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.

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.

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.

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.

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.