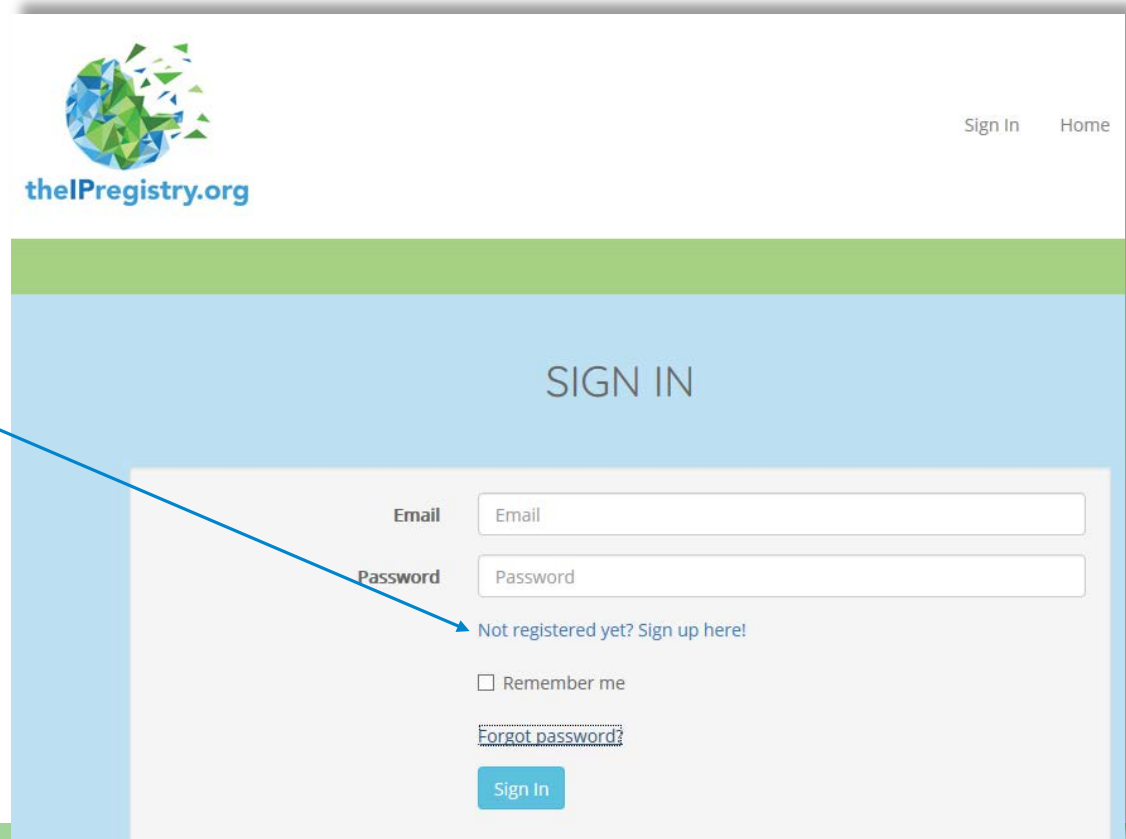


# TheIPregistry.org Registration Process

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?	<div>Yes, continue and register</div> <div>No, let me search for a different organisation</div>

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

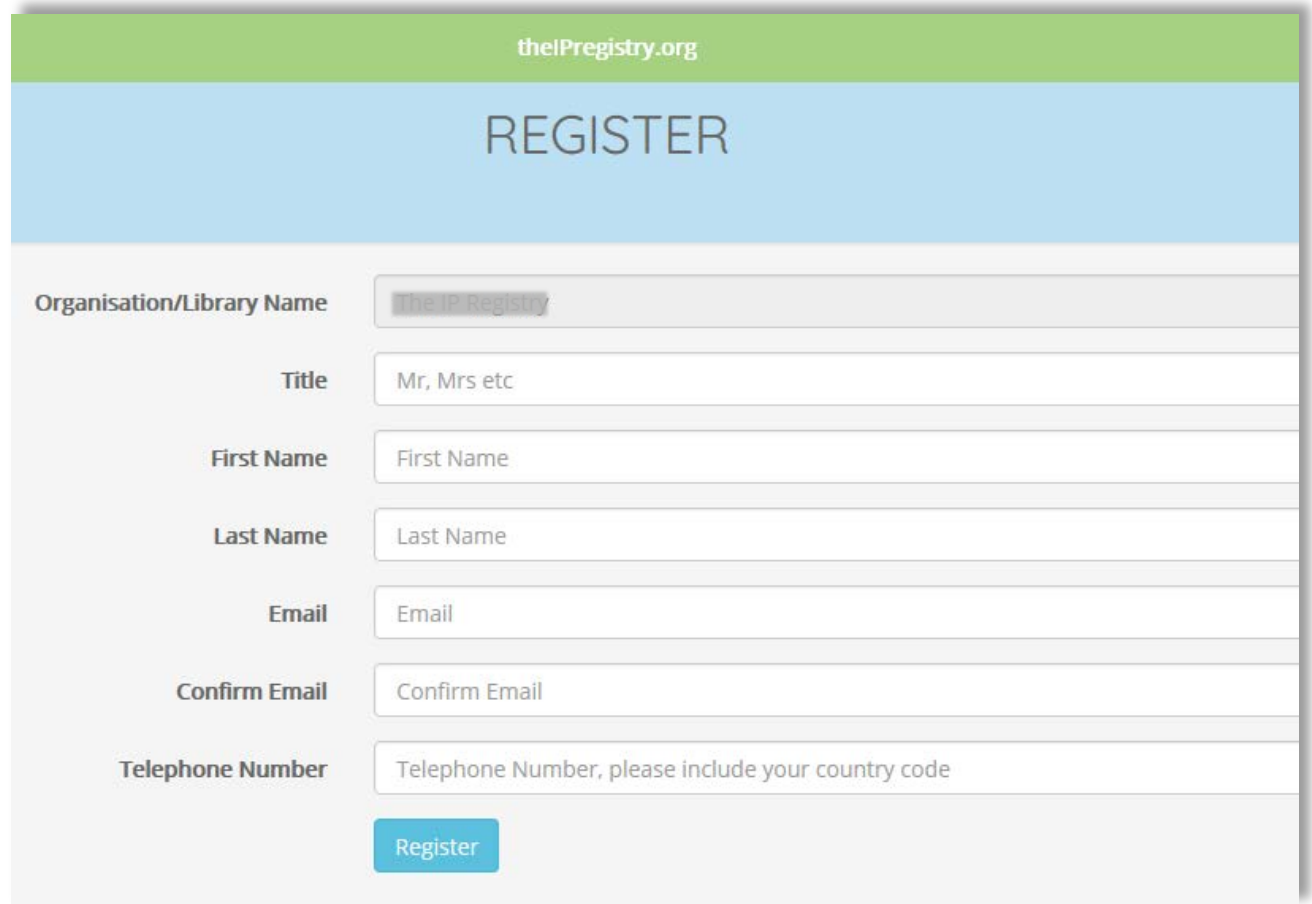
Yes, Continue and register

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.

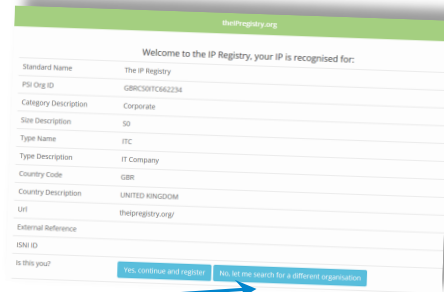


The screenshot shows the registration page for theIPRegistry.org. The page has a green header with the website name, a light blue section with the word "REGISTER", and a light gray form area. The form contains several input fields with labels to their left: "Organisation/Library Name" (with "The IP Registry" entered), "Title" (with "Mr, Mrs etc" entered), "First Name", "Last Name", "Email", "Confirm Email", and "Telephone Number" (with the instruction "Telephone Number, please include your country code"). A blue "Register" button is at the bottom right of the form.

theIPRegistry.org	
REGISTER	
Organisation/Library Name	<input type="text" value="The IP Registry"/>
Title	<input type="text" value="Mr, Mrs etc"/>
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Email	<input type="text" value="Email"/>
Confirm Email	<input type="text" value="Confirm Email"/>
Telephone Number	<input type="text" value="Telephone Number, please include your country code"/>
<input type="button" value="Register"/>	

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

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

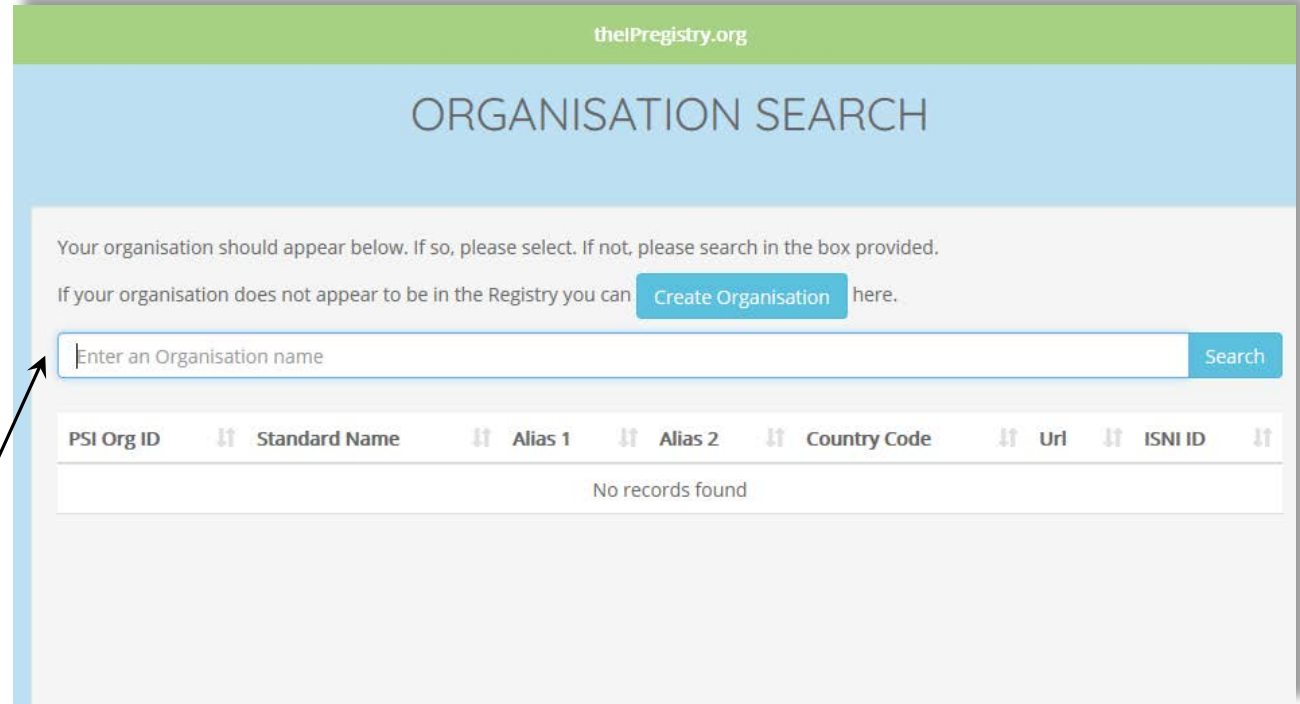


theIPRegistry.org

Welcome to the IP Registry, your IP is recognised for:

Standard Name	The IP Registry
PSI Org ID	GBRC50TCM2234
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?	<a href="#">Yes, continue and register</a> <a href="#">No, let me search for a different organisation</a>

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



theIPRegistry.org

## 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	ISNI ID
No records found						

## Review search results

Select your organisation from the list.

Register as shown on page 3.

## ORGANISATION SEARCH

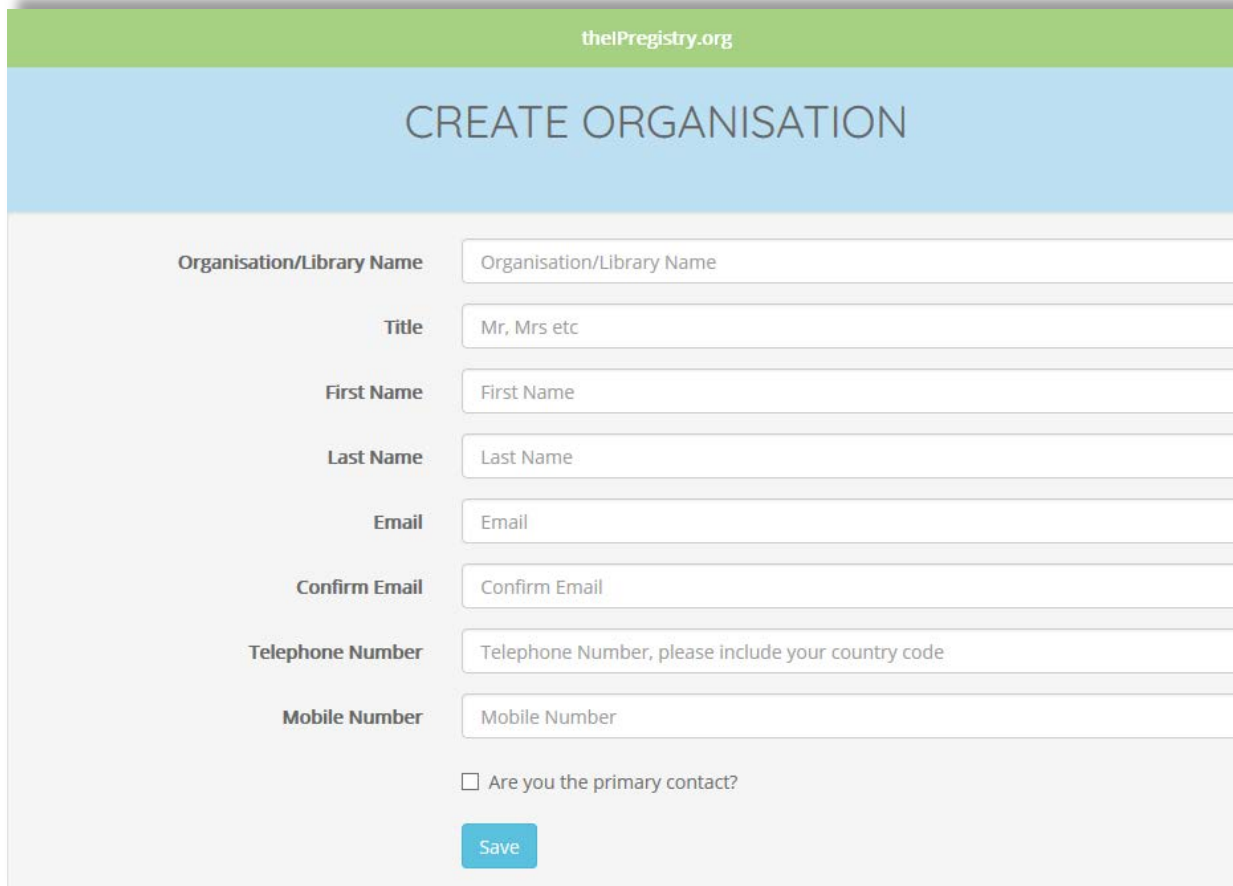
Your organisation should appear below. If so, please select. If not, please search in the box provided.

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 the theIPregistry.org website. The form is set against a light blue background with a green header bar containing the site's logo. The form fields are arranged in a two-column layout. The left column contains labels for each field, and the right column contains the input boxes. 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?'. At the bottom of the form is a blue 'Save' button.

theIPregistry.org	
CREATE ORGANISATION	
Organisation/Library Name	<input type="text" value="Organisation/Library Name"/>
Title	<input type="text" value="Mr, Mrs etc"/>
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Email	<input type="text" value="Email"/>
Confirm Email	<input type="text" value="Confirm Email"/>
Telephone Number	<input type="text" value="Telephone Number, please include your country code"/>
Mobile Number	<input type="text" value="Mobile Number"/>
<input type="checkbox"/> Are you the primary contact?	
<input type="button" value="Save"/>	

Didn't receive your verification email?

Step 1 – check your spam.

Step 2 – whitelist the [admin@theIPRegistry.org](mailto: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](mailto:admin@theIPRegistry.org) explaining that you didn't receive your verification email and asking them to send an invitation email.

