



OARnet Non-Internet Subscription Customers

Application Account Set-up

Enable your organization to **receive critical maintenance** notices and submit trouble reports and requests through our Support Center (NOC).

New Customers

1 Submit IP Ranges

- Submit your IP Ranges to be added to OARnet firewall at support@oar.net.
- Once they have been added to our system, you will be notified.
- At this time, you should be able to reach gateway.oar.net. If you cannot, please notify support@oar.net

2 Invitation

- You will receive an invitation from OARnet staff with login information.
- Please check your junk/spam folder.
- At this time, you have seven days to login and reset your password.

3 Login

- Go to gateway.oar.net to login
- The first two users will automatically be set as Editors to make contact changes.*

* If you fall under a parent client or your Editors have left, OARnet may need to make you an Editor. Contact your Business Relationship Mnager.

Invite a Cowoker

1 Invitation

- Gateway Editors can invite Contacts to create accounts. This authorizes the Contact to access OARnet systems as well as initiates their account creation.
- Click **Contacts** in the menu.
- Click **Invite** next to their name.
 - If their name does not appear, click Create New Contact
- The individual will receive an email with their username and temporary password, have them check their spam/junk folders. They have seven days to login with the temporary password. If they do not login within the timeframe you will need to resend the invite.

2 Update Role

- Ensure the Contact is applied to a Role to grant Service Center access and authorized communication & requests with OARnet support.

New customers are invited by their Business Relationship Manager

Contact management information:
www.oar.net/resources/client_contacts

Gateway information:
www.oar.net/resources/gateway



Receive Critical Notifications



Request Service Changes



Secured Contact & User Information



Global OARnet Application Access

The OARnet Support Center (NOC) can only send maintenance notices to eligible Gateway contacts. They can only accept change requests and trouble reports from eligible Gateway contacts.



OARnet



Need Help?

Contact support@oar.net or 1-800-627-6420