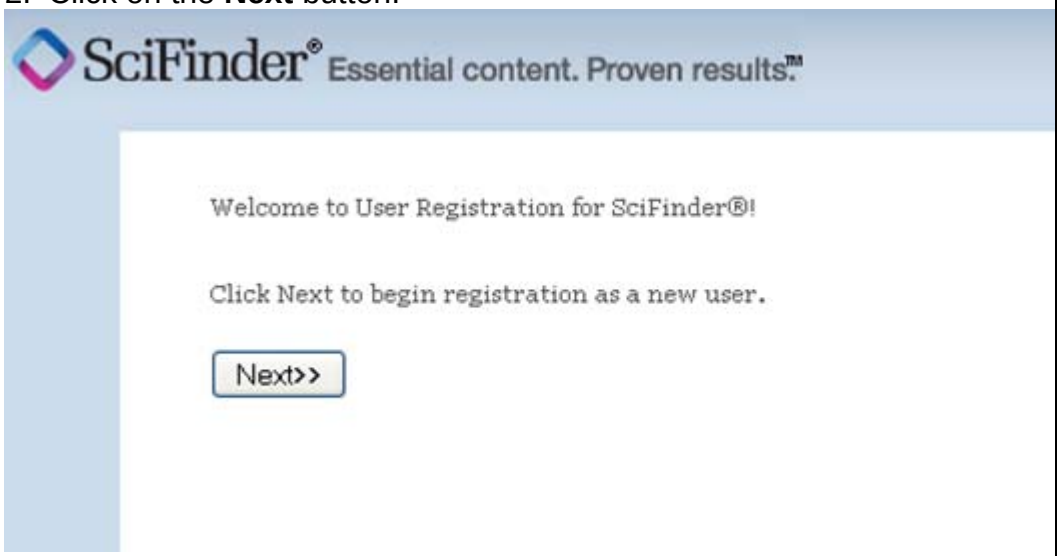
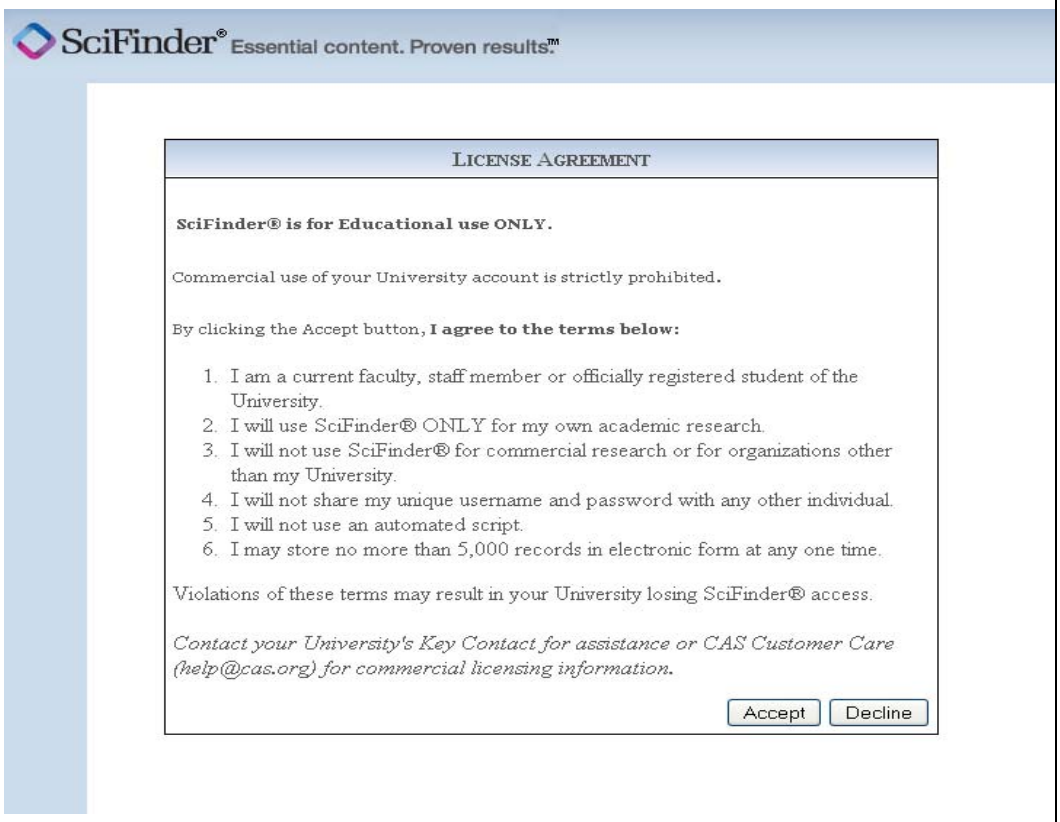
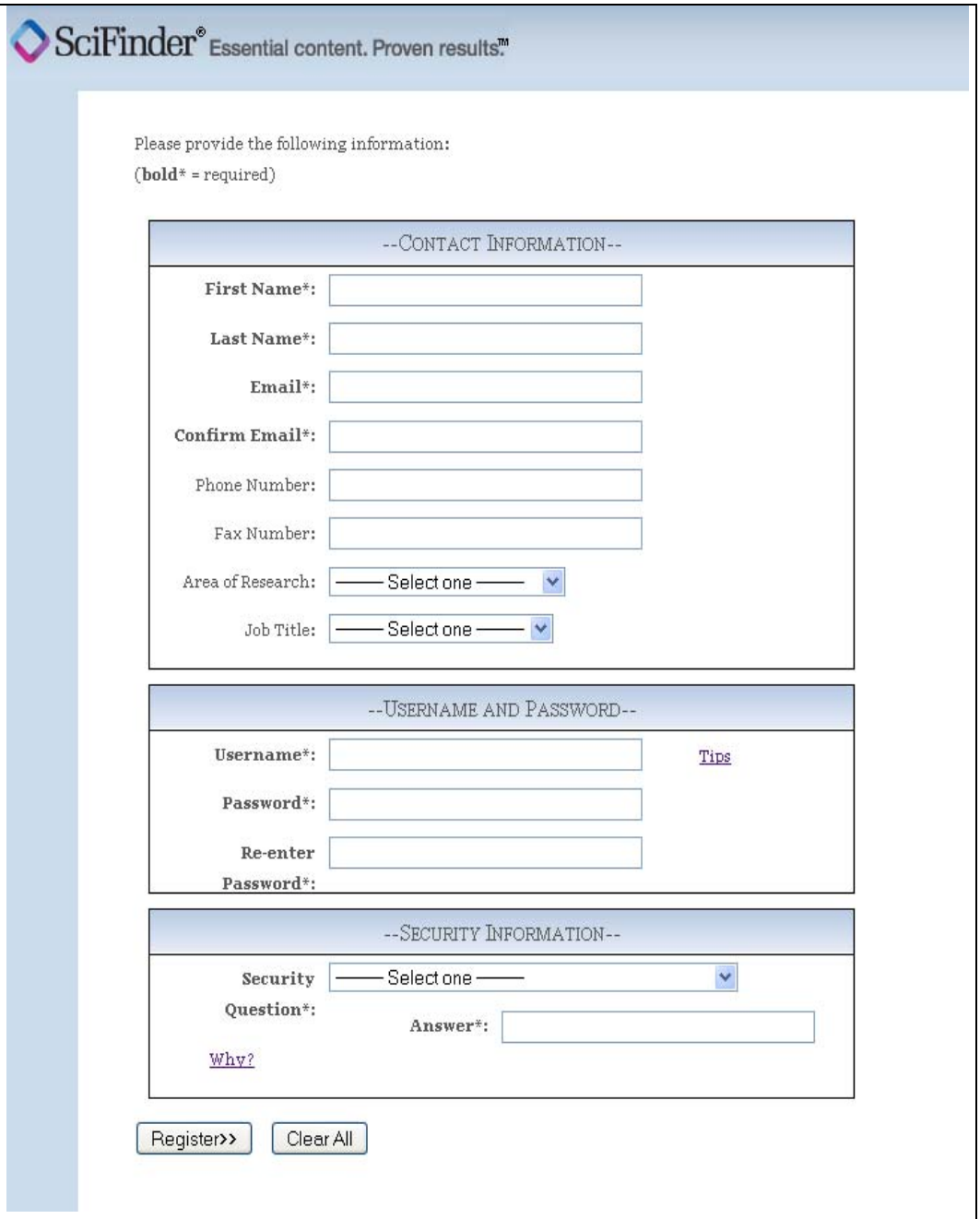
SciFinder® On-Campus User Registration

Introduction	A link to your institutions' SciFinder registration page is provided by your institution's SciFinder administrator or librarian. The link may be contained in an e-mail or it may be posted on your university's library web site or other Intranet web site. If you have difficulty finding or accessing the registration page, or want to know your SciFinder Administrator's contact information please contact CAS Customer Center at help@cas.org or call +1 614-447-3700. **Important note:** You will need to be on campus when you register. The registration page will not work from an off-campus location. If you need to register from off-campus, please contact your SciFinder administrator or institution's librarian for assistance. Please use your university-issued email account when you register. (If your university does not issue email accounts, you may use any email account that belongs to you.) After you complete and submit the registration form, CAS will send you an e-mail message with instructions for completing the registration process.
Access User Registration	1. Paste the full link provided by your SciFinder administrator into your web browser to access the SciFinder registration page. 2. Click on the **Next** button.  3. Click on the **Accept** button to accept User Registration Terms and

	Conditions or click on “**Decline**” if you do not. 

Begin Self-Registration



1. Enter your contact information.

   Note: 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**
   Your username must be unique and contain 5-15 characters. It must start with a letter or number and may contain only letters or a

combination of letters, numbers, and/or these special characters:

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

3. Specify a **password**
   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., @, #, %, &, *)

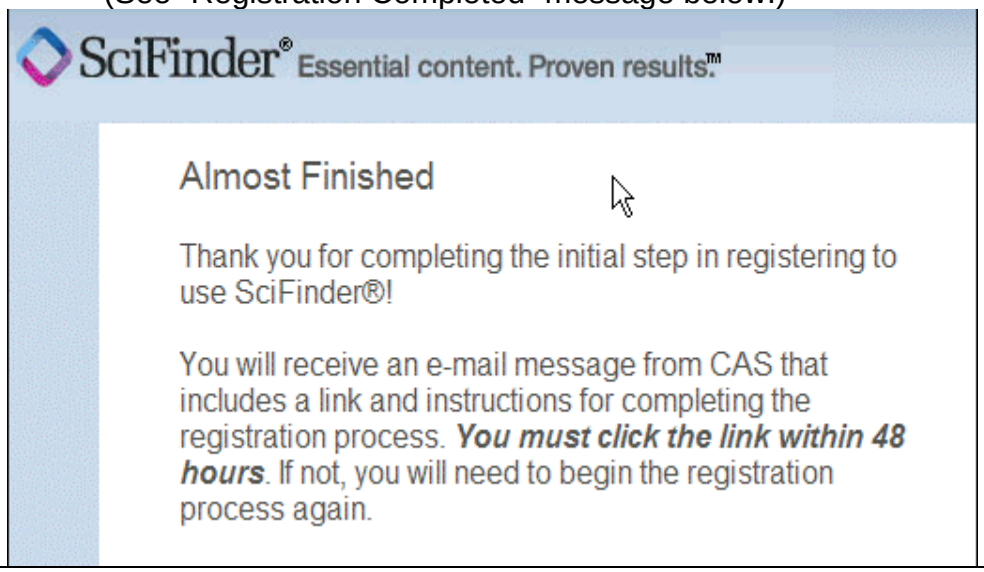
4. Select a security question from the drop-down list, and provide the answer.

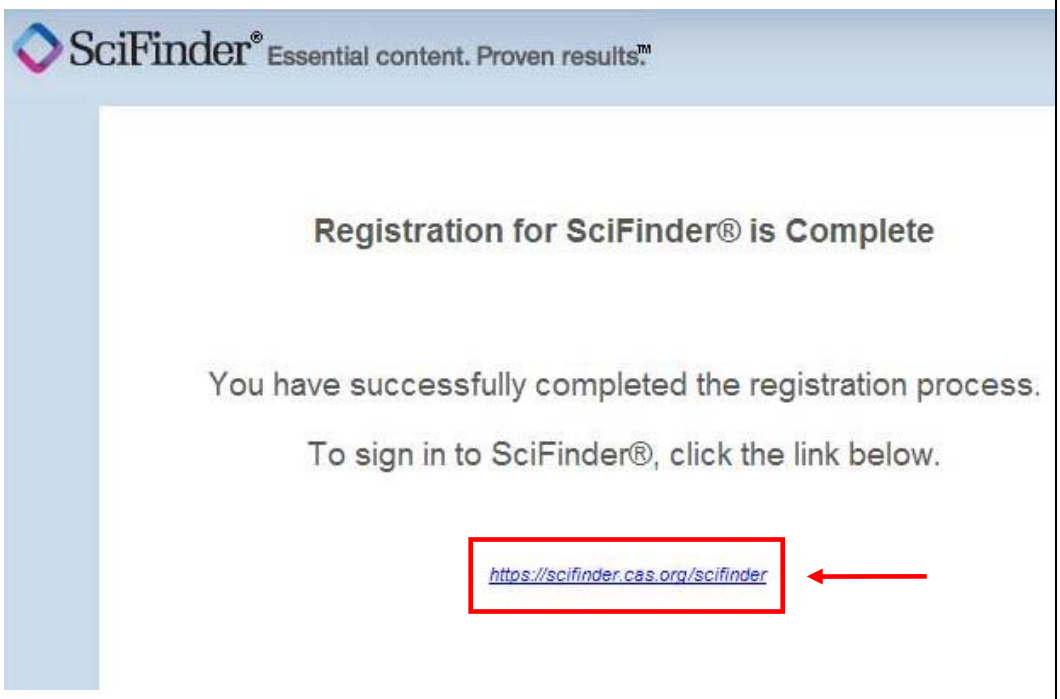
   Note: The security question may be used in the future to reset or recover username and/or password. Pick something that you can remember.

5. Click **Register** to complete the registration.

Next, a message indicates that you will receive an e-mail message from CAS to complete the registration process and activate your new Username and Password.

Note: If you contacted your SciFinder administrator or librarian because you needed to register from off-campus a confirmation message displays that indicates your registration is complete. (See “Registration Completed” message below.)



Complete Self-Registration Process	1. Open and read the e-mail message from CAS. Note: If you have not received an e-mail from CAS within 30 minutes after submitting your Self-Registration form, the CAS e-mail may have been diverted into your "spam" folder by your e-mail or your institution's e-mail "spam filter". Check any local spam filter file and/or contact your institution's IT help desk. From: CAS Dear registered_user, To complete your SciFinder registration, you must click the link provided below. https://scifinder-test.cas.org:82/registration/completeRegistration.html?respKey=..... ***This link is valid for only one use and will expire within 48 hours.*** If you need assistance at any time, consult the key contact at your organization. 2. Click the link within the e-mail message to complete the registration process. Next, the following confirmation page is displayed. 

	3. Click on the link on the confirmation page to open the SciFinder login page and begin searching with SciFinder, or open a new browser window and type in the URL http://scifinder.cas.org to open the login page for SciFinder. Note: If you access SciFinder via proxy server or VPN, please contact your SciFinder Administrator or your institution's librarian for the appropriate SciFinder URL.
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", http://scifinder.cas.org, is saved in the bookmark. If you receive a message, "all resources are in use….", when you logging into SciFinder that means that all of your institution's licensed seats are being used by other SciFinder users at your institution. Wait a few minutes and try again. If the problem persists, contact your institution's SciFinder administrator or librarian (your library's web site may have your SciFinder Administrator or librarian's contact information).