

How to update your self-registration scheme

If we have published a self-registration scheme for you at register.openathens.net then there may come a time when you need to make changes - maybe your organisation name has changed, or maybe you need to add or remove allowable email domains. This page covers what you can do yourself and what you would need us to do for you.

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View the scheme web address and validation options

In the menu go to Management > Self registration settings

Update allowed email domains or IP addresses

- Self managed
- Controls which locations can be registered from
- Controls which email addresses can be used
- Applies from next user registration

This is managed via your organisation account ().

Go to the organisation tab and find the one or two whitelists for self-registration. IP addresses and email domains are one per line.

IP address examples:

```
123.201.30.45
```

```
123.201.30-31.*
```

(CIDR notation is not supported)

Email domain examples:

```
yourdomain.com
```

```
yourstaffdomain.net
```

(you do not have to enter the @)

Update default expiry date

- Self managed
- Controls when accounts will expire
- Applies from next user registration

This is managed via organisation preferences (*Preferences > Organisation*) and can be set to anything from 1 to 60 months.

If your scheme allows the selection of sub-organisations then this setting can be different for each.

See also: [Account preferences](#)

Update email text

- Self managed in almost all cases
- Controls the text of the email sent to the user when an account is created
- Applies from next user registration

This is managed via email preferences (*Preferences > Email*), and the template used is 'Account created (activation)'.

Update the text to suit your organisation and save. Do not copy and paste text directly from a word processor, and do not change the activation URL.

If your scheme allows the selection of sub-organisations then this setting can be different for each.

See also: [Email templates](#)

Update how long they have to activate their account

- Self managed
- Controls when an unactivated account is deleted
- Applies from next user registration

This is managed via organisation preferences (*Preferences > Organisation*) and can be set to anything from 1 to 365 days.

If your scheme allows the selection of sub-organisations then this setting can be different for each.

See also: [Account preferences](#)

Update organisation names

- Self managed
- Controls the organisation name(s) displayed in the scheme
- Applied during periodic server updates. If the change is urgent, contact the service desk.

This is managed via your organisation account () at the [domain](#) level.

The organisation name is found at the top of the organisation tab.

Update the contact name, email or telephone

- Self managed
- Controls which details are used when offering help
- Applied during periodic server updates. If the change is urgent, contact the service desk.

This is managed via your organisation account (), usually at the [domain](#) level.

If you opted for the domain administrator details

Name, email and telephone details are taken from the Account tab.

If you opted for the domain public details

Name, email and telephone details are taken from the public contact details section of the organisation tab.

If you opted for the organisation details

Name email and telephone details are taken from the public contact details of the selected sub-organisation.

If you opted for custom details

These will be taken from additional contact fields in the organisation tab

Update Job roles and other similar attributes

- Contact the service desk

These are controlled by the account schema and have the potential to prevent user registration if any mistakes are made.

Update any other settings or text

- We will need to make those changes for you
- Applied once done

Contact your account manager in the first instance