

# SciFinder<sup>®</sup> User Registration

## Introduction

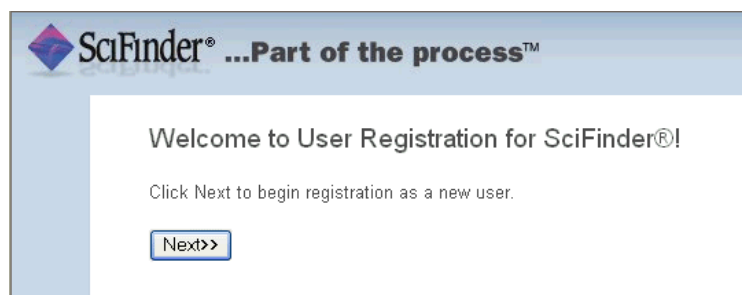
SciFinder's web-based user registration form allows you to create your own SciFinder username and password. The URL for the form is provided by your organization's key contact.

Note: The form requires that you access the URL from the IP address specified by the key contact.

After you submit the form, CAS sends you an e-mail message with instructions for completing the registration process. Therefore, you must have an e-mail address with your organization's e-mail domain.

## Access User Registration

1. Use the URL provided by your key contact to access the SciFinder user registration web page.
2. Click **Next**.



## Enter Contact Information

1. Enter your contact information.

While only your name and e-mail address are required, the additional information will help CAS better understand SciFinder users, allowing us to improve the products and services we offer.

2. Specify a username and password.

Your username must be unique and contain 5-15 characters. It can contain only letters or a combination of letters, numbers, and/or these special characters:

- - (dash)
- \_ (underscore)
- . (period)
- @ (at symbol)

Your password must contain 7-15 characters and include at least three of the following:

- Letters
- Mixed upper- and lowercase letters
- Numbers
- Non-alphanumeric characters (e.g., @, #, %, &, \*)

3. Select a security question from the drop-down list and provide the answer.
4. Click **Register**.

| --CONTACT INFORMATION-- |   |
|-------------------------|---|
| First Name:             | <input type="text"/>                    |
| Last Name:              | <input type="text"/>                    |
| Email:                  | <input type="text"/>                    |
| Confirm Email:          | <input type="text"/>                    |
| Phone Number:           | <input type="text"/>                    |
| Fax Number:             | <input type="text"/>                    |
| Area of Research:       | <input type="text" value="Select one"/> |
| Job Title:              | <input type="text" value="Select one"/> |


  

| --USERNAME AND PASSWORD-- |                      |
|---------------------------|----------------------|
| Username:                 | <input type="text"/> |
|                           | <a href="#">Tips</a> |
| Password:                 | <input type="text"/> |
| Re-enter Password:        | <input type="text"/> |

| --SECURITY INFORMATION-- |   |
|--------------------------|---|
| Security Question:       | <input type="text" value="Select one"/> |
| Answer:                  | <input type="text"/>                    |
|                          | <a href="#">Why?</a>                    |

A message indicates that you will receive an e-mail message from CAS at the address you provided within the form.

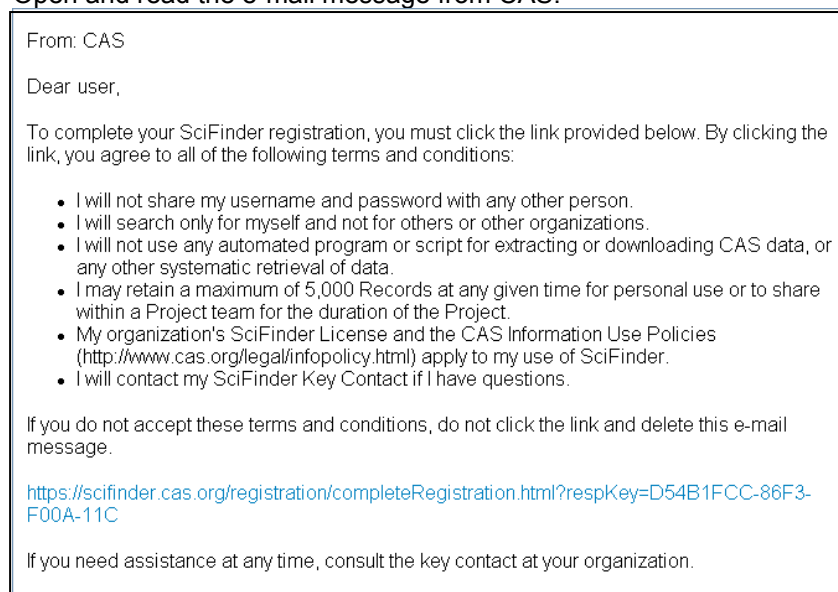
 **SciFinder® ...Part of the process™**

**Almost Finished**

Thank you for completing the initial step in registering to use SciFinder®! You will receive an e-mail message from CAS with instructions for completing the registration process.

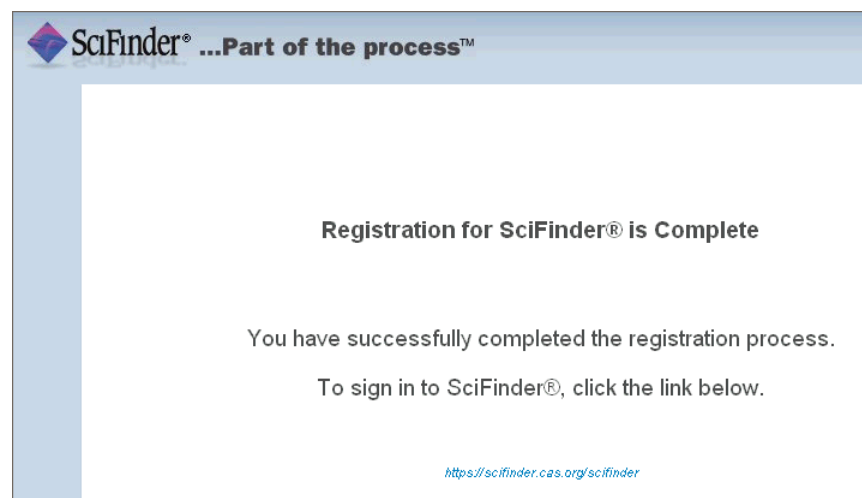
## Complete Registration Process

1. Open and read the e-mail message from CAS.



2. If you accept the terms and conditions for using SciFinder, click the link within the e-mail message to complete the registration process.

A confirmation page is displayed.



3. Click the link provided in the e-mail message to begin working with SciFinder. It is possible that you are unable to begin working with SciFinder immediately because all seats for the web version of SciFinder are currently in use. Try logging in later. If the problem persists, contact your site administrator.