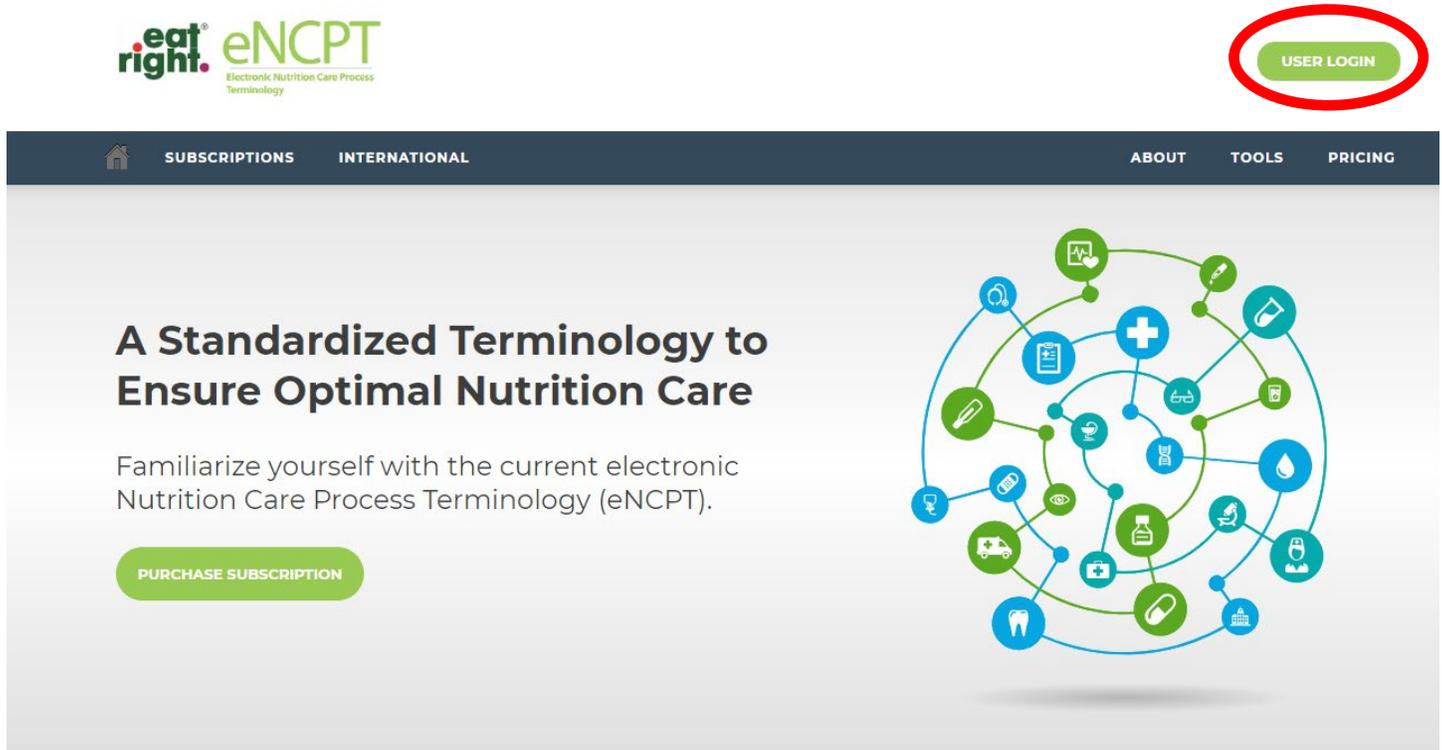


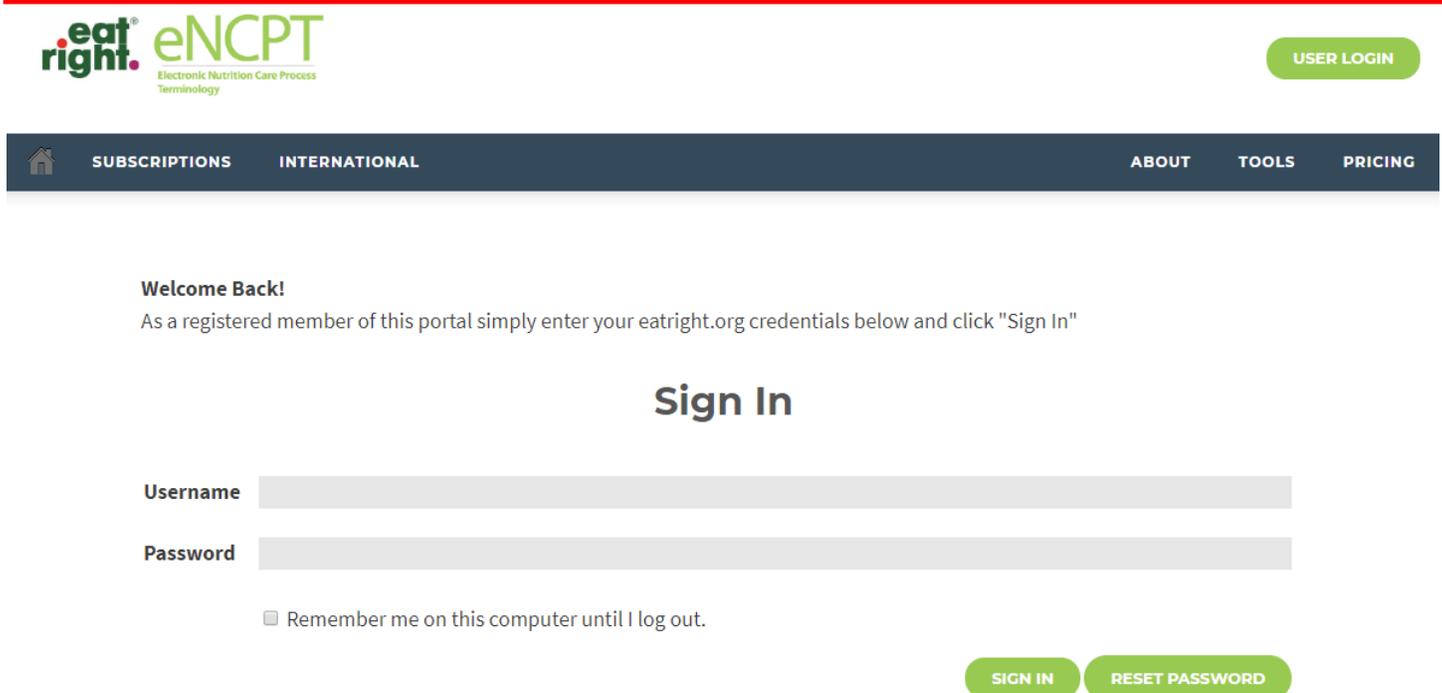
Creating a Unique URL for Your Organization

Note: Before you start, you will need the IP ranges that you wish to add to the subscription.

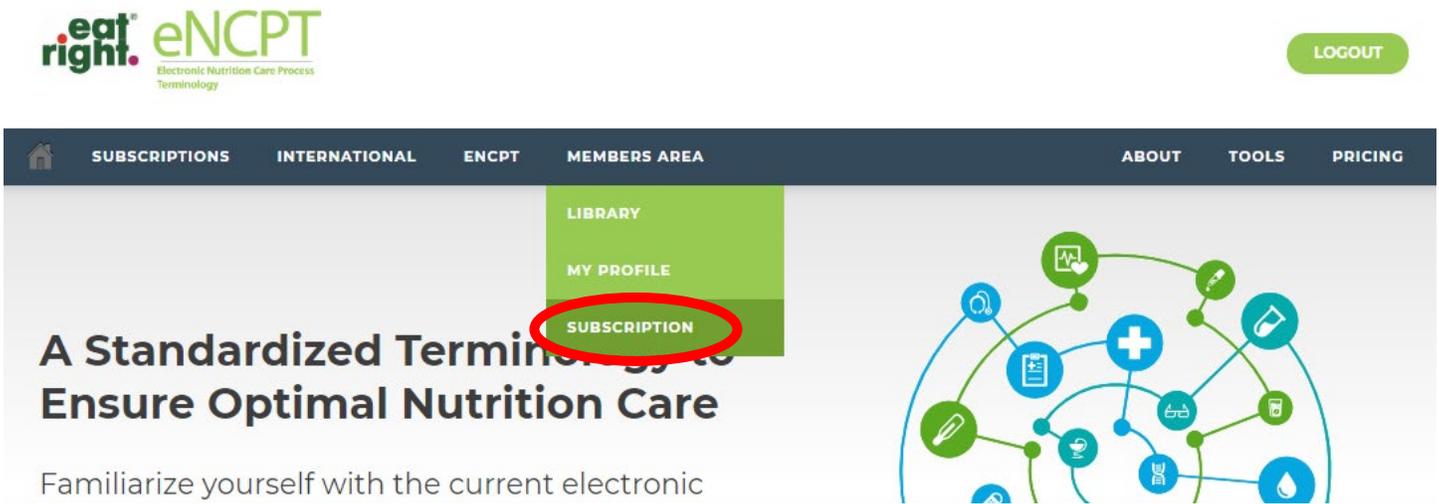
1. Visit www.ncpro.org and click on the “Login” button in the upper right corner.



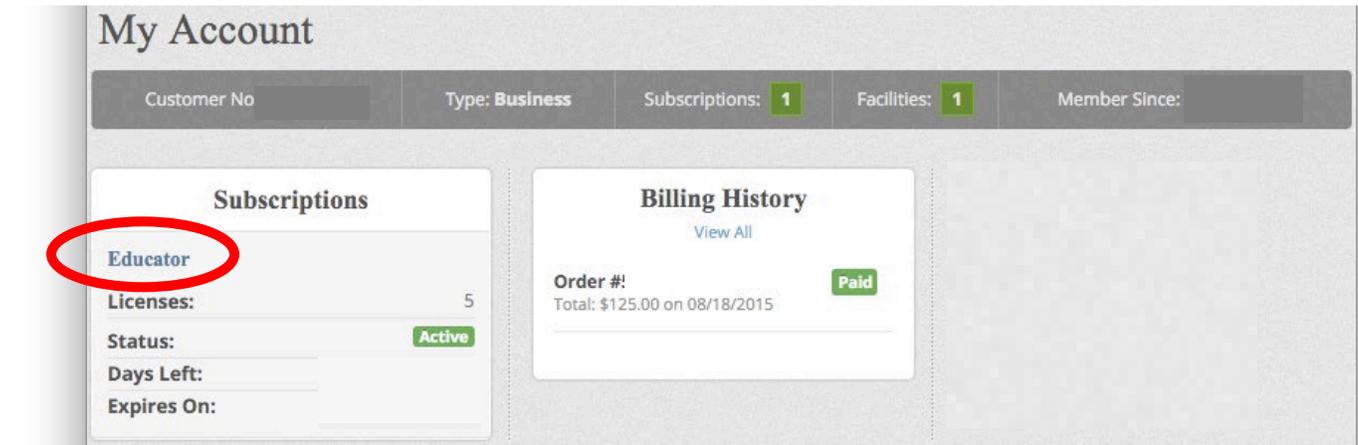
2. Login with your Administrative Username and Password.



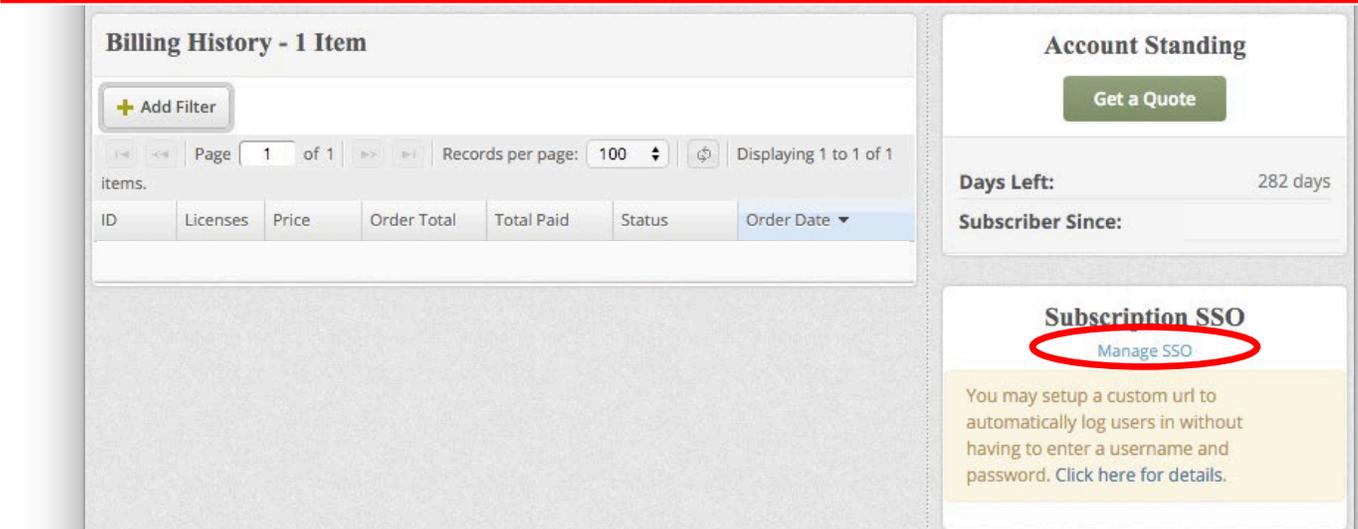
3. Hover your mouse over “Members Area” and click “Subscription.”



4. Your “My Account” page will come up. Click your Subscription category (either “Organization” or “Educator”).



5. Click on “Manage SSO” under “Subscription SSO.”



6. You are now able to enter your IP address(es) provided by your IT department. Once all IP ranges have been entered, click “Save” and your organization’s unique URL will be automatically generated.

Note: If you do not have a range of IP addresses (i.e. you only have to enter 1 IP address), enter that IP address in both the “Range From” and “Range To” field.

Note: If your organization uses more than 1 IP address, you will need to enter the range of IP Addresses that will be using the eNCPT. Please get this information from your IT Department. Once you enter the range, press “Save.”

My Subscriptions

[My Account](#) | [My Subscriptions](#) | [My Billing](#)

My Account / Subscription: Educator Plan

Account Summary

Subscription Details

Educator Plan

Customer No

Subscription Plan: Educator

Status: **Active**

Users: **3**

Business Licenses: **5**

Expires On

In order to create a custom url to access this subscription without the need to enter a username and password, please enter the IP Addresses for the computers that will be accessing this url.

IP Addresses

IP Addresses

Your IP:

Range From

Range To

Delete

+ Add More

Save

Cancel

History - 0 Items

IP Address	Server	Date	Activity
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