

# How to Register to the DOI Service

Before you can start minting DOIs you need to register with ARDC for a DOI Fabrica account.

As part of the registration ARDC will set you up as a Consortium Organisation and a Repository. Just like other ARDC services, service participants will have an opportunity to test the service before moving into production.

## Test Registration Procedure

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1. Discuss your intent to use DOI Service with your ARDC Engagement Officer, or contact [services@ardc.edu.au](mailto:services@ardc.edu.au)
  2. Review and complete the [DOI Minting Checklist](#) to assess your readiness
  3. When you think you are ready to test the service, provide the following information to your ARDC Engagement Officer or email them to [services@ardc.edu.au](mailto:services@ardc.edu.au):
    - DOI Account Name - A name for the DOI account. Usually an organisation.
    - Account Contact Full Name(s) and Email address(es)
      - System email - This is the email used for sending password reset requests and similar system notifications.
      - Service Contact name and email - The name and email of the organisation's primary DOI contact whom ARDC will get in touch with in regards to both technical and administrative changes or updates
      - Technical Contact name and email - The name and email for the technical support. This can be the organisation's Service Desk/Helpdesk team
- Group mailboxes are preferred over personal email addresses as they ensure ARDC has an ongoing contact point if a client's staff member changes role or leaves.
- Top Level Domains - Comma separated list of top level domains that DOI URLs will be resolved under. Remember DOI URLs must resolve to a public landing page that contains information about the associated dataset and a direct link to the dataset itself.
  4. You will receive a notification from ARDC when your organisation has been registered in Fabrica test system.
  5. You should receive the following information from us:
    - The test Fabrica web interface URL: <https://doi.test.datacite.org/>
    - Your username or Repository ID
    - Your test prefix (this may be sent in a separate email, possibly the next day)
    - The relevant links to the DataCite technical documents to guide you in setting up your DOI client
  6. The link to setup your repository password will automatically be sent to the registered system email. Please make sure you check your Spam folder if you have not received it yet after receiving an email from ARDC Services or an automated JIRA notification email.

At this stage, your repository accountID and password are shared among all the users within the organisation's repository members therefore, we strongly recommend that you only distribute the credentials to anyone who has valid business requirements for access.

DataCite is currently planning to move towards [individual authentication in Fabrica](#). Once individual authentication is rolled out, every valid user will have their own login account and logging in through the repository account ID will no longer be available. DataCite and ARDC will announce when this functionality becomes available.

Upon registration for the DOI service, you will be issued with a testing account. DOIs minted using this account are registered with Data Cite but are not registered in the global Handle System. Test DOIs are deleted by DataCite on an irregular basis but normally after a month.

Once you and ARDC are satisfied that the service has been successfully implemented and tested, you will need to email [services@ardc.edu.au](mailto:services@ardc.edu.au) and follow the procedure below for production registration.

## Production Registration

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When you are ready to start minting production DOIs:

1. Have the [ARDC DataCite DOI Service Schedule .docx](#) signed by an authorised representative of your institution.

2. Send the signed participant agreement to ARDC, emailed to [services@ardc.edu.au](mailto:services@ardc.edu.au) or to your ARDC Outreach Officer.

IT Services will need the scanned copy of the signed agreement only in order to switch your registration to production. The fully executed agreement will be sent by the Contracts team.

3. You will receive a notification from ARDC when your organisation has been registered.
4. You should receive the following information from us:
  - The Fabrica web interface URL: <https://doi.datacite.org/>
  - Your username or Repository ID
  - Your production prefix (this may be sent in a separate email, possibly the next day)
5. The link to setup your repository password will automatically be sent to the registered system email. Please make sure you check your Spam folder if you have not received it yet after receiving an email from ARDC Services or an automated JIRA notification email.

## **When logged in to the DataCite Fabrica system, you will be able to:**

1. View the organisation's [DOI registration details](#) and change them accordingly.
2. [List all DOIs](#) minted (both manually and via the API)
3. Manually mint a DOI or update a DOI URL or metadata using the [manual entry form](#) or by updating the XML via the [File Upload](#) functionality.
4. Change [States/Status of your DOIs](#)