SciFinder® User Registration

Introduction

SciFinder's web-based user registration form allows you to create your own SciFinder username and password. The URL to access the form will be provided by your organization's key contact. The URL may be contained in an email or it may be posted on an Intranet web site. Library web sites are most commonly used as a resource for this unique URL.

Note: The form must be used from an IP address or range of IP addresses specified by the key contact. Generally, for an academic institution that means use of the form from on-campus or via remote access by VPN or reverse proxy.

After you complete and submit the form, CAS sends you an email message with instructions for completing the registration process. You must register with an email address within your organization's email domain.

Tip: If you do not receive the confirmation of registration email within 30 minutes of form submission, the email may be trapped in a "spam" filter. You may need to contact your IT HelpDesk for assistance. You need to complete registration within 48 hours.

Access User Registration

1. Use the Self-Registration URL provided by your key contact to access the SciFinder Self-Registration web page.

2. Click on the **Next** button

Begin Self-Registration

1 Enter your contact information.

Note: While only your name and email address are required, the additional form information will help CAS better understand SciFinder users, allowing us to improve the products and services that we offer.

2 Specify a **username**
Your username must be unique and contain 5—15 characters. I may contain only letters or a combination of letters, numbers, and/or these special characters

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

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3 Specify a **password**
Your password must contain 7-15 characters and must include at least three of the following:
- Letters
- Mixed upper and lower case letters
- Numbers
- Non-alphanumeric characters (e.g. @, #. %, &, *)

4 Select a security question from the drop-down list and enter your answer.
Note: The security question may be used in the future to reset or recover username and/or password. Pick something that you can remember.

5 Click **Register** to complete the form.
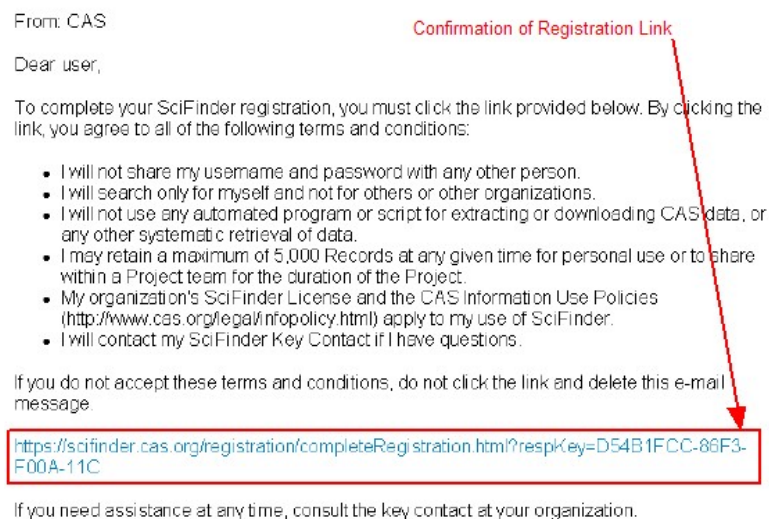
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Next, a message indicates that you will receive an email message from CAS to complete the registration process and activate your new **Username.**
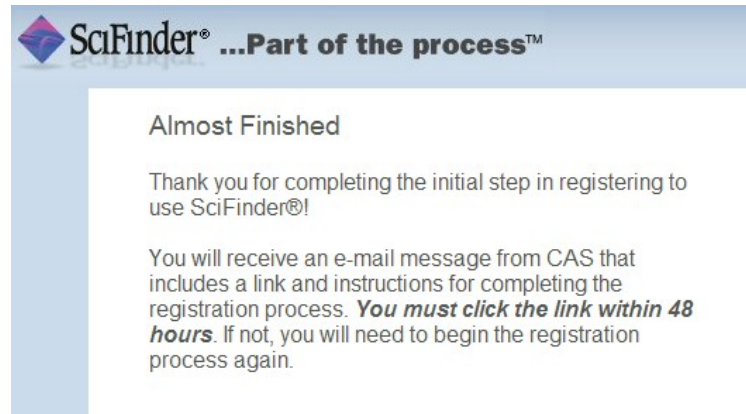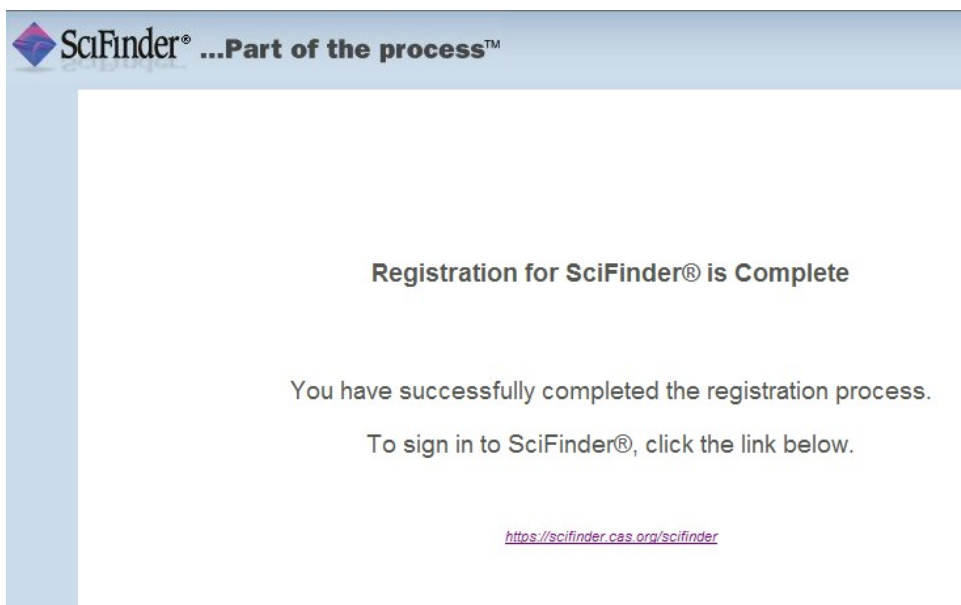

Complete Self-Registration

1 Open and read the email message from CAS.
Note: If you do not receive an email within 30 minutes after submitting your self-registration form, the CAS email may have been diverted into your email or your organizations "span filter". Check any local spam filter file and/or contact your organization's IT help desk.

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

A confirmation page is displayed.

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Registration for SciFinder® is Complete

You have successfully completed the registration process.

To sign in to SciFinder®, click the link below.

https://scifinder.cas.org/scifinder

3   Click on the link provided to open the SciFinder login page and begin working with SciFinder, or open a new browser window and type in the URL https://scifinder.cas.org to open the login page for SciFinder.

Tips:
- If you wish to bookmark the SciFinder login page, click on Bookmark this page while the login page is displayed. You will need to edit the bookmark so that only the "base URL" https://scifinder.cas.org is saved in the bookmark.
- If you receive a message "all resources are in use…" that means that all of your organization's licensed seats are being used. Wait a few minutes and try again. If the problem persists, contact your SciFinder site administrator (your library web site may have this information).