

# Online User Registration Procedure

## For Chemical Abstracts™ *web edition* Key Contacts

### Introduction

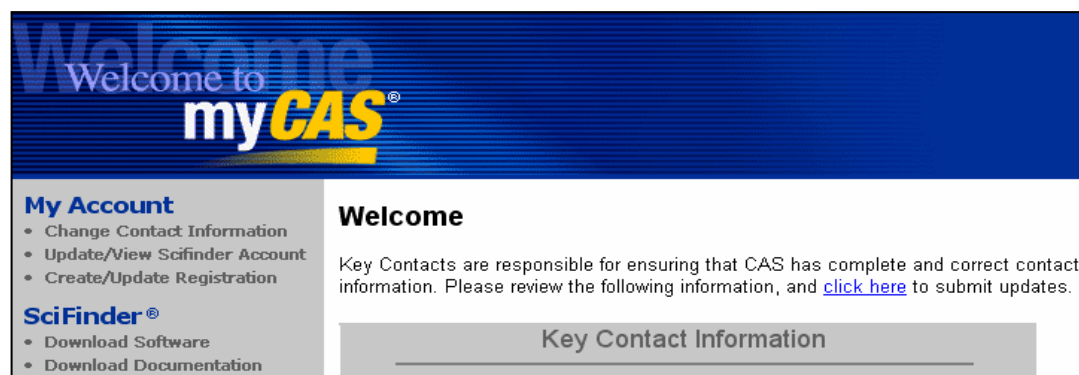
Online user registration consists of:

- Generation of Registration URL by the Key Contact in your organization using myCAS. Before setting up user registration, the Key Contact must provide CAS with a list of IP addresses and corporate e-mail domains for each site licensing this product at their organization.
- Self-registration by users who receive the Registration URL from Key Contact and follow the procedure for self-registration.

This document provides information for Key Contacts.

### Generating Registration URL by Key Contact

1. Sign on to myCAS with your support login ID and password.
2. Click **Create/Update Registration** under **My Account** in the left navigation pane.



3. Click **Create User Registration**, found in the lower left of the main window.



4. In the Description box, enter a name or textual description for the registration URL you are creating. This name will appear only within myCAS and is intended to help you keep track of your organization URLs. If your organization has access to more than one CAS product, select the product for which you are generating a registration URL. Click **Continue**.

**My Account**

- Change Contact Information
- Update/View SciFinder Account
- Create/Update Registration

**SciFinder®**

- Download Software
- Download Documentation
- Access Resources

**ChemPort®**

- Direct Linking Options
- Update Journal Lists
- Update In-House Options
- Update Web-Based Options
- Update Fee-Based Options
- Customize ChemPort Page

**myCAS®**

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### Create User Registration

Please specify a description and product for this new self registration.

**Description:**

**Product:**

5. The list of sites associated with your organization is displayed under Description/Authorized Email Domains.

Review the IP address ranges and e-mail domains for accuracy and completeness. If changes are needed, contact CAS *before* authorizing the site. Select the site(s) that will use this registration. If a site does not have an e-mail domain or an IP address associated with it, it cannot be selected. To add an e-mail domain for a site, contact CAS. Click **Authorize Sites**.

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### Select Authorized Sites


Review IP addresses and email domains carefully before selecting a site. To add or change this information, contact CAS Customer Care.

**My University CA web Registration**


Authorized Sites	Description/ Authorized Email Domains
<input checked="" type="checkbox"/>	[IP addresses would appear here]

6. Once you have authorized the site(s), your registration(s) are displayed. Distribute the URLs to the end users, for example, by sending a message with the URL. End users will use the URL to create their own username and password for CAS web-based products.

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 [Create/Update User Registration](#)

Enter site description. (Ex: Columbus)

Product	Registration Status	Description/Actions
 webEdition	✓ Active	<b>My University CA web Registration</b> [URL would appear here] <a href="#">Registration Settings</a>   <a href="#">Suspend Registration</a>   <a href="#">Delete Registration</a>

## Changing Registrations by Key Contacts

Key contacts can change registration settings and the authorization status of a site at any time.

When you click **Create/Update Registration** in the left navigation pane on myCAS, a list of names/descriptions of registration URLs is displayed, along with their registration status and the CAS product with which they are associated.

- To change the name or description of a registration URL, click **Registration Settings**. Edit the information in the text box. Then click **Save Changes**.
- To replace an existing registration URL, click **Registration Settings**. Select **Create new URL**. Then click **Save Changes**.
- To temporarily disable a registration URL, click **Suspend Registration**.
- To permanently remove a registration URL, click **Delete Registration**.
- To add another registration URL, click **Create User Registration**, found in the lower left of the page.