

How to Create and Update User Registration

To enable use of the web version of SciFinder® at your organization, you must use myCAS® to set up user registration. You must also have provided CAS with a list of IP addresses and e-mail domains for each site at your organization.

After you have set up user registration, you can provide your users with a URL for a web-based registration form. Users then request their own usernames and passwords for the web version of SciFinder by accessing the form from a pre-registered IP address.

After a user submits a registration request, CAS sends a confirmation e-mail to the user with instructions for completing the registration process. To receive this confirmation e-mail, the user must have:

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

Note: Companies and institutions that have implemented a global e-mail spam filter will need to add these e-mail addresses to their “approved sender” list.

After successfully receiving the confirmation e-mail, the user clicks the link within the e-mail to complete the registration process.

In addition to establishing new registration URLs, myCAS lets key contacts view and update existing registration information, as well as activate, temporarily suspend, or permanently delete a registration URL. Monthly registration reports (available via myCAS) provide information about requests for new usernames and passwords.

User Registration Tutorial: To access a short tutorial that explains how to register users for the web version of SciFinder, click [Migrating to the Web Version - Technical Best Practices](#).

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.



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Welcome Key Contact | [Sign Out](#)

My Account

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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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Create/Update User Registration [Help]

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[How to Register to Use SciFinder](#)

Search for Site [Go](#)

Enter site description. (Ex: Columbus)

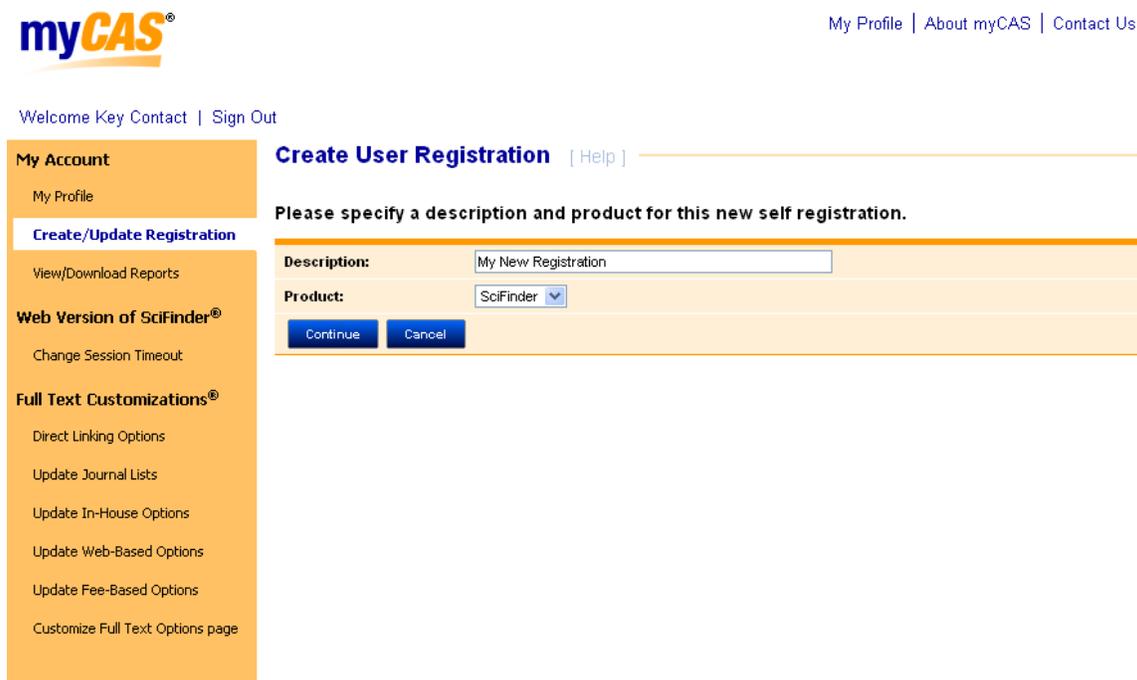
Product	Registration Status	Description/Actions
SciFinder®	✓ Active	Description 1 https://scifinder.cas.org/... Registration Settings Suspend Registration Delete Registration
SciFinder®	✓ Active	Description 2 https://scifinder.cas.org/... Registration Settings Suspend Registration Delete Registration

[Create User Registration](#)

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Create and Select Sites

1. In the Description box, enter a name or textual description for the registration URL that you are creating. In the Product box, select **SciFinder**.



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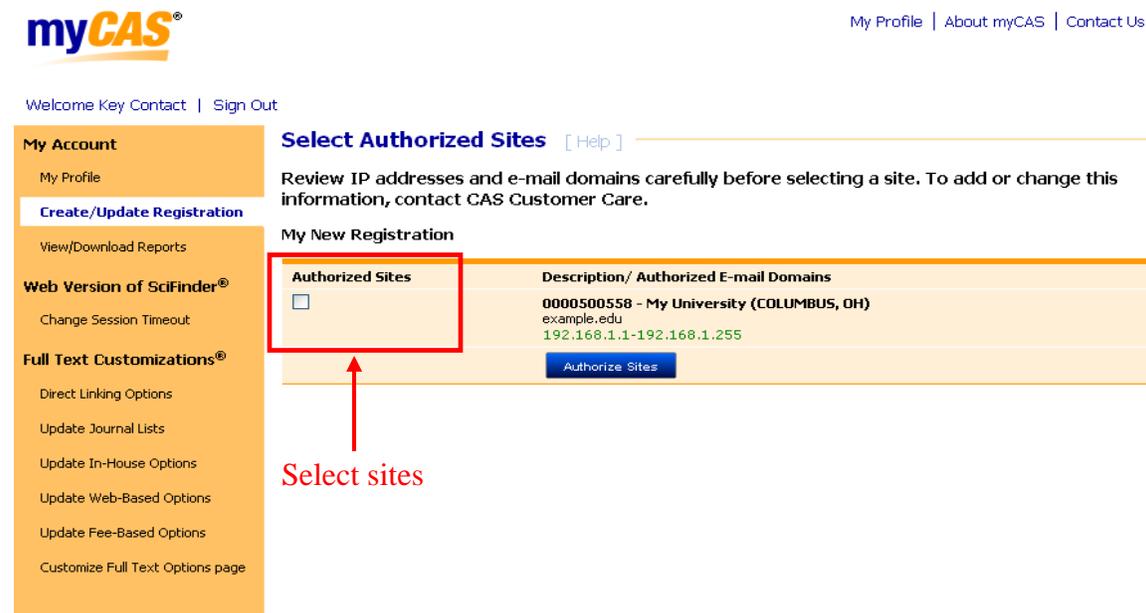
Please specify a description and product for this new self registration.

Description:

Product:

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2. Click **Continue**.
3. 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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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

Select sites

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4. 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.

Click **Authorize Sites**.

Distribute Registration URL

Once you have authorized the site(s), your registration URL is displayed.

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How to Create and Update User Registration for SciFinder

How to Register to Use SciFinder

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

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Self-Registration URL

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1. Copy the complete registration URL 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.

SciFinder® Essential content. Proven results.™

Welcome to User Registration for SciFinder®!

Click Next to begin registration as a new user.

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

Change Registrations

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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Product	Registration Status	Description/Actions
SciFinder [®]	✓ Active	Description 1 https://scifinder.cas.org/... Registration Settings Suspend Registration Delete Registration
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- 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 disable a registration URL, click Delete Registration.
- To add another registration URL, click Create User Registration, found in the lower left of the page.