



Changes to the way you access BP Online

October 2024

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We are updating the way you access your organisation’s multi-user licence to the British Pharmacopoeia (BP). This ensures you and your colleagues have personalised accounts to enjoy features like favourites and news updates.

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How this affects you

Currently, you access BP Online through a shared username and password, or automatic IP recognition. Once approved by your Licence Manager (the person or automatic IP responsible for purchasing your subscription), your access method will change.

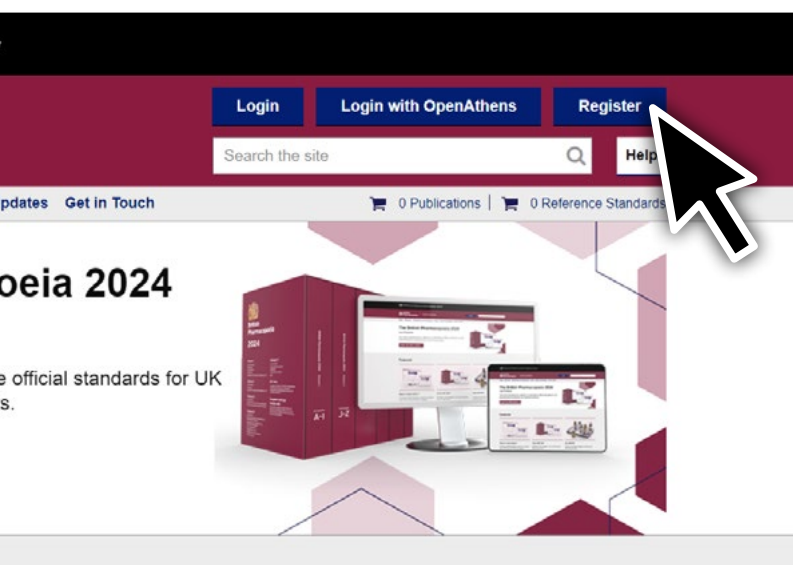
What you need to do

Your required action depends on your organisation's chosen access method and whether you already have a personal account.

I access via shared username/password or IP address and don't have a personal account

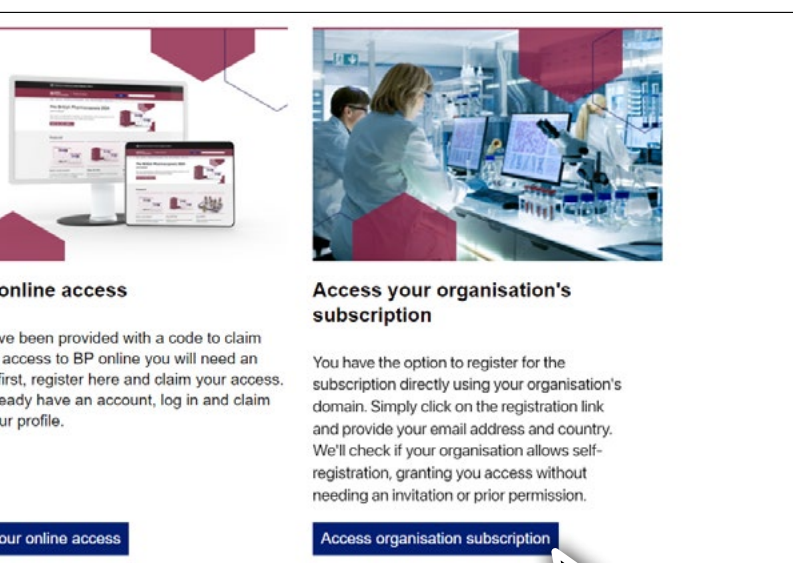
- You won't be able to use your current access method soon.
- You'll need to self-register if authorised by your Licence Manager. **Check eligibility here** using your organisation issued email.
- If unsuccessful, contact your Licence Manager for an invite or TSO for assistance.
 - **Email: esupport@tso.co.uk**
 - **Phone: +44 (0) 333 0917 023**

Check your eligibility steps



1

Select Register on the home page



2

Select 'Access your organisation's subscription'

3

To confirm if your organisation has activated self-registration, enter the details requested and select 'check now'

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Access your organisation's subscription

Enter your details below to see if your organisation subscribes to the British Pharmacopoeia.

* Fields marked with an asterisk are required

Your details

Email *

Confirm email *

Country *

UNITED KINGDOM

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Please register below to access the online services of the British Pharmacopoeia

* Fields marked with an asterisk are required

† Note, both username and password are case-sensitive

About you

First name *

Surname *

Contact number *

4

If successful you will be asked to provide further details. Once complete select 'Register'

5

Now go to your email inbox and select 'Confirm your email using this link'

I access via shared username/password or IP address and have a separate personal account associated with my email

- You won't be able to use your shared username and password or IP access method soon.
- As your email address has been registered with us before you won't be able to self-register. Ask your Licence Manager to invite you to your organisation's subscription or contact TSO for further assistance:
 - **Email: esupport@tso.co.uk**
 - **Phone: +44 (0) 333 0917 023**

I already have a personal account

- Your account remains unchanged, but if you wish to join your organisation's subscription you will need to ask your Licence Manager to invite you or contact TSO for further assistance:
 - **Email: esupport@tso.co.uk**
 - **Phone: +44 (0) 333 0917 023**

I already have a personal account linked to my organisation

- Your account remains unchanged.

I access via OpenAthens

- You can continue as usual.

What else you need to know

You need to keep your email verified

To ensure you're still affiliated with your organisation, every six months, on login to the website, a message will be displayed asking you to re-verify your email.

This will not apply to users accessing via OpenAthens.

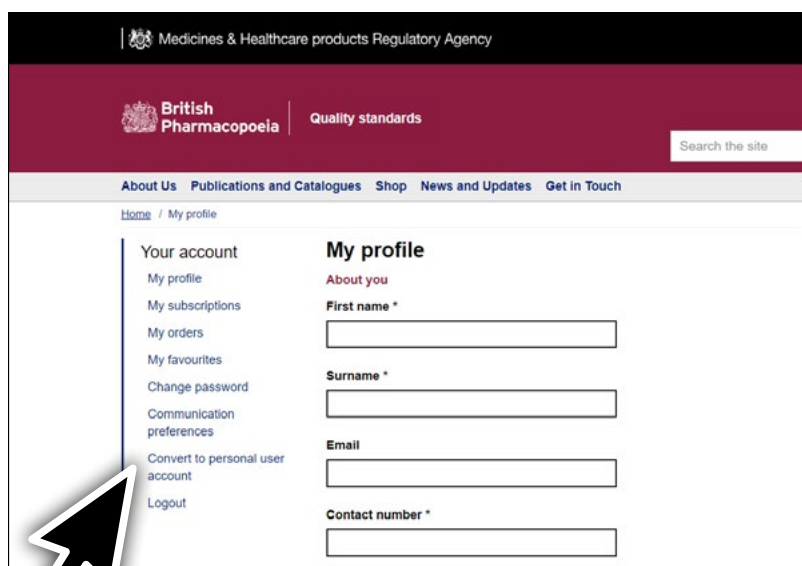
You can uncouple your account from your organisation

If you decide to no longer be associated with your organisation's multi-user licence you can convert your personal account to an individual account. Following this you can claim your own licence or connect to another multi-user licence access.

Convert to personal user steps

1

Select 'Convert to personal user account'



Your account

- My profile
- My subscriptions
- My orders
- My favourites
- Change password
- Communication preferences
- Convert to personal user account
- Logout

Convert to personal user account

Organisation name

VAT number

Address *

City or Town *

2

Complete the provided registration form. Once complete select 'Register'

3

You will be logged out of your account and will need to log back in for the changes to apply

Additional guidance

Identifying if you have a personal account

If you purchase a single user licence or register a claim token each year then you have a personal account, also known as a single-user account.

Alternatively, when you created your account, you linked to your organisation using a subscription ID.

Access through VPNs

VPN access is controlled by IP, once your organisation's IPs are removed you will need to register your own account.

IP address

If you previously visited the website and were automatically logged-in, then your organisation had IP access enabled.

Access through your organisation or university intranet will stop

Access through organisation or university intranet has been possible through configuration of a proxy server which requires IP authentication. Once your organisation's subscription has been transferred this will no longer be possible and you will need to register for a personal account.

Access to the BP Forum and DRT will continue

Any users with access to the BP Forum and DRT tool will retain their access.

You may not use shared mailbox emails to register

Users are required to use a personal email address.

You may no longer share accounts

Each user needs to have their own individual login. A username and password can only be used by one person at a time. You should keep your login details secure.

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