

TheIPregistry.org Add New Customer Process

1) Ask your new customer to confirm their IPs in theIPregistry.org and to provide their PSI Org ID. The PSI Org ID is listed with the organisation details in theIPregistry.org. You should request the 6 figure digit at the end of the ID, which is a persistent identifier.

We recommend asking the customer to do this at the time of signature of the license.

We are happy to say that we've partnered with theIPregistry.org to check, monitor and update the institutional IP addresses used for access authentication. This allows you to manage IP addresses for all your subscriptions in one place and to broadcast changes with just one click to multiple publishers, including this publisher. Because we work in partnership with theIPregistry.org it's important that you ensure that your IP addresses are listed correctly within their system as these IP addresses will be used to populate this publisher's authentication system.

To use theIPregistry.org, follow these simple steps:

1. Register for free with theIPregistry.org
2. Confirm the IPs currently listed for your institution and affiliated sites.
3. Communicate IP changes by adding or deleting IP addresses as necessary.

If you have any questions about using theIPregistry.org please see their [FAQs](#) or contact them at info@theIPregistry.org.



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2) Sign-in at
<https://app.theIPRegistry.org>

(NB. the IPR will remember you, so you don't have to do this every time).



theIPRegistry.org

Sign In Home  

Find out more about theIPRegistry.org

SIGN IN

Email

Password

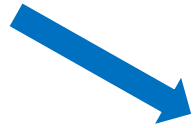
[Not registered yet? Sign up here!](#)

Remember me

[Forgot password?](#)

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3) Search for organisation by **PSI Org ID** (or by name).




The screenshot shows the theIPregistry.org website interface. At the top left is the logo, a globe made of green and blue triangles, with the text 'theIPregistry.org' below it. To the right of the logo is the user email 'Junkoyang@publishersolutionsint.com', a 'Sign out' link, a 'Home' link, and social media icons for Twitter and Facebook. Below the navigation bar is a green 'Browse Menu' header. The main content area has a light blue background and features a search bar with the text '435026' and a 'Search' button. Below the search bar is a table with the following data:

PSI Org ID	PSI English Standard Name	Alias 1	Alias 2	Country Code	Organisation Type	Url	ISNI ID	Root	Hierarchy Size	IP Status
USAAS0UNI435026	Cornell University	Cornell Uni	Cornell Univ	USA	UNI	www.cornell.edu		Yes	11	

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4) Select correct Organisation from the list.



Junkoyang@publishersolutionsint.com Sign out Home  

☰ Browse Menu

435026

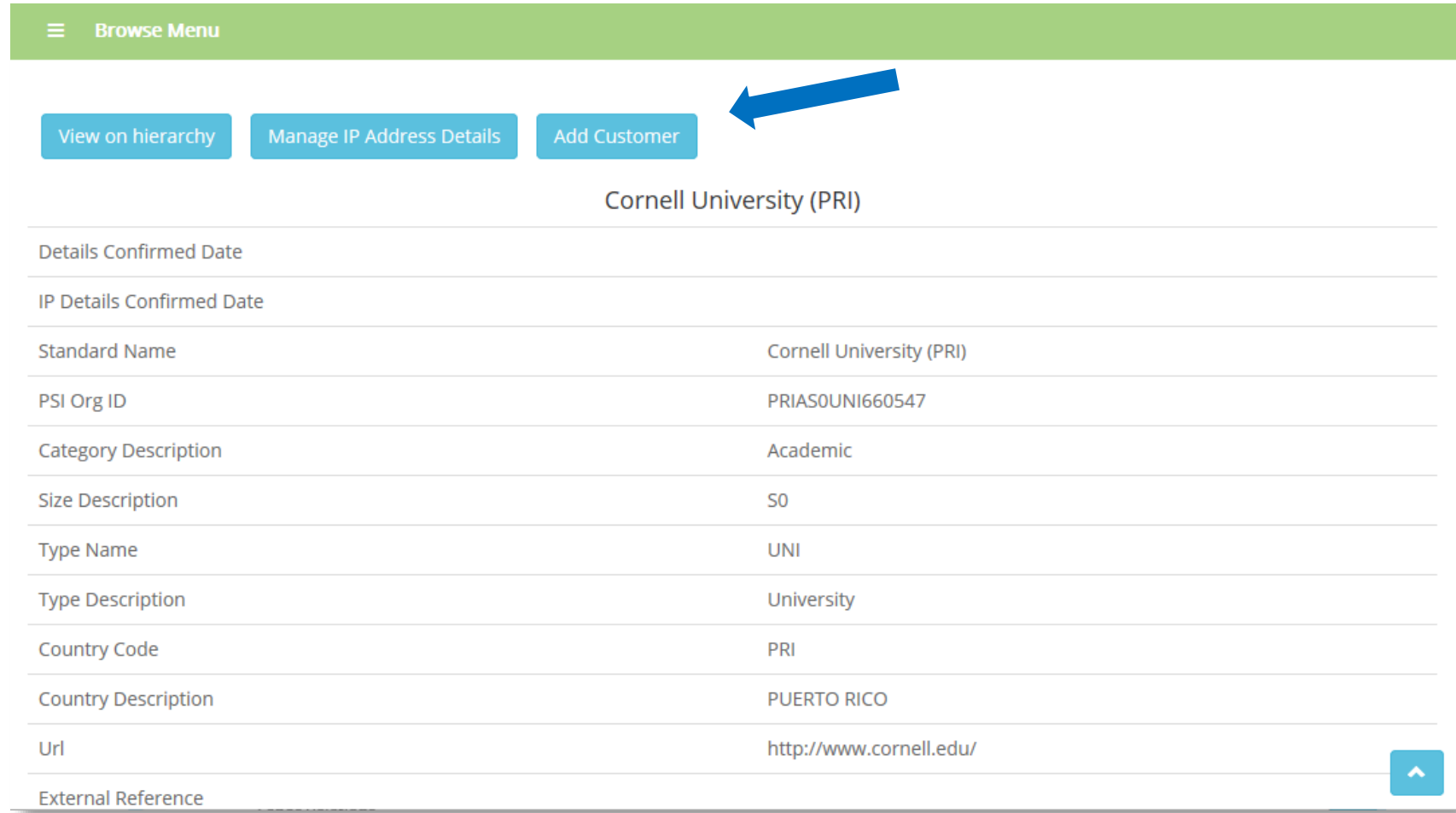
Search

PSI Org ID	PSI English Standard Name	Alias 1	Alias 2	Country Code	Organisation Type	Url	ISNI ID	Root	Hierarchy Size	IP Status
USAAS0UNI435026	Cornell University	Cornell Uni	Cornell Univ	USA	UNI	www.cornell.edu		Yes	11	



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5) Click “Add Customer” button.



The screenshot shows the TheIPregistry.org interface. At the top, there is a green header with a hamburger menu icon and the text "Browse Menu". Below the header, there are three blue buttons: "View on hierarchy", "Manage IP Address Details", and "Add Customer". A blue arrow points to the "Add Customer" button. Below the buttons, the text "Cornell University (PRI)" is displayed. Underneath, there is a table with the following details:

Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University (PRI)
PSI Org ID	PRIAS0UNI660547
Category Description	Academic
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	PRI
Country Description	PUERTO RICO
Url	http://www.cornell.edu/
External Reference	

A blue arrow points to the "Add Customer" button. A blue button with an upward-pointing arrow is located in the bottom right corner of the table area.

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6) Add your customer name and customer ID.

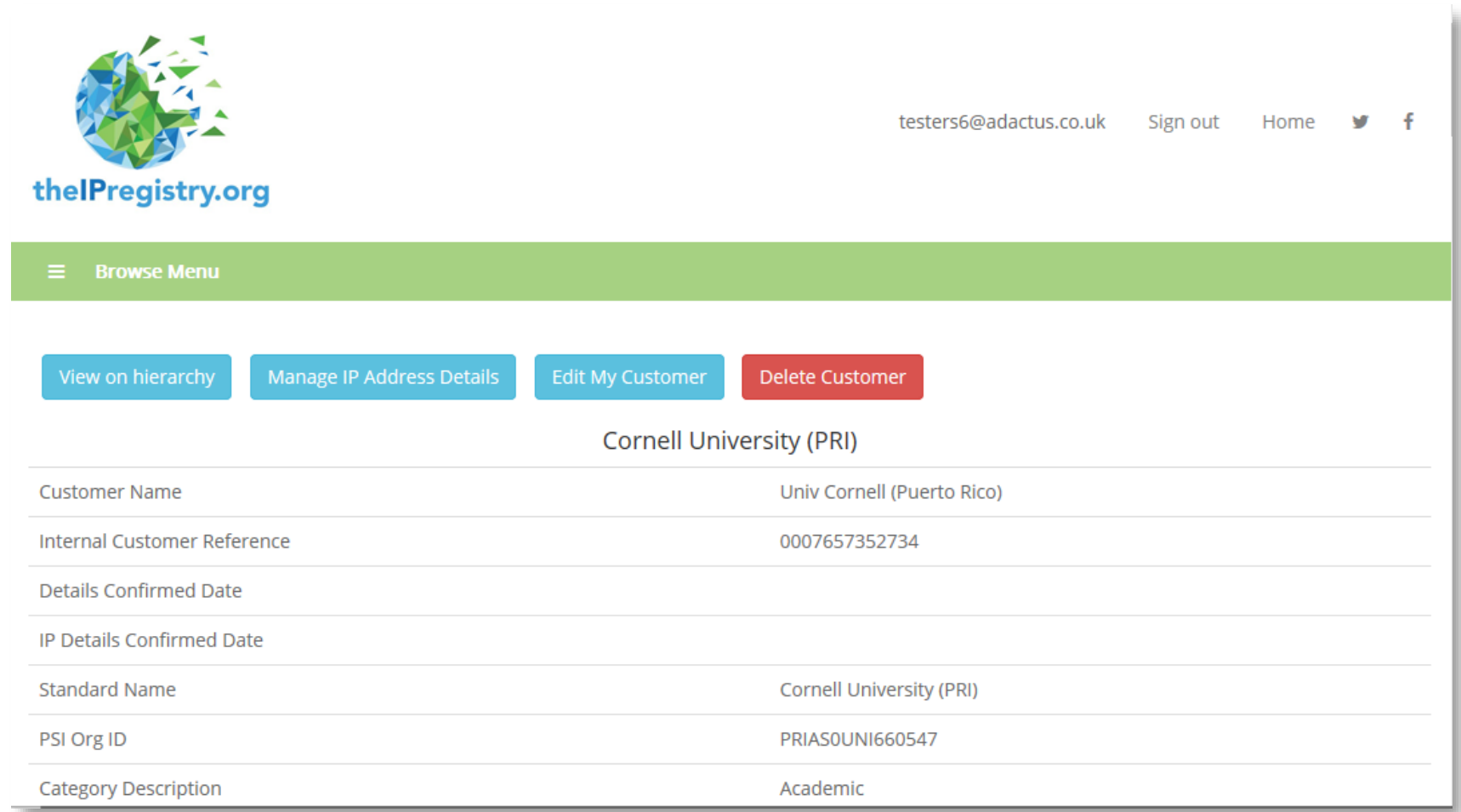
7) Click “confirm”.

The screenshot shows a web interface with a modal dialog box titled "Add Customer". The dialog contains two input fields: "Customer Name" with the value "Univ Cornell (Puerto Rico)" and "Customer Reference" with the value "0007657352734". Below the inputs are two buttons: "Close" and "Confirm". The background is a table of customer details.

Browse Menu	
View on hierarchy	Manag
Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	
PSI Org ID	
Category Description	
Size Description	S0
Type Name	UNI
Type Description	University
Country Code	PRI
Country Description	PUERTO RICO
Url	http://www.cornell.edu/
External Reference	

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Publisher's Customer ID and PSI OrgID are now synced. Verified IPs for this customer will be sent out on the next Daily Digest or API call. IP updates will be sent out via API and/or daily digest as appropriate.



The screenshot displays the TheIPregistry.org website interface. At the top left is the logo, a globe made of green and blue triangles, with the text "theIPregistry.org" below it. In the top right corner, the email "testers6@adactus.co.uk" is shown, along with "Sign out", "Home", and social media icons for Twitter and Facebook. A green navigation bar contains a "Browse Menu" button. Below this are four action buttons: "View on hierarchy", "Manage IP Address Details", "Edit My Customer", and "Delete Customer". The main content area shows the customer name "Cornell University (PRI)" and a table of details.

Cornell University (PRI)	
Customer Name	Univ Cornell (Puerto Rico)
Internal Customer Reference	0007657352734
Details Confirmed Date	
IP Details Confirmed Date	
Standard Name	Cornell University (PRI)
PSI Org ID	PRIAS0UNI660547
Category Description	Academic