

# **Programme for the Enhancement of Research Information (PERI)**

## **Registration for Publishers**

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### **Rationale for the PERI Registration System**

#### ***Ensuring eligibility***

- Applications will be approved by the Country coordinators, according to the PERI eligibility criteria.
- All registrations reaching publishers should therefore be eligible, but if you have any questions please refer back to the country coordinator or INASP.

#### ***Preventing duplicate registrations***

- Institutions will only be able to apply and register once for your service – the system will not accept duplicate registrations

#### ***Enhancing workflow management***

- By setting preferences, the publisher can select the frequency with which batches of email are received, to a maximum of 7 days.

#### ***Facilitating Updates***

- Registrants will be able to update their details without re-registering
- Updated details will be emailed to all publishers with which that institution is registered.

#### ***Efficient data transfer***

- Publishers will be able to log on and view or download (in Excel) registrant information at any time

### ***Improving access***

- IP address registration is a strong feature of the new system – institutes will be asked to provide IP ranges wherever possible and UN/PW access (from those publishers permitting it) will only be resorted to in cases where a static IP range cannot be provided

### ***Upholding licensing***

- All registrants are informed about licensing and the system presents click-to-accept licences (where these have been agreed by the publisher) before allowing applicants to register.

## **Summary of the registration process**

- The PERI resource pages will point institutions to the registration system
- New institutions will complete a single form which will serve as an application form to participate within PERI; this will be submitted to the country coordinator or coordination team, copied to INASP, to be checked for eligibility
- The country coordinator has ten working days in which to approve or reject this application, based on the PERI eligibility criteria
- If an institution is rejected, an email explanation will be sent to the applicant, from the country coordinator
- If the institution is accepted, an automatic acceptance email is sent to the applicant
- The applicant can then return to the PERI registration pages and register for any of the information resources available to them. The registrant will not need to re-enter their institutional information, simplifying the process
- Resource registrations are sent directly to the publisher, as an email, copied to INASP. This email will come from perireg@inasp.info
- The publisher is requested to approve or reject each registration within ten working days. Rejection is unlikely since the application process has checked for eligibility
- The publisher can use their standard process to send the successful registrant access details
- Publishers should then log on to a special web page to confirm acceptance of the registration; this action will automatically notify INASP
- Eligible institutions which have registered successfully can use this system to update their details to publishers at any time
- Help documentation is available at <http://www.inasp.info/file/659/access-support-documents-to-download.html#Registration>

## **Additional features**

- Publishers can log on to the site at any time to see registration activity for their resources
- Reports showing all registrations, by country or by date can be downloaded in Excel
- The system provides information which can be used in promotional activities

- The system will avoid time-consuming duplicate, ineligible or inaccurate registrations
- Institutions may only register once, encouraging sharing of access details within the institution

### Initial requirements from a publisher

- We require an email address to which the emails requesting registration can be sent
- There is the option of using a click to accept license, so this should be sent to INASP

### Logging on

Log on details have been emailed to each publisher. Log on url is <http://peri.inasp.info/peri/admin-cgi/peri-admin.pl>. There is the provision set your own preferences ([see below](#))

All institutions will be directed to <http://peri.inasp.info/peri/peri.pl> to apply and register

### Processing registrations

#### Automatic emails

When a new institution registers, publisher will receive an email as below.

The institution will have been approved by the country coordinator so these registrations are all authorised by PERI

The subject line will be New PERI registration: [Name of institution]

```
Subject: New PERI registration: [Name of institution]
To: [publisher's email address]
From: PERI <perireg@inasp.info>
```

This is an automated email sent by the PERI system.

An institution (called "[Name of institution]" and in Rwanda) has applied to register for your resource on the PERI system. Please login at <http://peri.inasp.info/peri/admin-cgi/peri-admin.pl> and either accept or reject the new registration. Full details of the institution are available via the PERI system and below.

```
Institution name: INASP trial registration
Address 1: 58 St Aldates
Address 2:
Address 3:
Town / city: Oxford
Postcode: OX1 1ST
Country: Rwanda
Institution's telephone number: 44 1865 249909
Institution's fax number: 44 1865 251060
Institution's email address: apowell@inasp.info
Type of institution: Development charity
Research priorities:
```

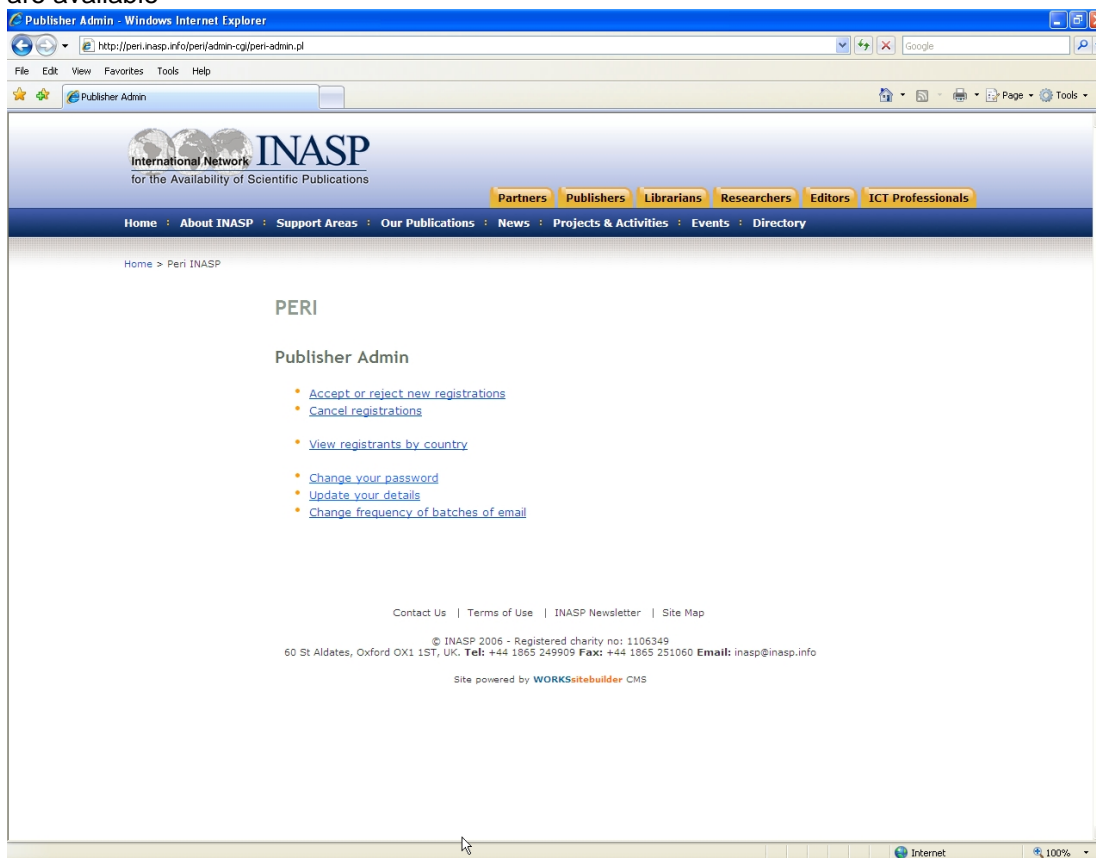
Institution's Web site: <http://www.inasp.info>  
Primary contact's family name: Powell  
Primary contact's first name(s): Anne  
Primary contact's job title: Programme Officer  
Primary contact's personal email address: [apowell@inasp.info](mailto:apowell@inasp.info)  
IP address range:

Your username on the PERI system is "XXXX".

If you've forgotten your password then please send an email with the subject line New Password Request to [perireg@inasp.info](mailto:perireg@inasp.info). A new password will then be sent to you.

## Log on

When the publisher logs in at <http://peri.inasp.info/peri/admin-cgi/peri-admin.pl> the following options are available



## Registrations

### Accept or reject new registrations

- The publisher will see any pending institutions requiring approval by the publisher
- These registrations have all been previously approved by the country coordinator and PERI
- Clicking on the institution will open the registration form for that institution
- The country coordinator can edit the form if necessary (e.g. if there are obvious address or email errors)
- If all is in order, the form can be accepted by clicking on an Accept button

### Cancel registrations

- When necessary, registrations can be cancelled and access stopped at any time (INASP would appreciate notice from the publisher concerning any instance of cancelled access other than non-renewal).
- Registrations from non-renewing countries should be cancelled at the beginning of each subscription year to avoid receiving update notices.

## Viewing and downloading

### View registrants by country

- Clicking on the link for that country shows all institutions which have registered
- This can be limited by date
- Results can be downloaded either by individual country or for all countries

## Preferences

### Change your password

- You may like to re-set this to something memorable to yourself.

### Update your details

- Publishers can update the email address to which registration forms are sent
- This is the place to change or insert the text of click-to-accept licences
- Alternatively, you can notify Anne Powell ([apowell@inasp.info](mailto:apowell@inasp.info)) of any changes you would like to be made
- You can include several email addresses, separated with a comma

### Change frequency of batches of emails

- You can select the frequency with which you receive batches of email, to a maximum of 7 days. You also have the option to receive each application email immediately it is made.

## Lost password

- If you forget your password, you can go to <http://peri.inasp.info/peri/peri.pl?forgot=1> to request a new one. Or you can send an email with the subject line New Password Request to [perireg@inasp.info](mailto:perireg@inasp.info). A new password will then be sent to you.

## Further information

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