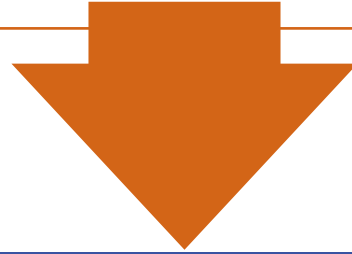


END USER: Registration and Access Process

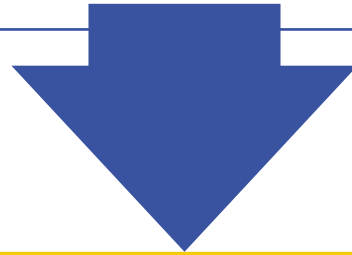
1. Registering to use the JCS

- A potential **End User Administrator** completes an application to act as the institutions' Journal Comparison Service (JCS) Administrator.
- Part of the application includes identifying the name and email address of the **End User** who will sign the JCS legal agreement on behalf of the End User's institution.
- The **End User Administrator** applicant will also have to review the JCS Acceptable Use Policy (AUP) and agree to this, before the application can be submitted.



2. Legal Agreement

- Within 10 days of receiving an application, cOAlition S office will send the Legal Agreement to named **End User**, as identified in Step 1.
- Until the Legal Agreement is signed, the Administrator's JCS application (Step 1) remains pending.



3. Application review

- Once the Agreement has been returned, cOAlition S staff will check the **End User Administrator's** application, ensuring that the **End User** has approved the person who will act as their JCS Administrator.
- Access to the JCS is limited to those End Users who participate in OA agreements with publishers. cOAlition S staff will review the application to check that the applicant adheres to this condition.
- Assuming the checks by cOAlition S staff identify no problems, the **End User Administrator** is notified that their account on the JCS has been created.



4. Login process

- The **End User Administrator** receives activation instructions via email containing a one-time passcode and enters this code on the JCS login page.
- The **End User Administrator** receives second one-time passcode, either via SMS or a third party authenticator app and enters this code on the JCS login page.
- Once the 2-factor authentication has been completed the **End User Administrator** will have access to the JCS.



5. Adding other Authorised Users

- Once logged in, the **End User Administrator** can invite **End User Authorised Users** to register on the site. These are colleagues, who work for the named End User, and require their own logins.
- **End User Authorised Users** receive an activation code from their Administrator to get access to the JCS.
- **End User Authorised Users** also need to agree to the AUP, and will follow the same 2-factor authentication as all users.