers can choose to run the API calls as frequently 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 user interface of TheIPregistry.org. A navigation menu is open on the left side, listing several options: 'Manage My Organisations', 'Publishers Receiving my IP Updates/Profile Changes', 'Message Admin', 'Add Organisation', and 'The IP Registry Guide'. A blue callout box points to the 'Publishers Receiving my IP Updates/Profile Changes' option.

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



The screenshot shows the 'PUBLISHERS RECEIVING MY IP UPDATES/PROFILE CHANGES' page. The page header includes the TheIPregistry.org logo and navigation links for 'Sign out', 'Home', and social media icons. Below the header, there is a 'Browse Menu' section. The main content area displays a list of publishers under the heading 'PUBLISHERS RECEIVING MY IP UPDATES/PROFILE CHANGES'. The 'Your Organisations' dropdown menu is set to 'Oxford Brookes University'. A search bar is located on the right side of the list. The list contains the following publisher names:

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

At the bottom of the page, it says 'Showing 1 to 10 of 17 entries' and includes navigation links for 'Previous', '1', '2', and 'Next'.