Configuring your PEN Site License

Version 1.3

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Step 1 - Log into PEN as a PEN Account Administrator

To configure your site license, first log in to PEN at http://www.pennutrition.com as a PEN account administrator and click the "My Account" tab.

From the My Account screen you will see that that there is a section named "Site License Configuration".
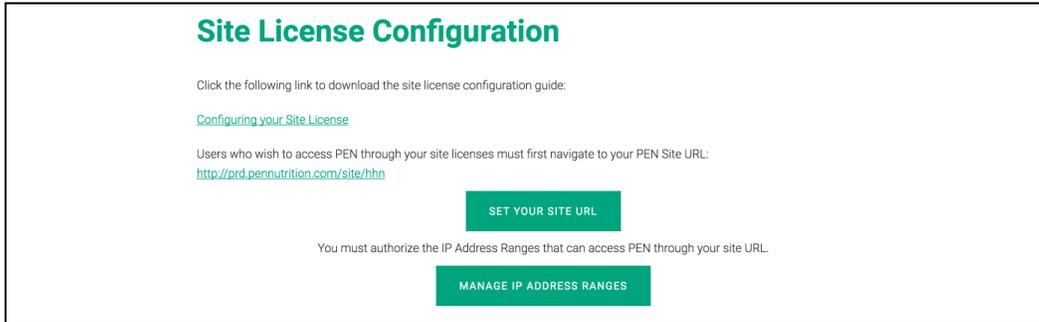
Step 2 - Set Your Site URL

The next step in configuring your site license is to set your site URL. To do so, click the "Set Your Site URL" button on the My Account screen.

The site URL is the link that all users of your site license will open to access PEN.

All site URLs are of the form http://www.pennutrition.com/site/<sitename> where <sitename> is a unique value for the site. For example, company XYZ Inc. could use "xyz" as the sitename, so the site URL would be http://www.pennutrition.com/site/xyz

After entering the site name into the textbox, click the "Save" button to return to the My Account screen.
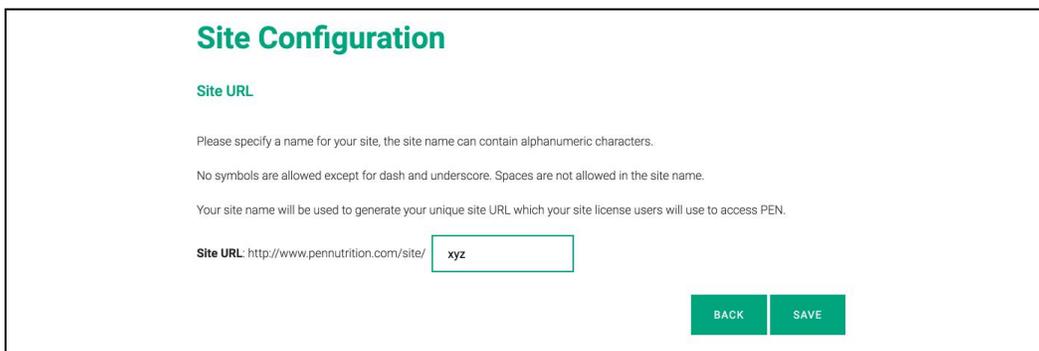
Step 3- Manage IP Address Ranges

The last step in configuring a site license is the setting of IP Address Ranges.

You must authorize the computers that are allowed to use your site license.

An IP address identifies the location of a computer on the Internet. Ranges of authorized IP address must be entered to identify those computers that can use the site URL as described above.

An organization will typically need to contact its IT department to determine the IP ranges that need to be entered into this screen.
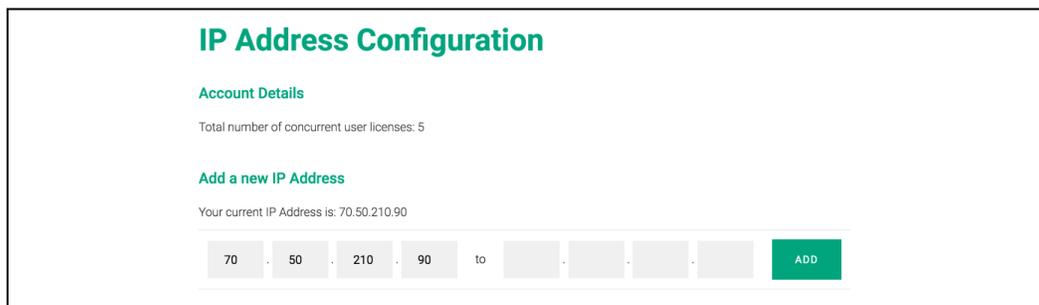
Distributing your Site URL

Once the IP ranges are set the site URL can be distributed to the users of the site license. When those users open the site URL they will automatically be authorized based on their IP address and gain access to PEN.