

Add a new Authentication User ID

You can add multiple User IDs, with different authentication details. For example, you may want to enter a user ID for library patrons who are authenticated by Barcode, and another user ID for employees authenticated by IP range.

To add a new User ID, follow these steps:

- 1 Make sure you are on the **Account Preferences, Authentication** page:
 - Click the **Account Preferences** tab, and make sure the **Authentication** tab is selected.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add New User ID**.

You see the **Add a New User ID** page.

- 4 Select the **User Group** from the drop down menu.
- 5 Enter a **First Name** and **Last Name**.
- 6 Click **Continue**.
- 7 Write down or print the new User ID information to provide the user. Tell them that they should change their password the first time they login.
- 8 Click **Done** if you don't want to configure the **User ID**. You will be taken back to the **Authentication** page.

Or click **Continue** to configure the User Ids authentication method immediately.

You see the **Edit User ID** page.

How you proceed next depends on your authentication method:

Authentication by IP Range

ProQuest lets you limit access to your ProQuest account by entering a range of IP addresses. Only computers with IP addresses within this range will be permitted to access your site. IP address restriction is a good security option for local access. This option is only available if IP range authentication has been implemented. If not, you will see a message telling you to notify ProQuest Technical Support.

For security purposes, you can only enter an IP address for a single ID or user. For this reason, it's a good idea to be as specific as possible when entering IP ranges, and may want to only enter specific IP addresses.

If you receive an error message when trying to enter an IP range or address, there is probably a conflict with another ID or another account. Contact Customer Support for more help.

- 1 Make sure you are on the **Edit User ID** page:
 - From the **Account Preferences, Authentication** page, click **View/Edit** in the Action column of the User ID for which you want to configure the IP range.
 - After adding a new ID, click **Continue**.
- 2 Click **Edit** next to **IP Ranges for Automatic Login to ProQuest**.
You see the **Edit IP Ranges** page.
- 3 Do one of the following:
 - To add a new IP range, enter the starting and ending IP addresses in the **Add New IP Range** section then click **Add**.
 - To add a new IP address, enter the IP address in the Starting IP boxes of the **Add New IP Range** section, then click **Add**.
 - To edit an IP range, change the starting or ending IP addresses in the **Current IP ranges** section, then click **Update**.
 - To delete an IP range, click **Delete** after the desired IP range.
- 4 When you are finished, click **Done** to return to the Authenticate page.