

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.

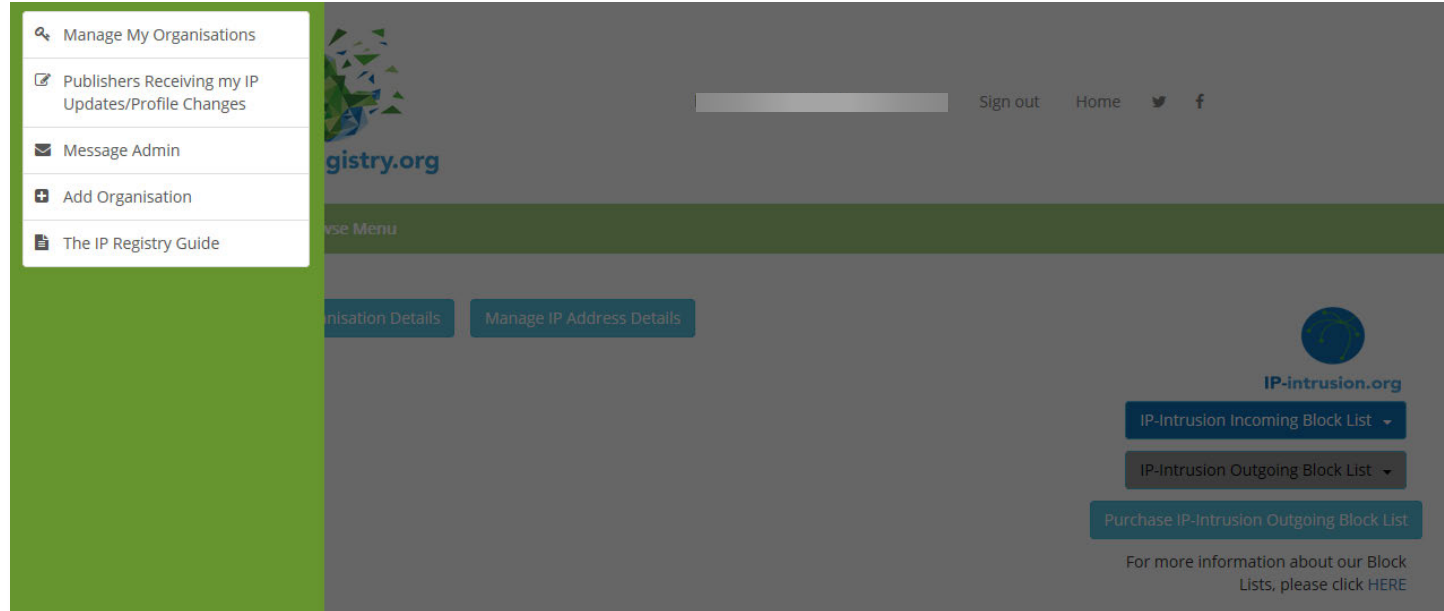
- 2) Once you've signed in
you'll be taken to your
main organisation profile
page.

The screenshot displays the TheIPRegistry.org website interface. At the top, there is a header with the site logo, a search bar, and links for 'Sign out', 'Home', and social media icons. Below the header is a green navigation bar containing a 'Browse Menu' icon. A blue callout box points to this icon with the text: 'See your options by clicking on the "Browse Menu" icon.' Below the navigation bar, there are three buttons: 'View on hierarchy', 'Manage Organisation Details', and 'Manage IP Address Details'. On the right side, there is a section for 'IP-intrusion.org' with dropdown menus for 'IP-Intrusion Incoming Block List' and 'IP-Intrusion Outgoing Block List', and a button for 'Purchase IP-Intrusion Outgoing Block List'. Below this, there is a link for 'For more information about our Block Lists, please click HERE'. The main content area is titled 'The IP Registry' and contains a table with user details.

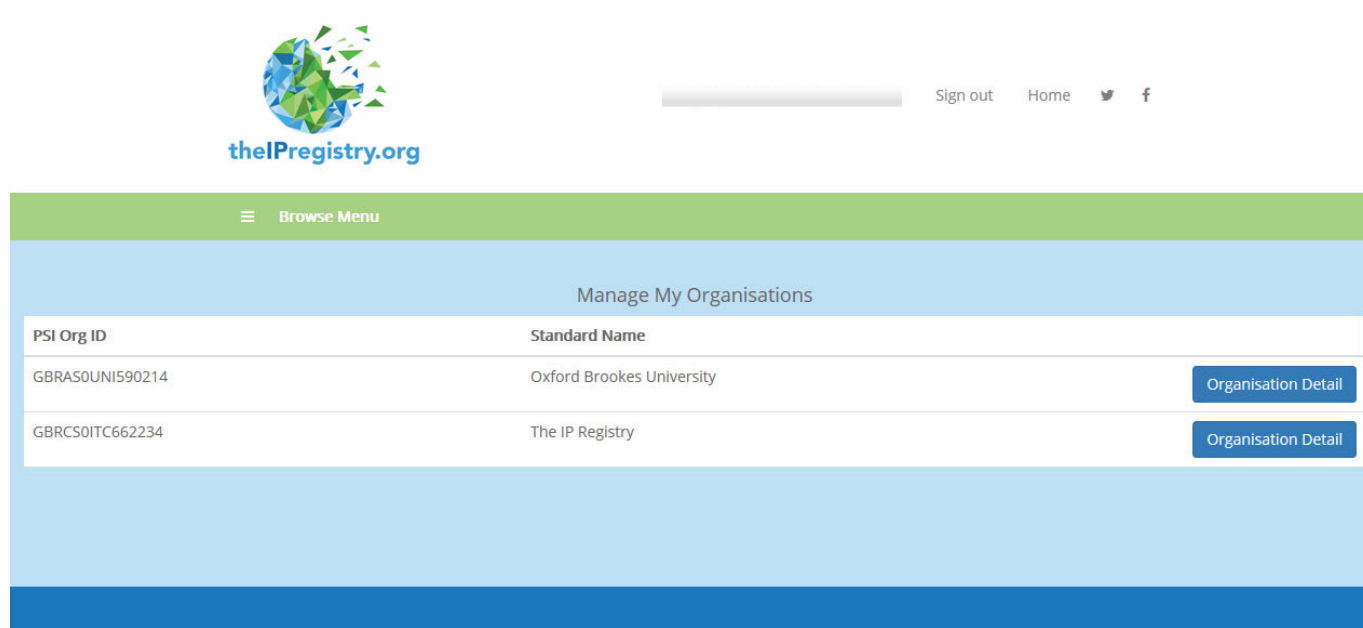
| The IP Registry | |
|-------------------------------|-------------------------|
| Details Confirmed UserName | admin@theipregistry.org |
| Details Confirmed Date | 05/10/2018 09:47:42 |
| IP Details Confirmed UserName | admin@theipregistry.org |
| IP Details Confirmed Date | 05/10/2018 09:17:21 |
| 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).



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theIPRegistry.org

Sign out Home

Browse Menu

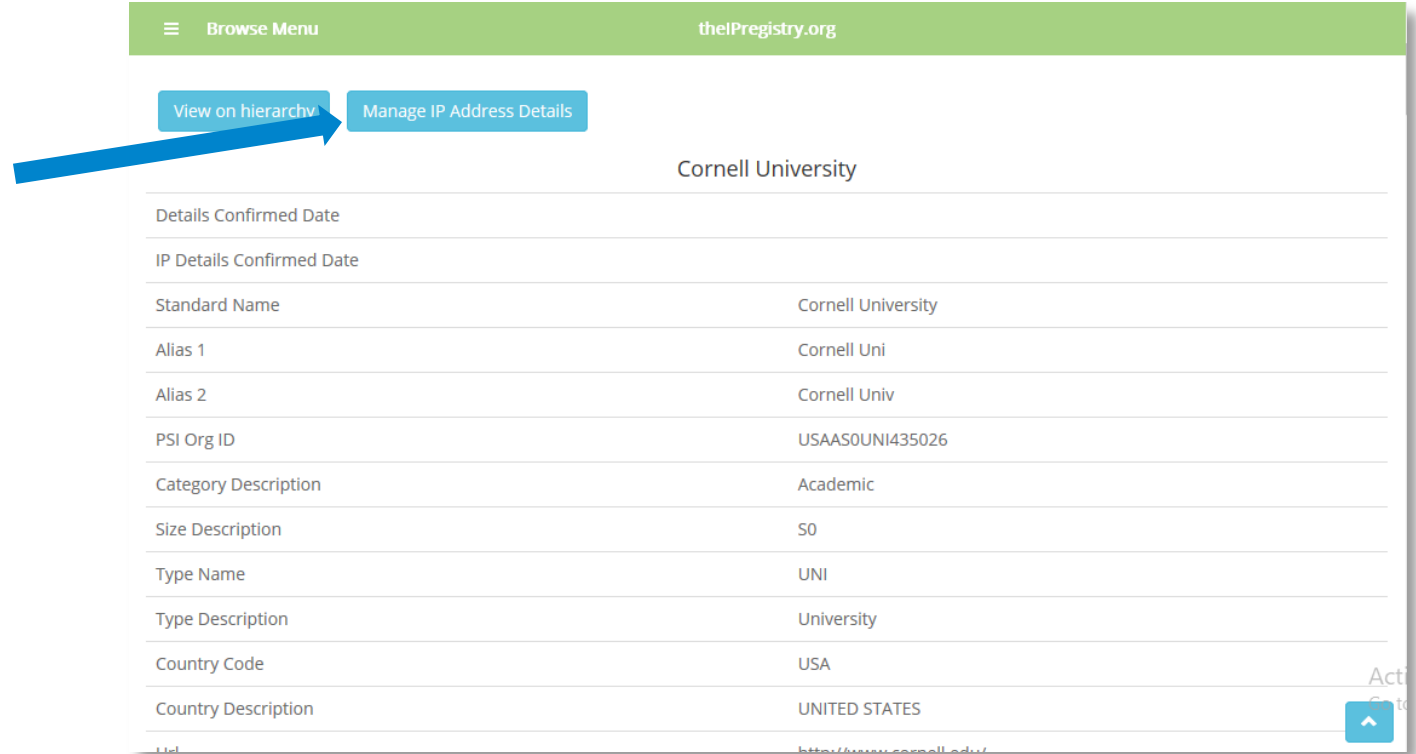
Manage My Organisations

| PSI Org ID | Standard Name | |
|-----------------|---------------------------|---------------------|
| GBRAS0UNI590214 | Oxford Brookes University | Organisation Detail |
| GBRCS0ITC662234 | 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 header bar with a hamburger menu icon and the text 'Browse Menu' on the left, and 'theIPregistry.org' on the right. Below the header, 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 displays details for 'Cornell University'. The details are organized into a table-like structure with labels on the left and values on the right.

| | |
|---------------------------|-------------------------|
| 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 details section, there is a small blue square button with a white upward-pointing arrow. To the right of this button, the text 'Acti' and 'Cont' is partially visible.

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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.

theIPRegistry.org

Sign out Home

Browse Menu

Add Supporting Documentation Save Changes

I confirm that the details below are correct: ☐

Organisation IP Addresses

| Start | End | Status | Delete |
|-----------------|-----------------|--------|--------|
| 081.X30.140.039 | 081.X30.140.039 | Green | Delete |
| 081.1X0(140.041 | 081.1X0(140.041 | Amber | Delete |

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

Start End

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".

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 displays the TheIPregistry.org web interface. A modal dialog titled "Add IPv4 or IPv6" is centered on the screen. The dialog contains the following elements:

- A title bar with a close button (X).
- A section titled "Enter the start and end of your IP address:" with two input fields labeled "IP Start" and "IP End".
- A separator "- Or -".
- A section titled "Enter the CIDR:" with a single input field labeled "CIDR".
- At the bottom of the dialog are two buttons: "Close" and "Add".

The background interface includes a "Browse Menu" header, a sidebar with an "Add" button, and a table of IP ranges. The table has columns for "Start", "End", "Status", and "Additional Information".

| Start | End | Status | 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

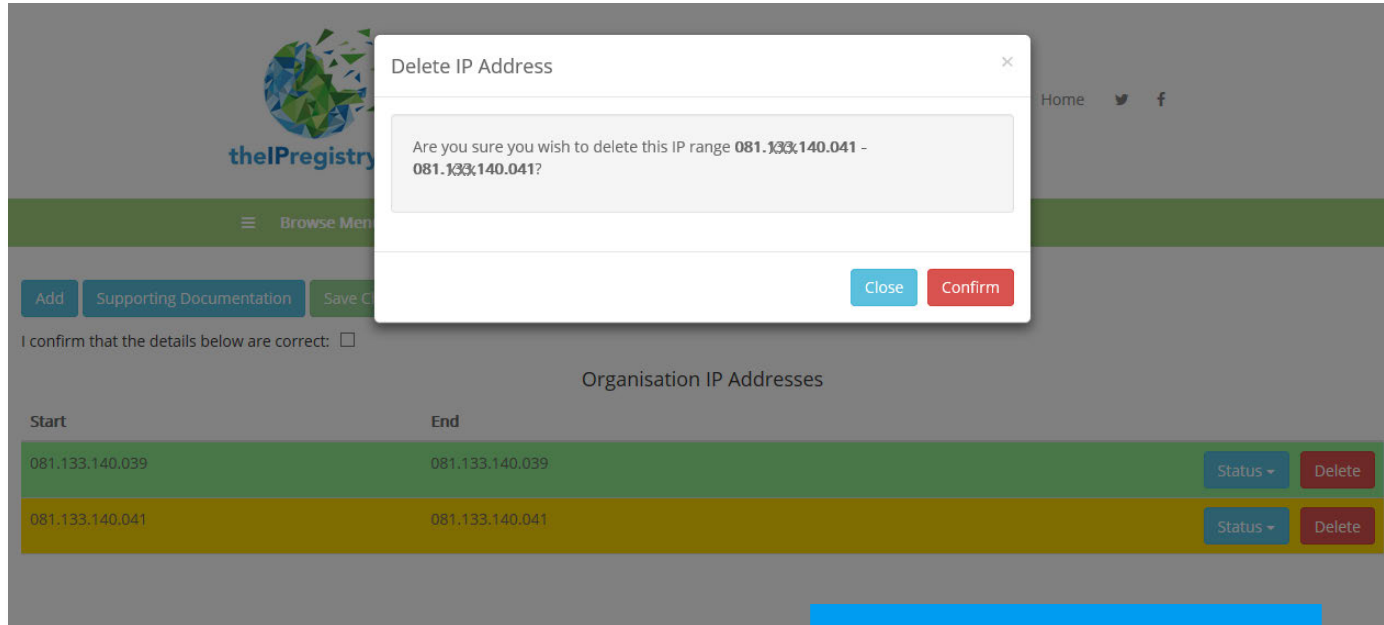
I confirm that the details below are correct: ☒

Organisation IP Addresses

| Start | End | Status | Delete |
|-----------------|-----------------|--------|--------|
| 081.100.140.039 | 081.100.140.039 | Status | Delete |
| 081.100.140.041 | 081.100.140.041 | Status | Delete |
| 81.100.140.43 | 81.100.140.43 | Undo | |

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

TheIPRegistry.org Add or Delete IP Process



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).

TheIPRegistry.org Add or Delete IP Process

15) Outcomes

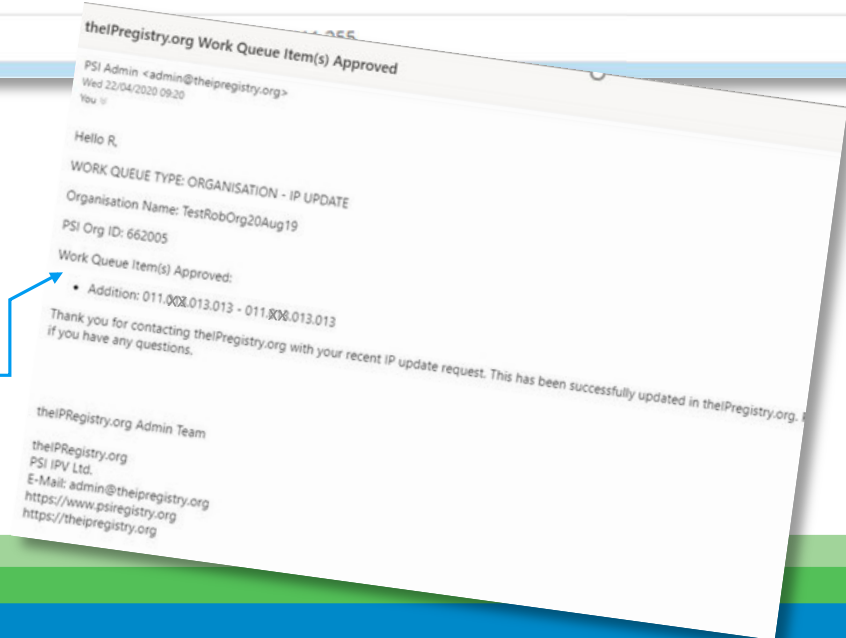
- i. IP update approved.
- ii. IP submitted for approval →
- iii. Error Message - for potential error messages see scenarios 1-4 on the following slides.

Pending IP Addresses Awaiting Approval in the IP Registry Work Queue

| Start | End |
|-----------------|-----------------|
| 129.000.000.000 | 129.000.255.255 |
| 154.000.080.000 | 154.000.080.000 |
| 204.000.111.255 | |

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 displays two overlapping screenshots of the 'Add IPv4 or IPv6' form on TheIPregistry.org. Both screenshots show a red warning box at the top. The left screenshot's warning box states: '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.' The right screenshot's warning box states: 'This is a foreign IP: Name: VI:PH:PH POP 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 warning boxes, both forms have input fields for 'Enter the start and end of your IP address' (IP Start and IP End) and 'Enter the CIDR:'. The IP Start and End fields contain '36.100.0.128' and '36.100.0.190' respectively in the left screenshot, and '114.199.78.0' and '114.199.79.255' in the right screenshot. The CIDR field contains 'CIDR' in both. At the bottom right of each form are 'Close' and 'Add' buttons.

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 on TheIPregistry.org. The background screenshot shows a form with input fields for 'IP Start' (210.200.001.128), 'IP End' (210.200.001.128), and 'CIDR' (CIDR). A red error message box is overlaid on the form, stating: '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.' The foreground screenshot shows the same form with different input values: 'IP Start' (17.000.000.000), 'IP End' (17.255.255.255), and 'CIDR' (CIDR). A red error message box is overlaid on the form, stating: 'This is a foreign IP: Name: Apple Inc. Country: US IP Start: 17.000.000.000 IP End: 17.255.255.255 Choose Add to continue with this addition. Choose Close to cancel this addition and return to the Manage IP Addresses page.' 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

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.

