

Setting up your *Classification Web* Account

Once you have completed the click-through license and received your username and password for *Class Web*, you will want to set up your account. Below is a brief list of procedures to facilitate this process. Additional information is available both on the “Preferences” screen in your *Class Web* account and in the *Class Web* “Help” file.

1. Signing on to *Class Web* and changing your password.

- Go to URL <http://classificationweb.net>
- Click on the “Log On” button.
- Click on any link.
- You will be prompted to input your username and password.
- Before inputting your username and password, click on the box below the input boxes that says “Change password” and follow the on-screen prompts.

Note: While you may change your password, your username can only be changed by CDS.

2. Accessing your “Preferences” screen to modify product functions.

[Note: Changes made in the “Preferences” screen will affect everyone using the account.]

- Go to URL <http://classificationweb.net>
- Click on the “Log On” button.
- Click on the “Preferences” link found just below the “Subject Headings and Classification Number Correlations” menu option toward the bottom of the screen.
- You will be prompted to input your username and password.
- You will then view the “Preferences” screen.

3. Adding or changing administrative users’ email addresses.

The email addresses listed in “Basic Information” are those that you specified in your *Class Web* order form. Every email address listed will receive administrative account information including usernames and passwords. Should you wish to change email recipients at any time during your subscription period, you may change them here.

4. Web OPAC links.

The OPACs listed on your “Preferences” screen represent those institutions that agreed to have a pre-defined link created for their OPACs. *Class Web* is preset to display all these links when you click on the “B” bibliographic link that follows classification numbers displayed in the *Class Web* screens. You may leave your OPAC links option set at “All” or choose among the listed OPACs for the ones to which you would routinely like to link. Leave all boxes blank if you choose not to link to any of these OPACs.

5. Locally defined OPAC links.

This set of boxes enables you to establish a link to the Web interface for your local OPAC. In the pilot test we were able to successfully link from *Class Web* to the INNOPAC and Voyager OPACs. It may also be possible to link other Web OPACs that have the ability to search LC classification numbers.

- **Preliminary assessment of URL for Web OPAC link.**
 - Check to see if the Web OPAC to which you wish to link provides an LC classification number search where the search is performed using just the URL. If that is not the case, you will not be able to create a link to *Class Web*.
 - If your Web OPAC does include a URL-generated LC classification number search, perform a simple classification search such as HF1001 on the OPAC. Look at the URL address that is generated at the top of your browser screen. For linkable OPACS, usually everything before the classification number in the URL is the "URL prefix" and anything after the classification number is the "URL suffix."

- **Inputting required information into *Class Web*.**

OPAC Name

Input the name you want displayed by *ClassWeb* when linking to this OPAC.

URL prefix

Input the beginning portion of the URL that is required to run a classification number search (see "preliminary assessment" above) including "http://" at the beginning of the string.

URL suffix

Input the string that is appended after the classification number in your OPAC search.

- **Specific instructions for linking to an INNOPAC Web OPAC.**

Using the Bowling Green University Web OPAC as an example, if you do a classification search for HF1001, it will display the following URL:

<http://maurice.bgsu.edu/search/c?SEARCH=HF1001>

The URL prefix in this case is:

<http://maurice.bgsu.edu/search/c?SEARCH=>

There is no "URL suffix" required when configuring an INNOPAC system.

To set up your OPAC, substitute the equivalent prefix from your own OPAC search.

- **Specific instructions for linking to a Voyager OPAC.**

Using the Cornell University Web OPAC as an example, if you do a classification search for HF1001, it will display the following URL:

<http://library10.library.cornell.edu/cgi-bin/Pwebrecon.cgi?SC=CallNumber&CNT=25+records+per+page&SA=HF1001&HIST=1>

The URL prefix in this case is:

<http://library10.library.cornell.edu/cgi-bin/Pwebrecon.cgi?SC=CallNumber&CNT=25+records+per+page&SA=>

The URL suffix is: &HIST=1

To set up your OPAC, substitute the equivalent prefix and suffix from your OPAC search.

6. Subject Headings Option, Display Option, and Classification Browser Option.
See the “Preferences” screen for the available options. Remember that the choices you make in these areas, as with all other options, will affect all users of your account.

7. Read-only password.

Input here the password you wish individuals without administrative authorization to use. Individuals who use the read-only password will not be able to change any account settings or create notes. For sites that offer IP address access, the read-only password access is a good option for individuals who need access to *Class Web* but are not in the IP address range. This password should be used sparingly, however, to prevent unauthorized users from taking up available concurrent user access. Any password changes will not be sent to non-administrative users automatically.

8. Setting up IP addresses for Automatic Logon.

Customers with site accounts who wish to set up workstations that do not require entering a username and password for access will need to set up IP addresses ranges here.

Some simple scenarios for setting up IP address ranges.

- Check the IP address displayed at the bottom of your “Preferences” screen. That is the IP address for the workstation you are using. For example, say that number is 192.168.1.2.
- Your institution’s IP address is likely to be represented by all or part of the numbers in that 192.168.1.2 address.
- If you are a very small site with a single IP address shared by several workstations, you would enter the whole IP address number 192.168.1.2
- If you are a somewhat larger site, you may want the IP addresses in the last portion of the address string to have access. To do that you would input the number 192.168.1.0/24
- If you are a very large site, you may want the IP addresses for the last 2 portions of the IP address to have access to *Class Web*. In that case you would input the number 192.168.1.0/16
- If you are not sure of the IP address ranges that you wish to have access, or you wish to limit access to subgroups of the ranges listed above, check with your system’s administrator.
- Those institutions that have several IP addresses at one site have the option to input more than one IP address range.

9. Setting up your users to access *Class Web*.

- **Administrative users** - Require username and password that was sent with the account. Their URL for access is <http://classificationweb.net>
(These users will be able to change account preferences and create notes for the account.)
- **Read-only password users** - Must have the username that came with the account and the read-only password created by an administrative user. Their URL for access is: <http://classificationweb.net>
- **Users of IP address-based automatic logon**- No username and password is required, but their workstation must be included in the range of IP addresses set up in the account’s “Preferences” screen. Their URL for access is: <http://classificationweb.net/Auto>