How do I add my institution's IP addresses or create URLs for IP recognition?

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Applies to
- FirstSearch

Answer
Use the following procedure to set up IP-address recognition access to FirstSearch for the first time, using the administrative module:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gather the information described in <a href="https://help.oclc.org/Discovery_and_Reference/FirstSearch/Troubleshooting/How_do_I_add_my_institution's_IP_a...">IP Address Recognition</a>.</td>
</tr>
<tr>
<td>2</td>
<td>Log on to the administrative module using the authorization chosen to be your default authorization for IP-address recognition.</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>IP-Address Recognition</strong> in the sidebar menu of the <strong>Authentication/Access</strong> section of the main menu. The system displays the <strong>IP-Address Recognition</strong> screen.</td>
</tr>
<tr>
<td>4</td>
<td>Go to the <strong>IP Addresses</strong> section of the screen.</td>
</tr>
<tr>
<td>5</td>
<td>Type the first part of an IP address in the first IP Address box and press the Tab key.</td>
</tr>
<tr>
<td>6</td>
<td>Type the second part of an IP</td>
</tr>
</tbody>
</table>
address in the second IP Address box and press the Tab key.

7 Type the third part of an IP address in the third IP Address box and press the Tab key. (Type an asterisk (*) in the box or leave the box blank if the third part can be any number.)

8 Type the fourth part of an IP address in the fourth IP Address box. (Type an asterisk (*) in the box or leave the box blank if the fourth part can be any number.)

9 Click the Add button. The system moves the IP address to the IP Address List.

10 If you have another IP address to include in the list, repeat steps 5-9.

11 If you have additional FirstSearch authorizations for your institution, consortium or subgroup that may access FirstSearch from the same IP addresses, go to step 12. If you do not, go to step 17.

12 Go to the Additional Authorizations section of the screen.

13 If you want an authorization required in all of your IP address recognition URLs, even those that use the default authorization, place a check in the Authorization Required box.

14 Type a FirstSearch authorization for
your institution, consortium or subgroup in the Authorization box.

15 Click the **Add** button. The system moves the authorization to the Authorization List.

16 If you have another authorization to include in the list, repeat steps 14-15.

17 Click **Save Changes**. The system confirms your changes.

18 After you exit the administrative module, create IP address recognition URLs and links using the information in Quick start to creating IP address recognition links to FirstSearch.

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