Managing your institution subscription

Accessing your Crockford admin account

Sign in to www.crockford.org.uk with the email address and password used when purchasing your subscription. (If you do not know which address this is, please contact crockford@hymnsam.co.uk.)
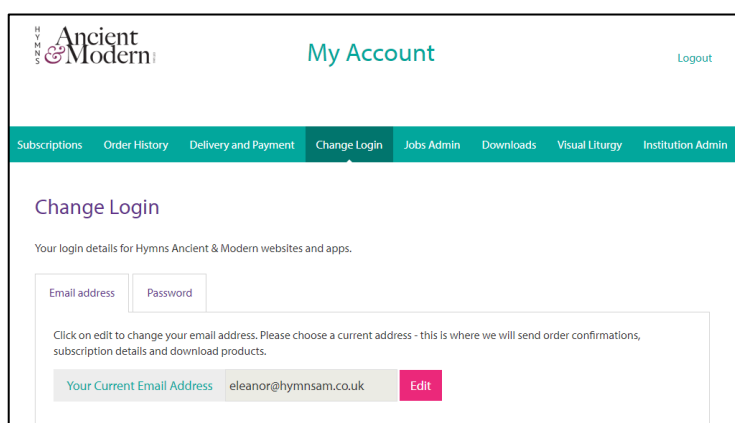
Click on **My account** at the top right of the homepage.
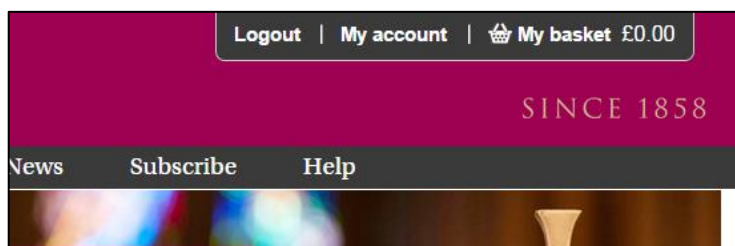
Changing your admin email address or password

To change your registered email address or password, click on **Change Login.**

Please use a current email address – this is the address subscription renewals and password reminders will be sent to.
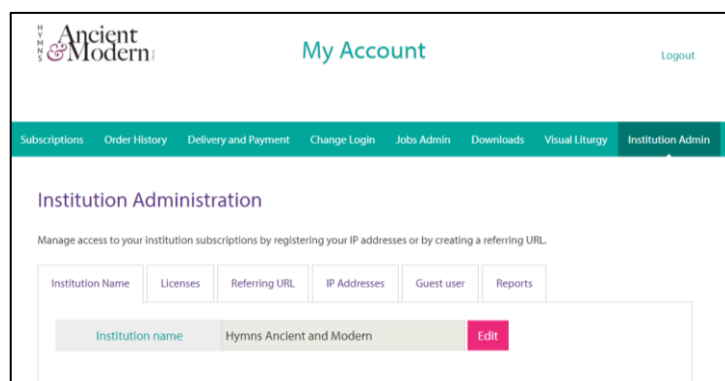
Setting up access for your members

To set up multiple-user access click on **Institution Admin**.

Enter an institution name – this will be displayed when your members visit the Crockford website.

There are three ways to set up access for your members:

- IP address authentication
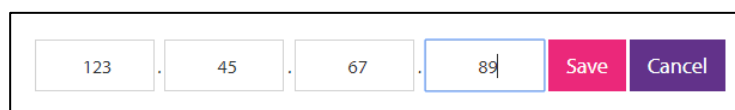- EZProxy
- Referring URL

IP address authentication

Registering your IP addresses grants automatic access to the full Crockford directory for everyone in your office. Your IT department should be able to supply the relevant IP addresses.

On the **IP addresses** tab click on **Add new IP address**. Enter an address in the box provided and click save. This can be a single address (e.g. 123.45.67.115) or an address range (e.g. 123.45.67.10-79). You can save multiple IP addresses.

Anyone visiting the Crockford website from one of your IP addresses will be logged in automatically.

Access via EZProxy

If your institution uses EZProxy you can also set up remote access to the directory for your members.

On the **Institution Admin** page simply register your EZProxy IP address in the same way as your office IP address.

Access via referring URL

This option allows you to redirect your members to the Crockford website from a password-protected page on your own website.

1. **On your own webiste:** add a link to https://www.crockford.org.uk/ on a password-protected webpage. This should be a secure page only your members can access (not a public webpage). Ensure you use the full Crockford URL including the https:// prefix.
2. **On the Crockford My Account website:** Go to the **Institution Admin** page and click on the **Referring URL** tab. Enter the full URL of your webpage in the box provided and click save.

To access Crockford Online your members should sign in to your own website then click on the link to the Crockford site. They will be redirected and signed in automatically.

Changing your access options

The access options for your members can be changed at any time.

Simply login to the website as an admin – using your email address and password – and go to **my account**.