Set Up Trusted IP Range (W5)

This version is superseded. Click here to view the latest guide.

PURPOSE

This document contains the detailed procedure for how you can restrict login through IP ranges for your organization.

WHY IS THIS IMPORTANT?

To help protect your organization’s data from unauthorized access, you can specify a list of IP addresses from which users can log in. Users outside of the Trusted IP Range are restricted from accessing the system entirely.

PROCEDURE



1. From the menu, click Set Up > Systems > Security > Trusted IPs.

2. Click New.

3. Enter a valid IP address in the Start IP Address and End IP Address fields.

The start and end addresses define the range of allowable IP addresses from which users can log in, including the start and end values. If you want to allow logins from a single IP address, enter the same address in both fields.

The start and end IP addresses must be in an IPv4 range.

4. Enter a description for the range. This is optional.

5. Click Save.

6. If you want to edit or remove ranges, click Edit or Delete for that range.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	By	Changes
19-Jan-2016	TS	Created.
7-Jun-2016	Douglas	Proofread.
25-Aug-2018	Silpa	Updated step 1.
19-Nov-2019	Lyra	Updated Screenshots.