# Proxy settings checklist

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Use this checklist to ensure you have configured proxy information for off-campus access to resources in WorldCat Discovery.

## Proxy settings in Service Configuration

Sign in to [OCLC Service Configuration](https://service.oclcd.com).

<table>
<thead>
<tr>
<th>NAVIGATE TO</th>
<th>ACTION</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WorldCat Discovery and WorldCat Local &gt; User Interface Options &gt; Custom Links</strong></td>
<td>Add your proxy information and select the link type as <strong>remote access login</strong>. The link will prompt staff users from outside your library’s IP range(s) to sign in to submit ILL requests and prompt staff users to search remote non-OCLC databases.</td>
<td><strong>User Interface Options, Custom links</strong></td>
</tr>
<tr>
<td><strong>IP Addresses &gt; Manage IP Addresses</strong></td>
<td>The IP address of your proxy server must be added to the settings that define IP address ranges and attributes for OCLC products and services.</td>
<td><strong>Manage IP Addresses</strong></td>
</tr>
<tr>
<td><strong>WorldCat Discovery and WorldCat Local &gt; Full Text and Open Access Links</strong></td>
<td>If you enable LHR links that require a proxy, you need to add your proxy URL. Your base URL will be prepended to LHRs to direct off-campus users through your proxy server.</td>
<td><strong>Full Text and Open Access Links</strong></td>
</tr>
<tr>
<td><strong>Metasearch Content &gt; Default Databases and Licensed Content</strong></td>
<td>If you enable remote databases, enter a proxy base URL for remote database searching and recommendations.</td>
<td><strong>Default Databases and Licensed Content</strong>&lt;br&gt;<strong>Remote database recommendations</strong></td>
</tr>
</tbody>
</table>

## Proxy settings for knowledge base links

Sign in to the WorldShare interface at your library's WorldShare URL. Replace `yourlibrary` with your library's identifier:
### Collection Manager > Settings > Proxy and Authentication > Proxy

If you have collections in the WorldCat knowledge base, you need to add your proxy information in Collection Manager > Settings to allow access to non-open access full-text links.

**Additional information:**
- Institution settings, Proxy and Authentication

### OCLC Service Configuration > Full Text and Open Access Links

You must enable links from your knowledge base to appear in WorldCat Discovery by selecting the option:

- Links from WorldCat knowledge base to full text content

**Additional information:**
- Display full-text links and elevate links from a specific provider
- Full-text link display in WorldCat Discovery

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## EZproxy or other authentication software configuration

See the [EZproxy documentation](https://help.oclc.org/Discovery_and_Reference/WorldCat_Discovery/Configure_WorldCat_Discovery/Proxy_settin…) for more information.

### EZproxy server, Manage SSL (https) certificates

You must obtain, install, and configure an SSL certificate in order for EZproxy to give remote access to resources with secure URLs.

**Additional information:**
- SSL Configuration

### EZproxy server, config.txt

You must add the WorldCat Discovery stanza to your EZproxy config.txt.

**Additional information:**
- OCLC WorldCat Discovery database stanza

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Note: If your library uses a non-OCLC proxy service, make sure that traffic from WorldCat Discovery is recognized appropriately by that service.