Changes to the way you manage your users' access

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We are updating the way your users access your organisation's multi-user licence to the British Pharmacopoeia. This ensures you and your colleagues have personalised accounts to enjoy features like favourites and news updates. Additionally, you'll gain more control over your licence, including:

- Securing your account
- Managing access
- Promoting others to assist in account management
- Downloading usage statistics
- Viewing subscriptions

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How this affects your users

Currently, your users access BP Online through a shared username and password, or automatic IP recognition. From now on your users will have an individual username and password. When you renew your subscription, our team will assist you in transitioning and agree a date to activate this change. Once complete, your users will need to follow the details within this guide.

What you need to do

Choose your organisation's access method

We offer three authentication options for personalised accounts, ensuring minimal disruption and maximum control over access to your subscription.
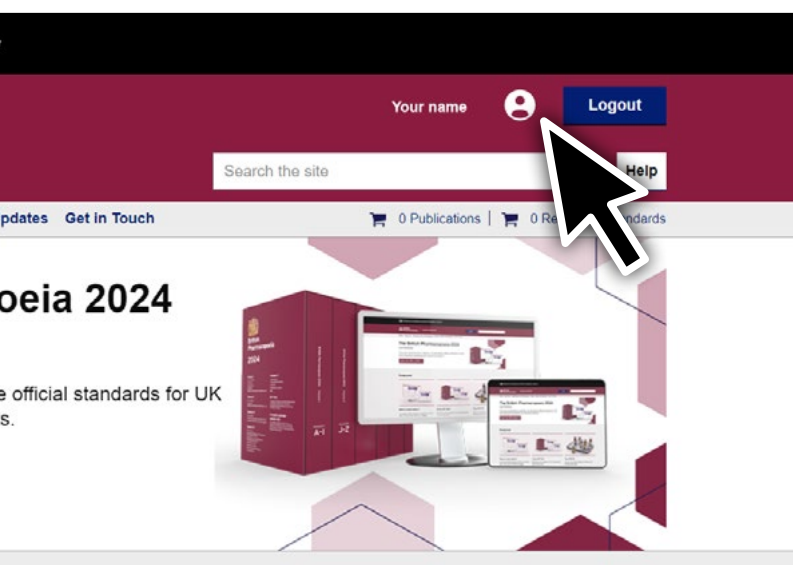
Self-registration (Domain)

Enable self-registration for your users via our website using their email address domain and location for authentication. Simply inform us of your company's email domains, and we'll verify and register them on your behalf. You can then view the registered domains in your admin portal, accessible under your profile. If needed, you can disable self-registration at any time within your admin portal.

Manage Organisation domains steps
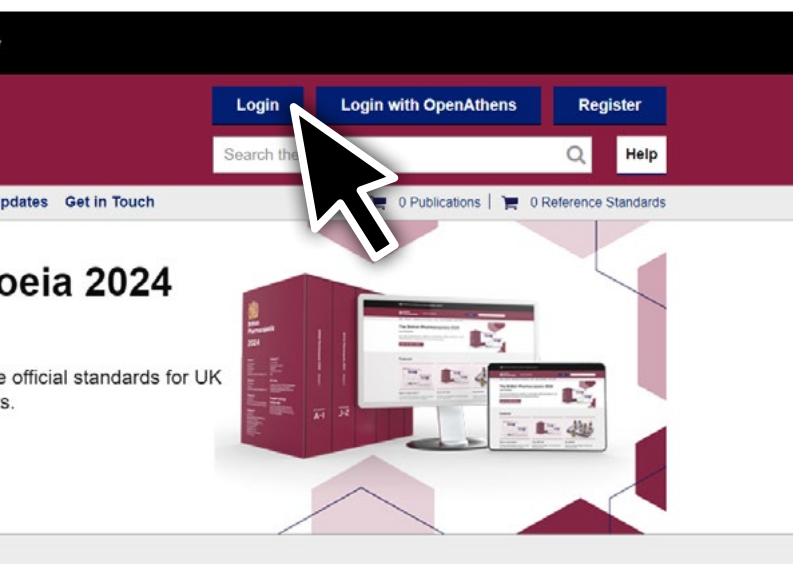
1 Login to your account once you have been informed that APU has been activated

2 Select your profile

3 Select 'Manage organisation domain'

4 Untick 'Domain based registration active status' and select 'Update active status'

Manage organisation domains

This page lists the email domains and licensed countries for your organisation. An email domain is the part of an email address that comes after the "@" symbol.

Users from your organisation whose email address domain and country correspond to details listed below will be able to automatically register for access to your subscription.

Please direct users wishing to access your organisation's subscription to https://www.pharmacopoeia.com/access-your-organisation-subscription where they can register their details.

If you feel the domains listed below are incorrect or you need to add further domains and countries, please contact us and we will be happy to assist.

If you do not wish to allow your users to self-register based on their domain and location you can deactivate this below. If deactivated, users will only be able to link to your account if you invite them through the Invite user page.

☑ **Domain based registrations active status**
(currently enabled)

Update active status

| Domain	Country
tso.co.uk	UNITED KINGDOM

Invite Users

If you prefer not to grant access to all users with your organisation's domain, you can invite them individually or in bulk. You may also need to do this for users who contact you, as their email addresses may already be registered to another account.
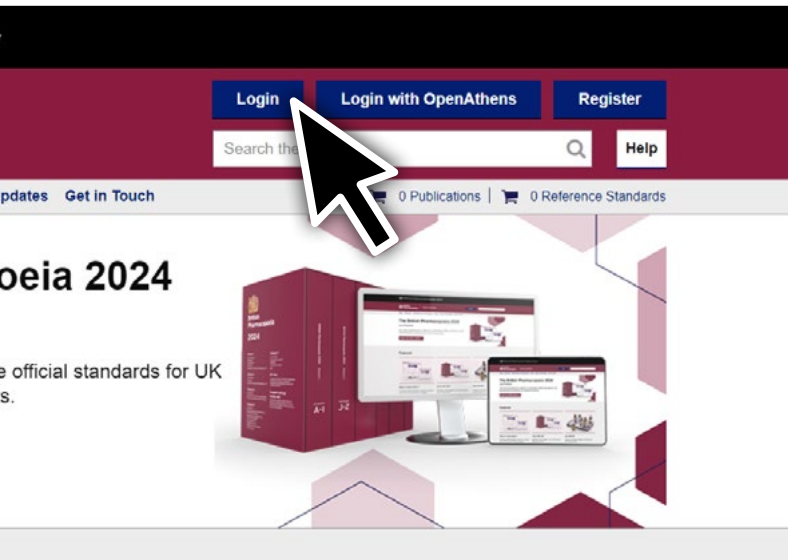
Invite User steps

1 Login to your account once you have been informed that APU has been activated
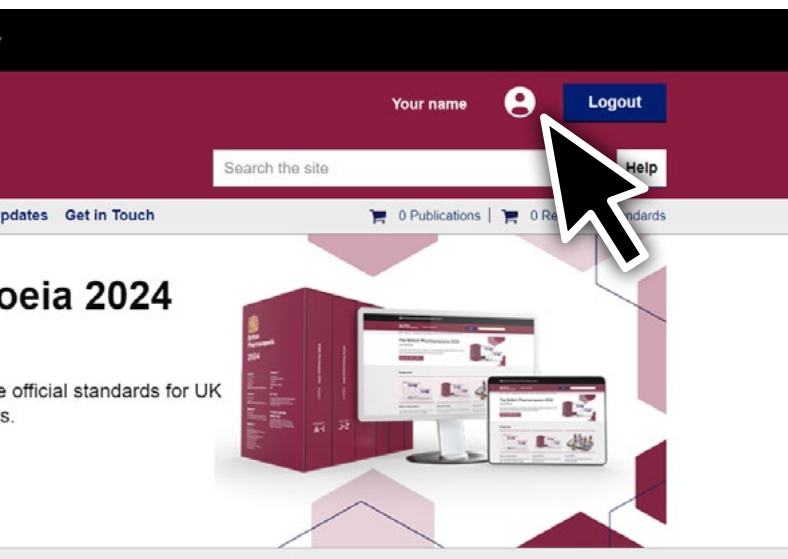
2 Select your profile

3 Add email and select 'Invite user'
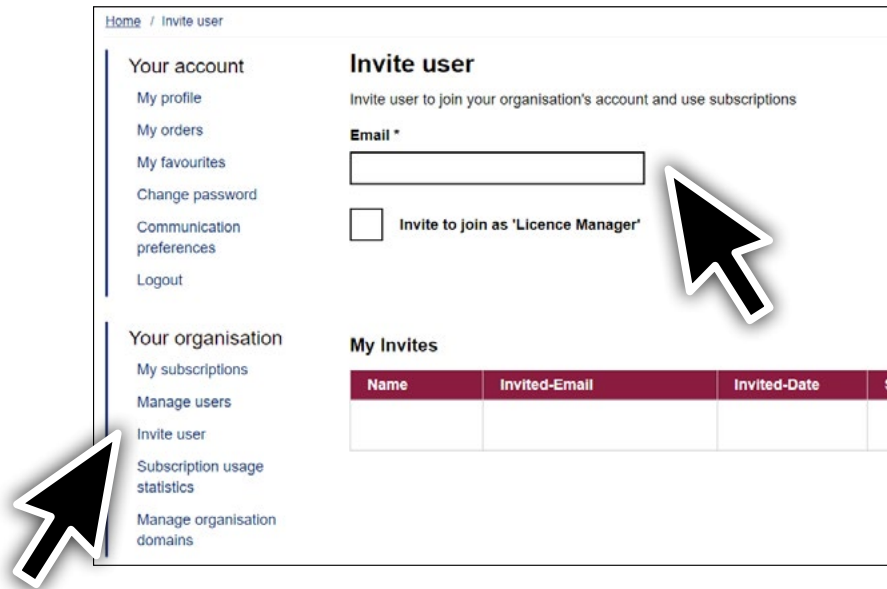
Bulk invite user steps

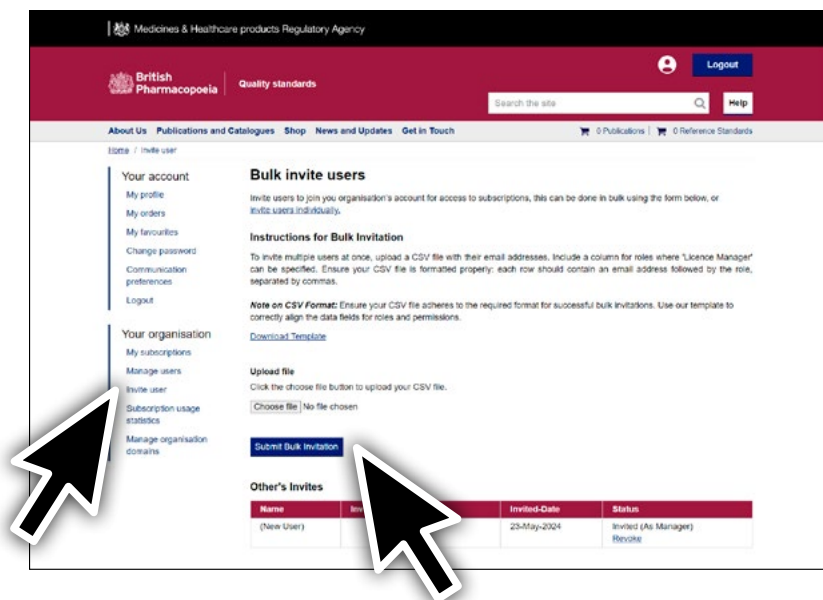**1** Login to your account once you have been informed that APU has been activated

2 Select your profile
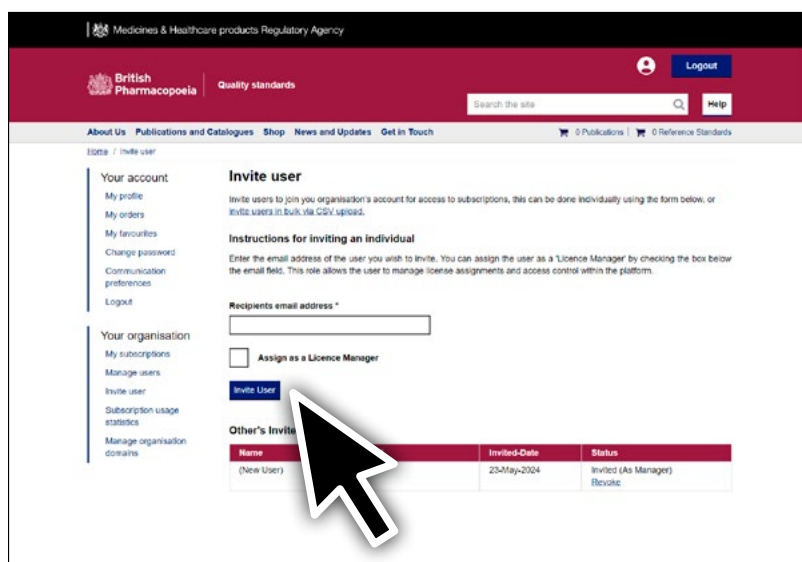
3 Select 'Invite user'

4 Select 'Submit Bulk Invitation'

5 Download template and complete with your users emails

6 Select 'Choose file' and find your completed template from your PC files

7 Select 'Invite Users'

Invited users will remain listed under 'My Invites' until they accept. If you no longer wish for an invited user to join your account, you may revoke the access from within this list.

You may also choose to invite a user to join your account as a Licence Manager. This will provide selected users with the same permissions as you.

OpenAthens

Access via OpenAthens remains an authentication option.

Inform your users

We will notify visitors to the site about this change and their role through various onsite and social communications. However, as we do not know who your users are, we kindly ask for your assistance in directly communicating this message to them.

Change your username and password

When we transfer your account, you will be required to change your username (this will become your email) and password to ensure only you can access your account. As your account will now contain details of your users, it is extremely important to ensure that only you can access it.

If you would like others to help you manage your subscription and who accesses it, you may **promote individuals to a Licence Manager**.

What else you can do

Manage your users

To make sure only authorised people can access your licence, you can view all subscription users within your admin portal.

To help keep your account secure, we have implemented a feature which makes all users re-verify their account upon login every six months. This will not apply to users accessing via OpenAthens. If they are unable to access their email account, they will not be able to continue accessing your subscription.

As an additional step you can also de-activate access for any associated subscription users by selecting the box next to their name and updating their type.

Inactive users will remain on your list as inactive for a period of six months at which point they will be deleted from our system, which is non-recoverable.

Users will need to re-register if they wish to re-join, however data such as favourites will be permanently lost.

You may find that you already have some users listed when your transition. It was previously possible to create a linked account if required to gain extra permissions or place orders for BPCRS. These users have been moved over for you and you will need to review and cleanse this list as required.

Viewing and Deactivating users steps
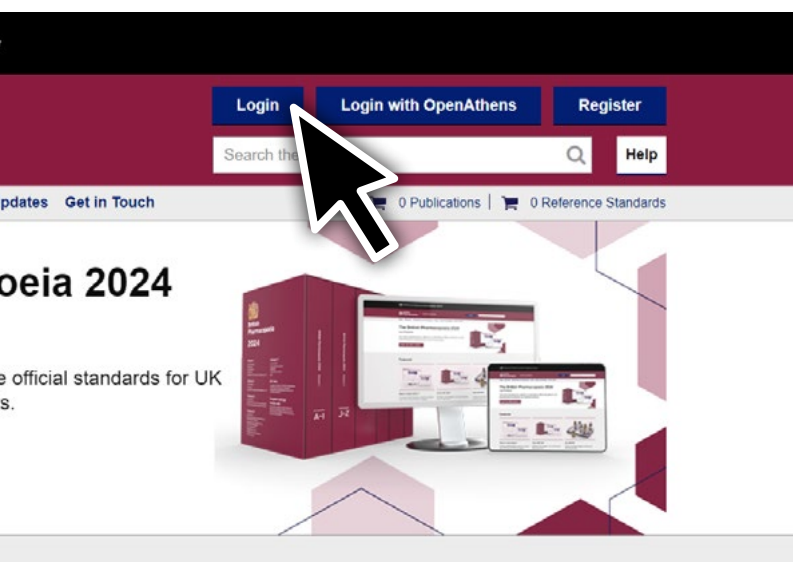
1 Login to your account once you have been informed that APU has been activated
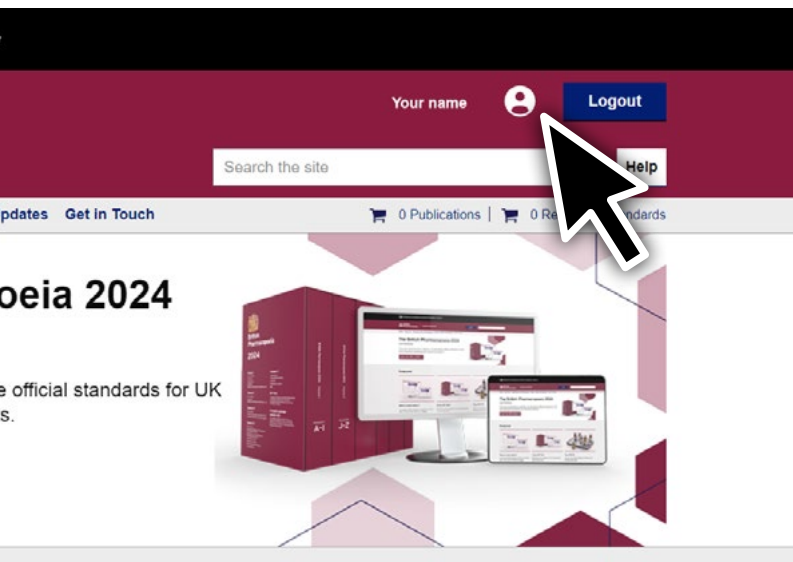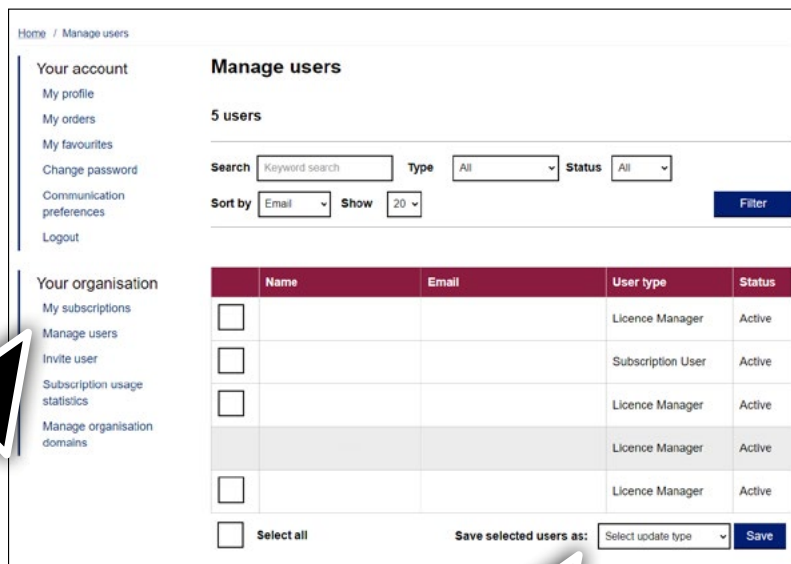
2 Select your profile

3 Select 'Manage users' to view all users

4 To deactivate select a user with User type 'Subscription User'. Change the drop down to 'Inactive Users' and select 'Save'
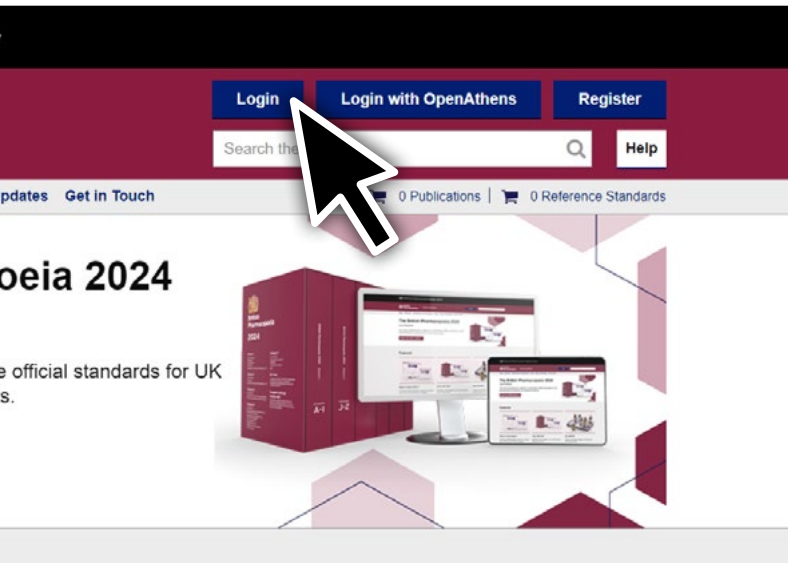
Add additional Licence Managers

You may also choose to invite a user to join your account as a Licence Manager role, this will provide selected users with the same permissions as you. To do this, select 'Invite to join as Licence Manager' when adding a user.
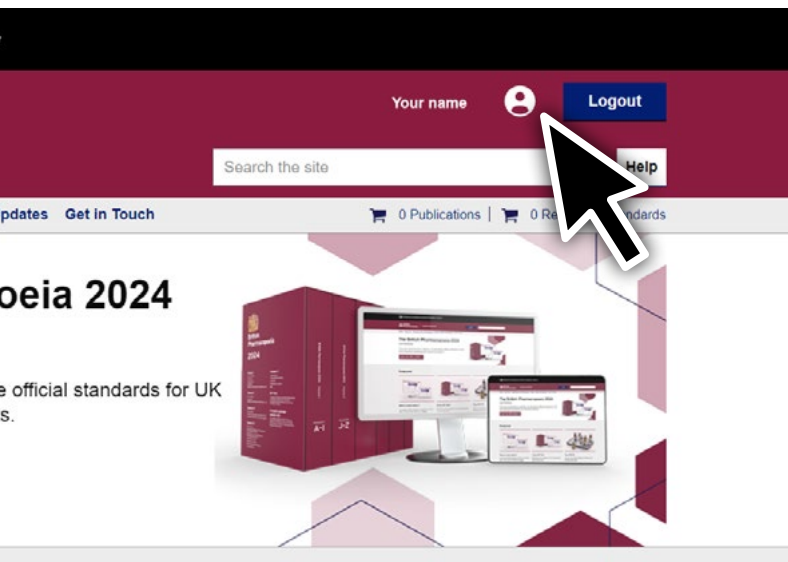
Once accepted you and other 'Licence Managers' can manage these users under 'Manage users'.

Add additional Licence Managers on Invite Users
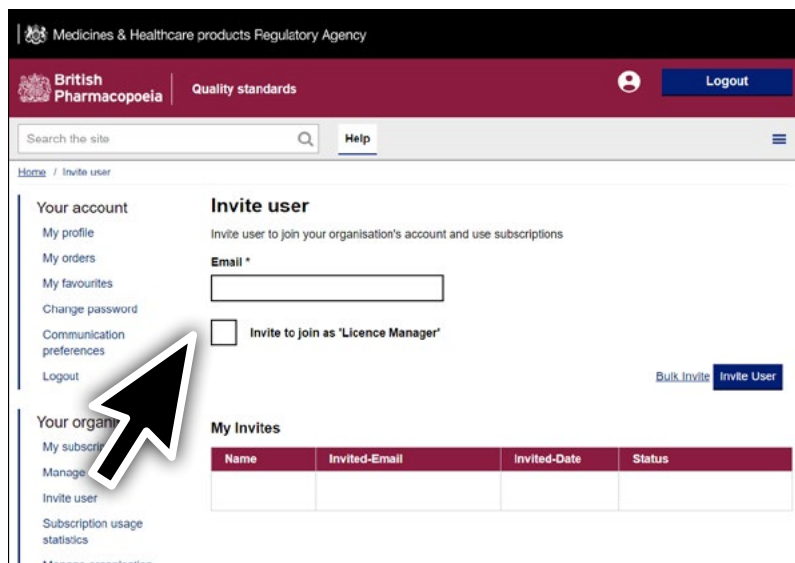

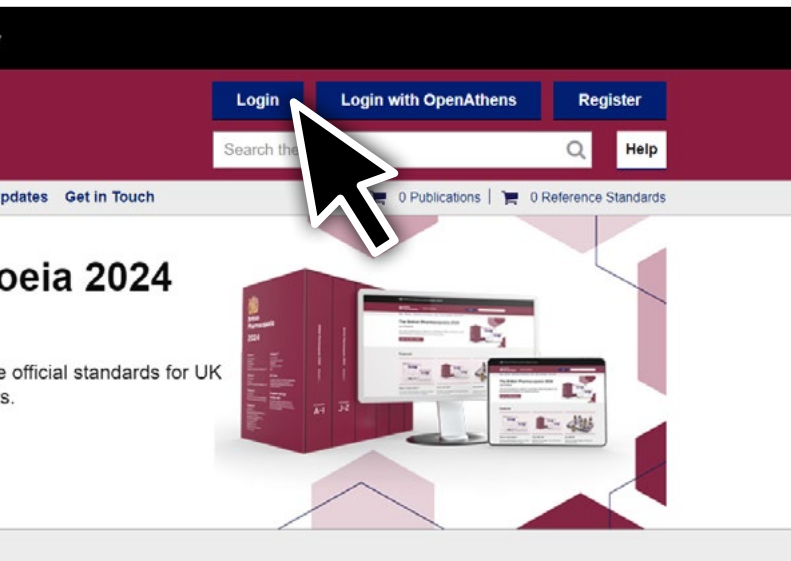**1** Login to your account once you have been informed that APU has been activated
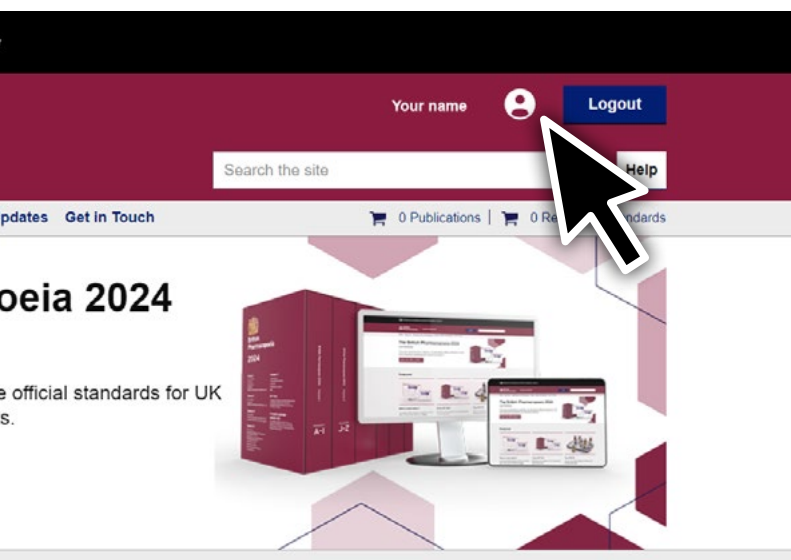

2 Select your profile

3 Add email and select 'Invite to join as 'Licence Manager'

Add additional Licence Manager post invite steps

1 Login to your account once you have been informed that APU has been activated

2 Select your profile

3 Select 'Manage Users'

4 Select a user with User type 'Subscription User'. Change the drop down to 'Licence Manager Users' and select 'Save':

Home / Manage users

Your account
My profile
My orders
My favourites
Change password
Communication preferences
Logout

Your organisation
My subscriptions
Manage users
Invite user
Subscription usage statistics
Manage organisation domains

Manage users

5 users

Search [Keyword search]   Type [All ▼]   Status [All ▼]

Sort by [Email ▼]   Show [20 ▼]   [Filter]

|	Name	Email	User type	Status
☐			Licence Manager	Active
☐			Subscription User	Active
☐			Licence Manager	Active
			Licence Manager	Active
☐			Licence Manager	Active
☐ Select all		Save selected users as:	[Select update type]	[Save]

Download usage statistics

To see how often your subscription is being used from where or by who, you can retrieve usage statistics from within your admin portal.
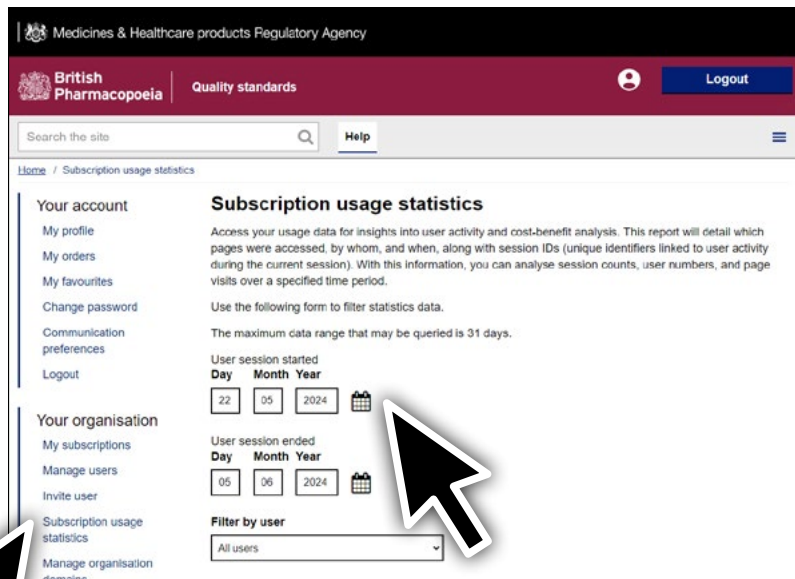
Download report steps
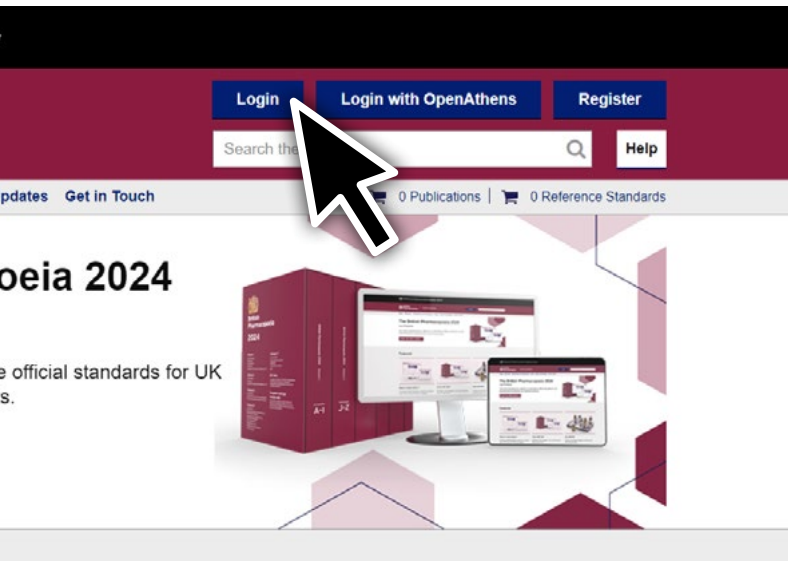
1 Login to your account once you have been informed that APU has been activated
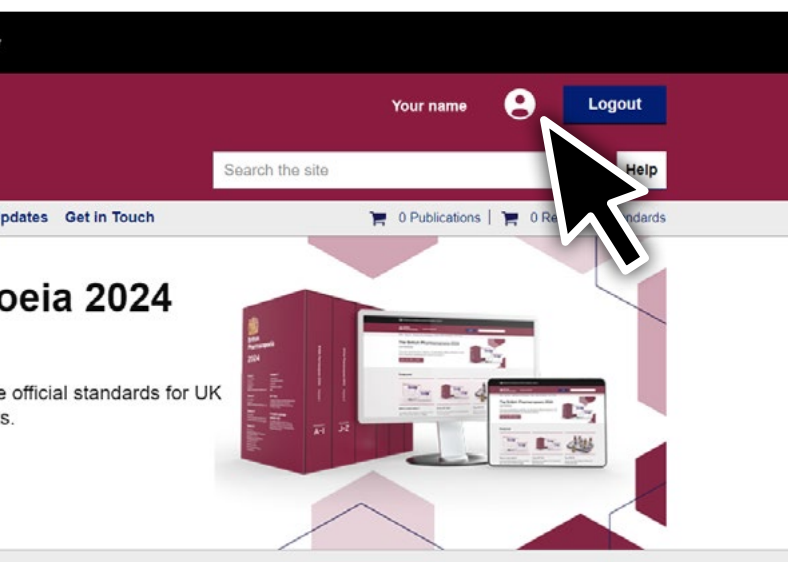
2 Select your profile

3 Select 'Subscription usage statistics'

4 Enter start and end date and if required select the user. Once completed select 'Download report'

Additional guidance

Number of users

There is no limit to the number of users you may register. However your existing licence terms will remain regarding the number of concurrent users and location. This means there maybe a limit to the number of accounts that can be logged in at one time and users should only be from the location(s) agreed.

You may no longer share accounts

Each account will be limited to one login at a time. Registrants of accounts should keep your login details privately secure.

IP access managed by OpenAthens

IP access is no longer permitted, therefore even if the IP provided to us to register is managed by OpenAthens this will no longer work and you will need to choose a new authentication method.

You may no longer use proxy servers

Proxy servers are driven by IP, as IP access is being removed it will no longer be possibly to allow access via Proxy.