

# User Registration Guide for SciFinder<sup>®</sup> Key Contacts

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## Create and Update User Registration for SciFinder®

To enable use of the web version of SciFinder at your institution, you will use myCAS® to set up user registration. Prior to setup, you will need to provide CAS with a list of eligible IP addresses and email domain(s) for each site at your institution.

After you have set up user registration, you can provide your users with a link to an online SciFinder registration page. Users then request their own username and password for the web version of SciFinder by accessing the registration page from a pre-registered on-campus IP address. After users submit a registration request, CAS sends them a confirmation email with instructions for completing the registration process. To receive this confirmation email, the user must have:

- an email address with the email domain specified for the site.
- their email client set to allow email from both `registration@cas.org` and `passwordreset@cas.org`. (The latter address is needed when a user forgets their username or password.)

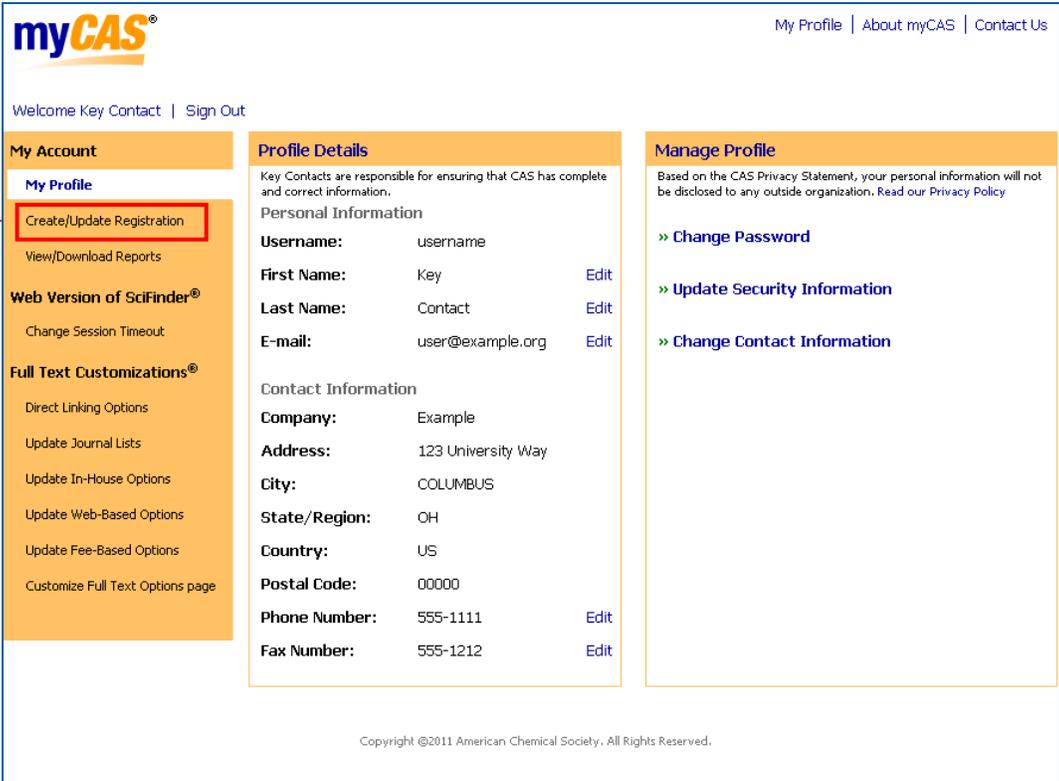
**Note:** SciFinder users that have implemented a global email spam filter will need to add these email addresses to their “approved sender” list.

The user clicks the link in the confirmation email to complete the registration process.

In addition to establishing new registration links, myCAS lets key contacts view and update registration information, as well as activate, temporarily suspend, or permanently delete a registration page link. (Users that previously received the link that you disable will not be able to use it.) Monthly registration reports (available via myCAS) provide information about requests for new usernames and passwords.

## ACCESS USER REGISTRATION SETUP

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



myCAS® My Profile | About myCAS | Contact Us

Welcome Key Contact | Sign Out

**My Account**

- My Profile**
  - Create/Update Registration**
  - View/Download Reports
- Web Version of SciFinder®**
  - Change Session Timeout
- Full Text Customizations®**
  - Direct Linking Options
  - Update Journal Lists
  - Update In-House Options
  - Update Web-Based Options
  - Update Fee-Based Options
  - Customize Full Text Options page

**Profile Details**

Key Contacts are responsible for ensuring that CAS has complete and correct information.

Personal Information

**Username:** username

**First Name:** Key [Edit](#)

**Last Name:** Contact [Edit](#)

**E-mail:** user@example.org [Edit](#)

Contact Information

**Company:** Example

**Address:** 123 University Way

**City:** COLUMBUS

**State/Region:** OH

**Country:** US

**Postal Code:** 00000

**Phone Number:** 555-1111 [Edit](#)

**Fax Number:** 555-1212 [Edit](#)

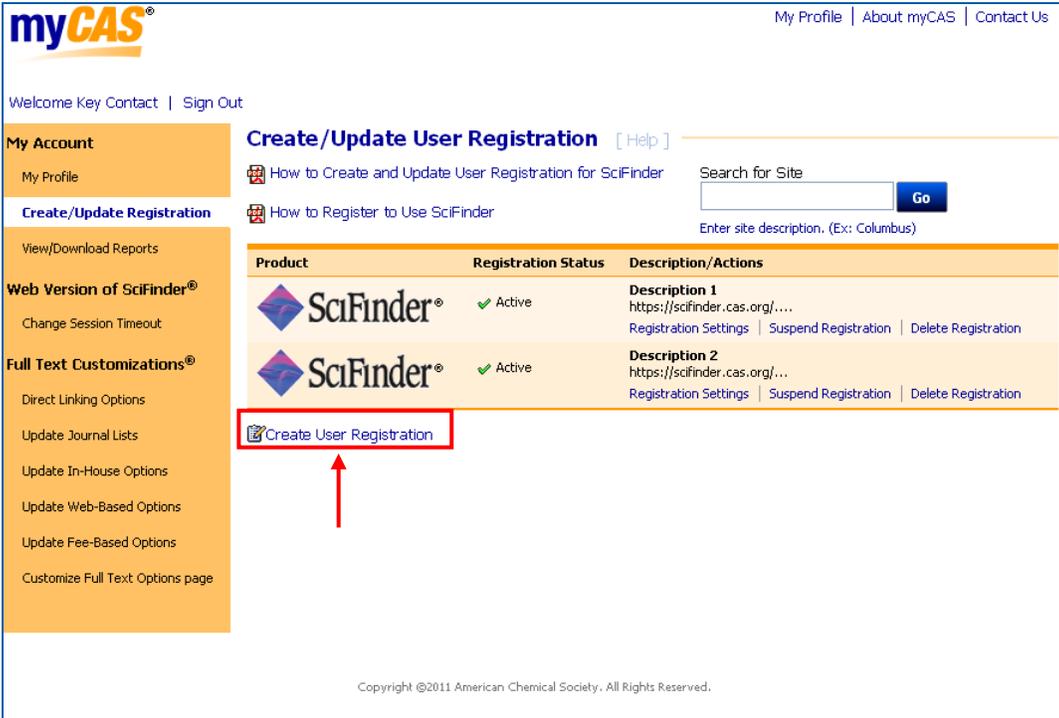
**Manage Profile**

Based on the CAS Privacy Statement, your personal information will not be disclosed to any outside organization. [Read our Privacy Policy](#)

- [» Change Password](#)
- [» Update Security Information](#)
- [» Change Contact Information](#)

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3. Click **Create User Registration**, found at the bottom of the list of active registrations.



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Welcome Key Contact | Sign Out

**My Account**

- My Profile
- Create/Update Registration**
- View/Download Reports

**Web Version of SciFinder®**

- Change Session Timeout

**Full Text Customizations®**

- Direct Linking Options
- Update Journal Lists
- Update In-House Options
- Update Web-Based Options
- Update Fee-Based Options
- Customize Full Text Options page

**Create/Update User Registration** [ Help ]

[How to Create and Update User Registration for SciFinder](#)

[How to Register to Use SciFinder](#)

Product	Registration Status	Description/Actions
SciFinder®	✓ Active	<b>Description 1</b> https://scifinder.cas.org/... <a href="#">Registration Settings</a>   <a href="#">Suspend Registration</a>   <a href="#">Delete Registration</a>
SciFinder®	✓ Active	<b>Description 2</b> https://scifinder.cas.org/... <a href="#">Registration Settings</a>   <a href="#">Suspend Registration</a>   <a href="#">Delete Registration</a>

[Create User Registration](#)

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## CREATE AND SELECT SITES

1. In the Description box, enter a name for the registration link that you are creating. Select **SciFinder** from the **Product:** drop-down list.

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Welcome Key Contact | Sign Out

**My Account**  
My Profile

**Create/Update Registration**

View/Download Reports

**Web Version of SciFinder®**  
Change Session Timeout

**Full Text Customizations®**  
Direct Linking Options  
Update Journal Lists  
Update In-House Options  
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**Create User Registration** [ Help ]

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

Description: My New Registration

Product: SciFinder

Continue Cancel

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2. Click **Continue**.

The list of sites associated with your organization is displayed.

Review the IP address ranges and e-mail domains for accuracy and completeness. If changes are needed, contact CAS before authorizing the site.

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**My Account**  
My Profile

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**Full Text Customizations®**  
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**Select Authorized Sites** [ Help ]

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

**My New Registration**

Authorized Sites	Description/ Authorized E-mail Domains
<input type="checkbox"/>	0000500558 - My University (COLUMBUS, OH) example.edu 192.168.1.1-192.168.1.255

Authorize Sites

Select sites

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3. 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 or update the IP address list for a site, contact CAS.
4. Click **Authorize Sites**.

### DISTRIBUTE ON-CAMPUS REGISTRATION PAGE LINK

Once you have authorized the site(s), your registration page link(s) are displayed.

The screenshot shows the myCAS interface for managing user registrations. On the left is a navigation menu with options like 'My Account', 'Create/Update Registration', and 'Web Version of SciFinder'. The main content area is titled 'Create/Update User Registration' and includes a search box and a table of registered sites.

Product	Registration Status	Description/Actions
SciFinder®	Active	<p>Description 1 https://scifinder.cas.org/...</p> <p>Registration Settings   Suspend Registration   Delete Registration</p>
SciFinder®	Active	<p>Description 2 https://scifinder.cas.org/...</p> <p>Registration Settings   Suspend Registration   Delete Registration</p>

Below the table is a 'Create User Registration' button. A red arrow points from the 'Registration Settings' link in the first row to the text 'Self-registration page link'.

1. Copy the complete registration page link and paste it into a web browser to confirm that it accesses the SciFinder user registration page. Note that the URL may wrap onto a second line.

The screenshot shows the SciFinder user registration page. At the top is the SciFinder logo with the tagline 'Essential content. Proven results.™'. The main content area contains the following text:

Welcome to User Registration for SciFinder®!

Click Next to begin registration as a new user.

Next>>

2. E-mail the registration page link to all users at your institution, so they can create their own usernames and passwords for the web version of SciFinder. Or, place the link on a library web site that is accessible only to your users.

### CHANGE REGISTRATION SETTINGS

You 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, a list of names/descriptions of registration URLs is displayed, along with the registration status.

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Welcome Key Contact | Sign Out

**My Account**  
My Profile

**Create/Update Registration** [ Help ]

How to Create and Update User Registration for SciFinder Search for Site  
How to Register to Use SciFinder

Enter site description. (Ex: Columbus)

Product	Registration Status	Description/Actions
SciFinder®	✓ Active	<b>Description 1</b> https://scifinder.cas.org/... <a href="#">Registration Settings</a>   <a href="#">Suspend Registration</a>   <a href="#">Delete Registration</a>
SciFinder®	✓ Active	<b>Description 2</b> https://scifinder.cas.org/... <a href="#">Registration Settings</a>   <a href="#">Suspend Registration</a>   <a href="#">Delete Registration</a>

[Create User Registration](#)

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- To change the name or description of a registration page link, click **Registration Settings**. Edit the information in the text box. Then click **Save Changes**.
- To replace an existing registration page link, click **Registration Settings**. Select **Create new URL**. Then click **Save Changes**. Distribute the new registration page link to your users. (The original registration page link will no longer work.)
- To temporarily disable a registration page link, click **Suspend Registration**.
- To permanently disable a registration page link, click **Delete Registration**.
- To add another registration page link, click **Create User Registration**, found in the lower left of the page.



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