SciFinder Registration Instructions

Access User Registration
1. In order to access SciFinder, you must first create a SciFinder username and password using SciFinder’s web-based user registration form

2. Click on the Next button

Begin Self-Registration
1. Enter your contact information
2. Specify a username
   Your username must be unique and contain 5-15 characters. It 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 (at least two of which are not in your username) 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.
Please provide the following information:
(bold* = required)

**--CONTACT INFORMATION--**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
<tr>
<td>Email*</td>
<td></td>
</tr>
<tr>
<td>Confirm Email*</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Area of Research</td>
<td>Select one</td>
</tr>
<tr>
<td>Job Title*</td>
<td>Select one</td>
</tr>
</tbody>
</table>

**--USERNAME AND PASSWORD--**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td></td>
</tr>
<tr>
<td>Re-enter Password*</td>
<td></td>
</tr>
</tbody>
</table>

**--SECURITY INFORMATION--**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security</td>
<td>Select one</td>
</tr>
<tr>
<td>Question*</td>
<td></td>
</tr>
<tr>
<td>Answer*</td>
<td></td>
</tr>
</tbody>
</table>

Why?  

Register>>  Clear All
Once completed, a message comes up indicating that you will receive an email message from CAS to complete the registration process and activate your account.

Complete Self-Registration

1. Open and read the email message from CAS. Note: it may take some time for the email to come through. Be sure to check your spam filter if you do not receive an email within 30 minutes after submitting your self-registration form.

    From CAS
    Dear user,

    To complete your SciFinder registration, you must click the link provided below. By clicking the link, you agree to all of the following terms and conditions:
    - I will not share my username and password with any other person.
    - I will search only for myself and not for others or other organizations.
    - I will not use any automated program or script for extracting or downloading CAS data, or any other systematic retrieval of data.
    - I will retain a maximum of 5,000 records at any given time for personal use or to share within a Project team for the duration of the Project.
    - I will contact my SciFinder Key Contact if I have questions.

    If you do not accept these terms and conditions, do not click the link and delete this email message.

    [Link]

    If you need assistance at any time, consult the key contact at your organization.

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

3. A confirmation page will be displayed.
4. The URL shown on this confirmation page will only work if you are on-campus.
   a. On-campus users: click the link on the confirmation page; this will take you to the SciFinder login page, where you can log in with your SciFinder username and password.
   b. Off-campus users: do not click on the link on the confirmation page – you will not be able to log in to SciFinder without going through the proxy server. To do this, go to the library home page and go under Find Resources—Databases and Journals—Online Databases by Title to find the SciFinder link or simply click on the following link: http://ezproxy.gardner-webb.edu/login?url=https://scifinder.cas.org/scifinder

Note: Firefox, Safari, Chrome, and Opera users may encounter security warnings similar to the following when accessing the SciFinder site from off-campus.

This is due to an issue with our certificate authority not yet completing the process of having their root certificate included in all of the major browsers. The immediate work-around is to accept the new ipsCA root certificate as ‘trusted’ by following the prompts in the security warning pop-up window. In Firefox,
there is an option at the bottom of the warning page that says “I Understand the Risks.” Clicking on that option displays an “Add Exception” button which, when clicked, will ask you to “Confirm Security Exception.” Other browsers should have a similar procedure. If you choose to permanently store the exception, you should not encounter any security warnings related to the security certificate when accessing SciFinder in the future.