

# WORLD BOOK WEB ACTIVATION FORM – ACCOUNT INFORMATION

Institution: \_\_\_\_\_

Account Administrator: \_\_\_\_\_  
(usually a librarian)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Administrator's Email: \_\_\_\_\_

Administrator's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Total enrolment/population served covered by this subscription: \_\_\_\_\_

WORLD BOOK WEB PRODUCT PURCHASED:  Standard Edition  Senior Edition  Complete Edition  French Edition  
 Public Library Edition  Discover  Living Green  Early Peoples  Inventions & Discoveries  Dramatic Learning  
 Early World of Learning

SUBSCRIPTION START DATE: \_\_\_\_\_ SUBSCRIPTION END DATE: \_\_\_\_\_

Purchasing on behalf of:  Individual School/Library  Multiple Schools/Libraries  Consortium

*If you are purchasing on behalf of more than one institution and if you would like each school/library treated as a separate sub-account (with separate usage statistics and log-on), please complete a copy of this Activation Form for each individual institution.*

## FOR ACCESS WITHIN YOUR INSTITUTION

1) **IP AUTHENTICATION.** If an IP address exists for only your school, you may use IP authentication to connect to World Book Online.

a) Go to <http://www.worldbookonline.com/test.html> and list the Internet IP address shown: \_\_\_\_\_

b) If you have additional IP addresses or ranges of IP addresses, please enter them here: \_\_\_\_\_

(If needed, please send additional addresses in a spreadsheet)

*If you are uncertain about your IP addresses, please contact your network administrator*

2) **ID/PASSWORD ACCESS.** If you do not have a dedicated IP address/range, you will be connected to the World Book Web via ID & Password. Please indicate your preferred and second choices for your User ID and your preferred Password (*all must be from 5-16 characters in length*) for use within your institution. (example - ID: smith Password: badgers)

Preferred ID: \_\_\_\_\_ 2<sup>nd</sup> choice ID: \_\_\_\_\_ Preferred Password: \_\_\_\_\_

## FOR HOME ACCESS VIA USER ID & PASSWORD – SCHOOLS OR LIBRARIES

For home access, you only need a different ID & Password if you would like separate usage reports for home access. If one usage report is sufficient, you may use the same ID & Password for home access as you use for in-school or in-library access. Please choose an ID & Password your users will enter to access your World Book Web subscription from home (e.g. - ID: lincoln, Password: lions)

Preferred home access ID \_\_\_\_\_ Preferred home access Password: \_\_\_\_\_

## FOR HOME ACCESS VIA LIBRARY CARD – PUBLIC LIBRARIES

Please indicate the first two to five (2-5) digits of your system's library cards. These digits identify your library and can be used to recognise your patrons. These digits should be the same for all library cards in your system. \_\_\_\_\_

Please indicate the total length of your Library Card numbers. It will either be a single length for all cards, a range of lengths for all cards or two different lengths for the cards. The maximum length is 16 digits. You need only fill out **one** of the choices below.

Single Length Total Digits (e.g. 14) \_\_\_\_\_ OR Range Between (e.g. 8 & 14) \_\_\_\_\_ & \_\_\_\_\_ OR Two Lengths (e.g. 8 OR 14) \_\_\_\_\_ or \_\_\_\_\_

## For Referring URL Access

Available **ONLY** if your institution maintains a password protected web page.

List the referring URLs that World Book should recognise. Contact [jrodrigues@worldbook.co.nz](mailto:jrodrigues@worldbook.co.nz) if you need help.

\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_

Please save this completed Activation Form and email it to \_\_\_\_\_

**YOU WILL BE NOTIFIED BY E-MAIL WHEN YOUR ACCOUNT IS ACTIVATED**