

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.

theIPregistry.org

Sign In Home

SIGN IN

Email

Password

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

Remember me

[Forgot password?](#)

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?	<input type="button" value="Yes, continue and register"/> <input type="button" value="No, let me search for a different organisation"/>

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

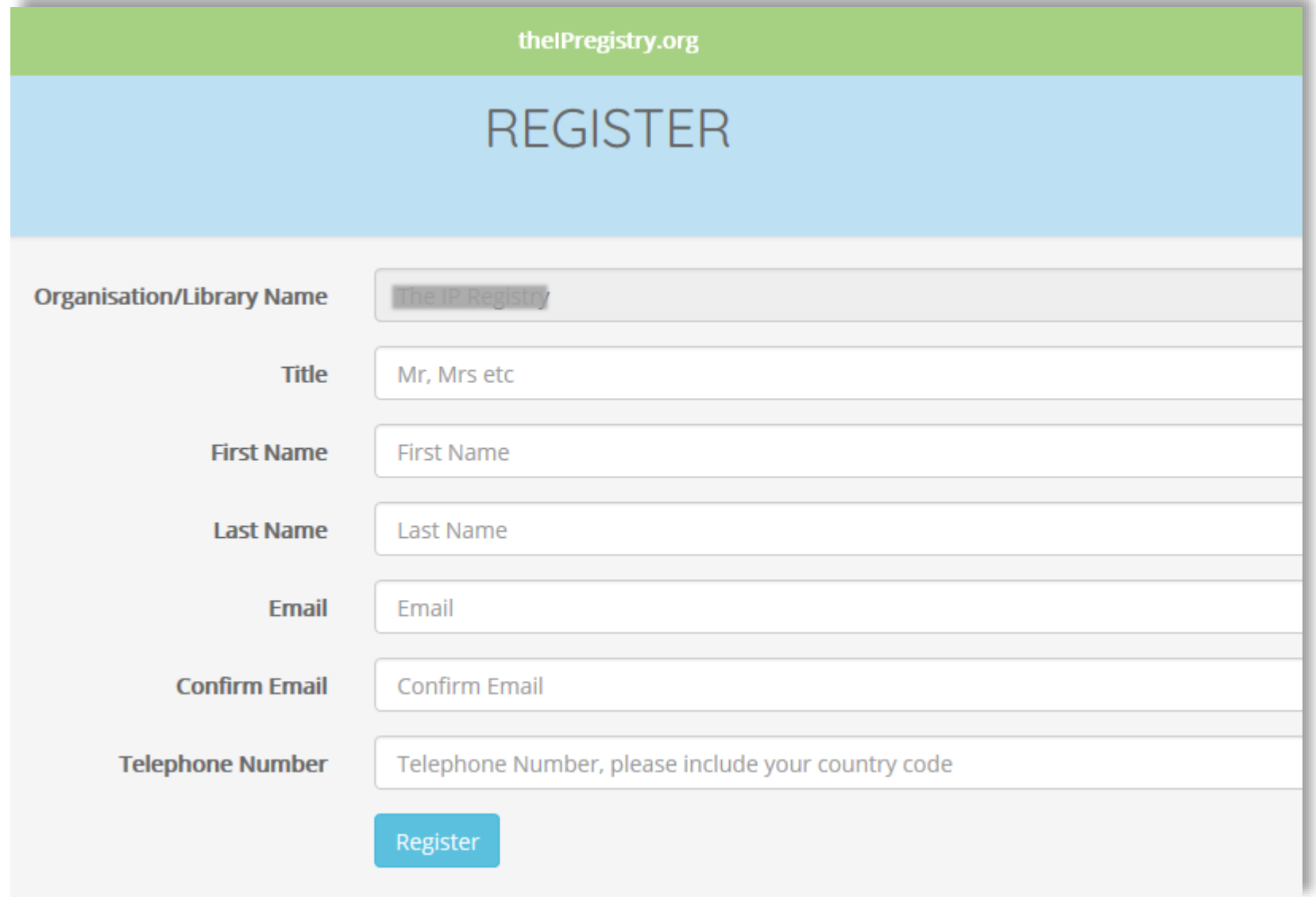
Yes, Continue and register

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.



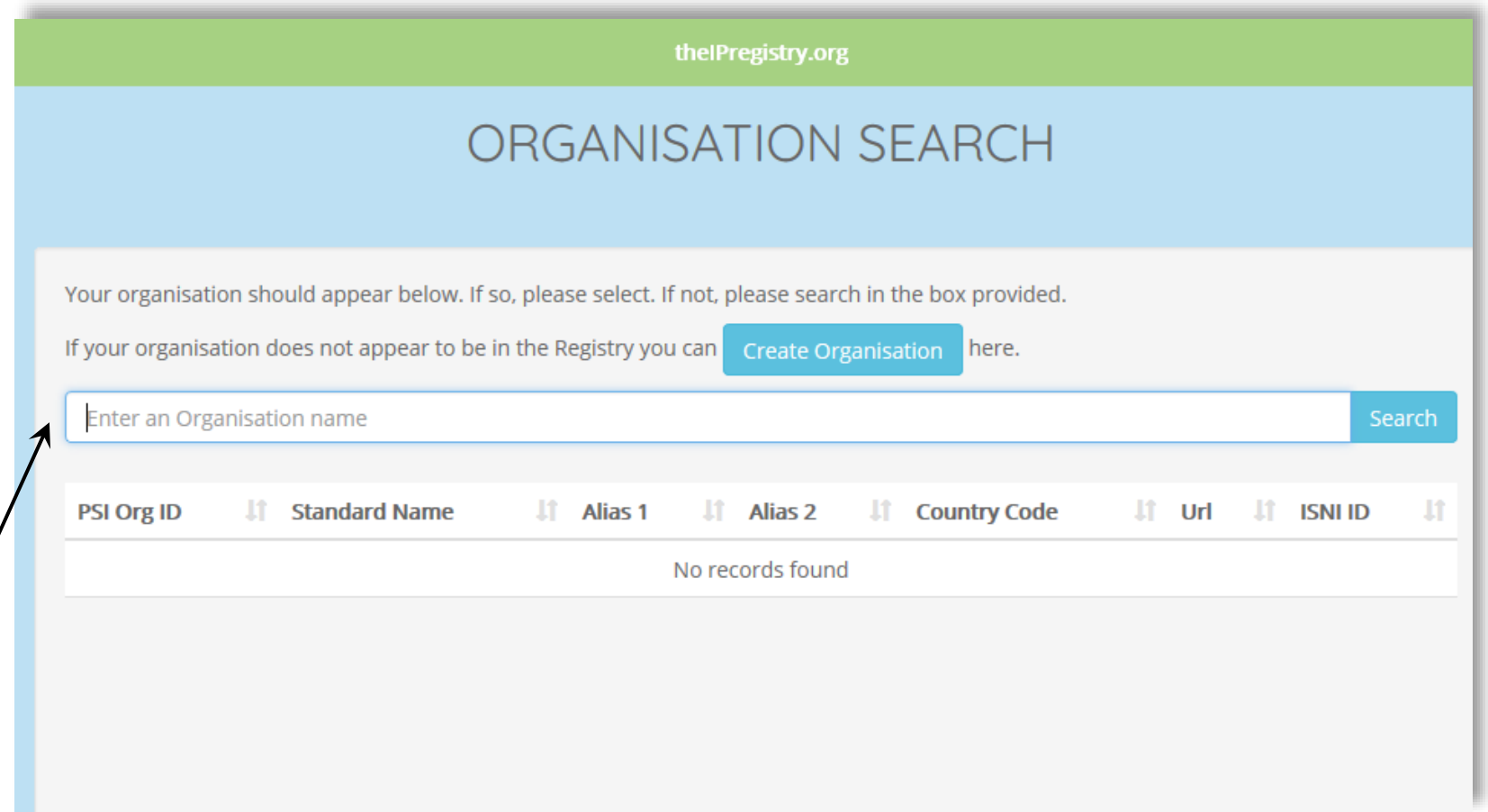
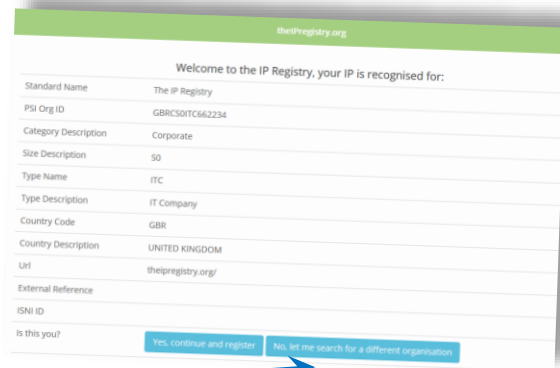
The screenshot shows the registration page for theIPRegistry.org. The page has a green header with the domain name and a light blue section with the word "REGISTER" in large, bold, grey letters. Below this is a registration form with several input fields and a "Register" button. The form fields are as follows:

Field Label	Input Value
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

At the bottom of the form is a blue button labeled "Register".

Or... if the IP address you're accessing from isn't recognised...

Click the "No, let me search for a different organisation" button.



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

Review search results

Select your organisation from the list.

Register as shown on page 3.

ORGANISATION SEARCH

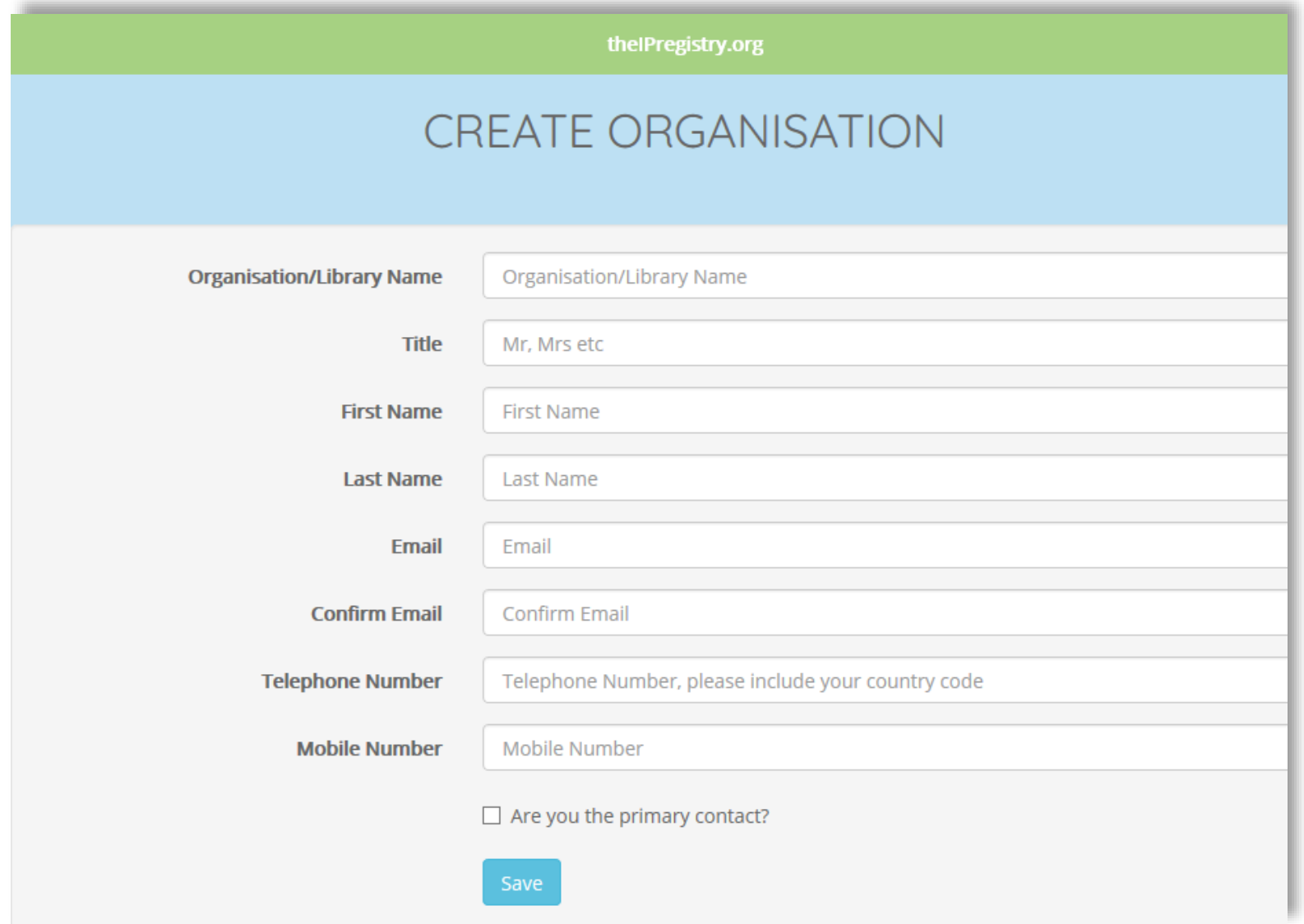
Your organisation should appear below. If so, please select. If not, please search in the box provided.

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

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 theIPregistry.org. The form is set against a light blue header and a light grey background. 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". Below these fields is a checkbox labeled "Are you the primary contact?". A blue "Save" button is located at the bottom of the form.

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

Are you the primary contact?

Save

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.

