

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.

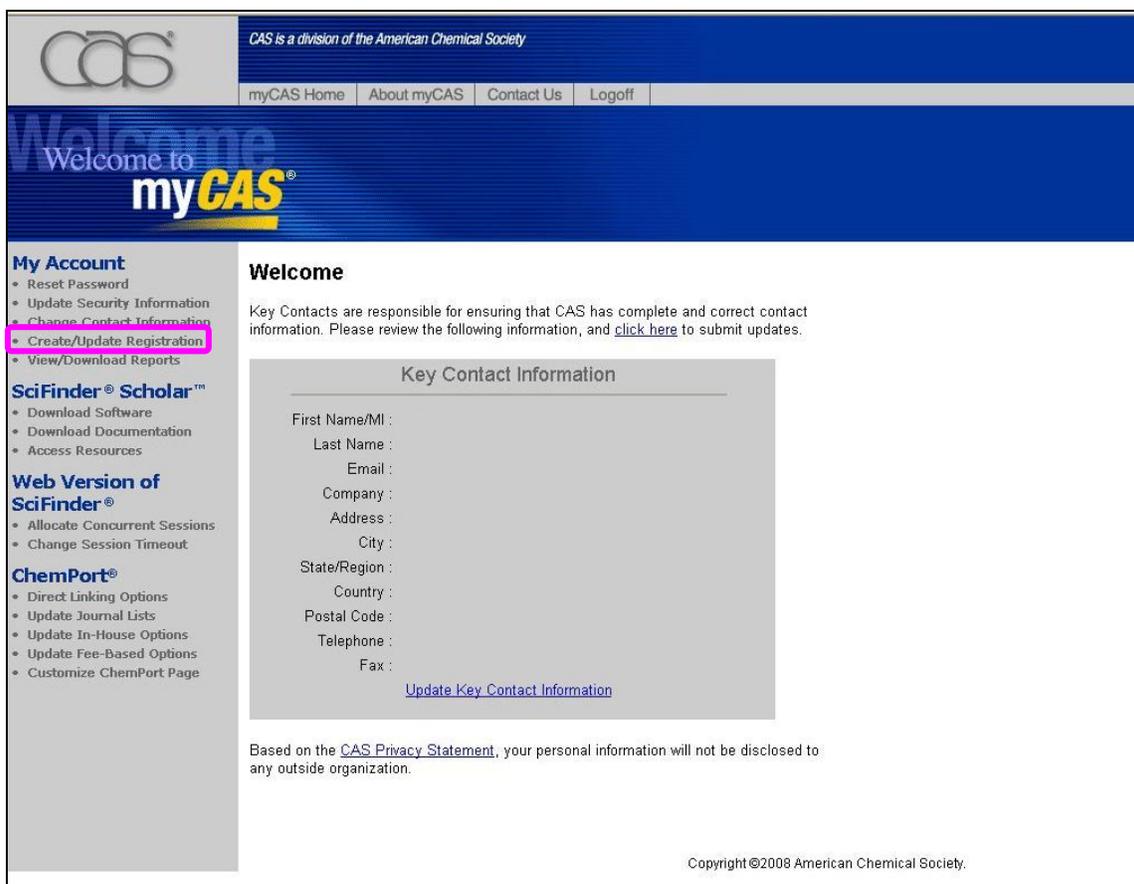
After you have set up user registration, you can provide your users with a URL for a web-based registration form. Users then request their own usernames and passwords for the web version of SciFinder by accessing the form from a pre-registered IP address.

After a user submits a registration request, CAS sends an e-mail message to the user with instructions for completing the registration process. Therefore, the user must have an e-mail address with the e-mail domain specified for the site. To complete the registration process, the user clicks the link within the e-mail from CAS.

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.

Access User Registration Setup

1. Sign on to myCAS with your support login ID and password.
2. Click **Create/Update Registration** under **My Account** in the left navigation pane.



The screenshot displays the myCAS web interface. At the top, the CAS logo and tagline "CAS is a division of the American Chemical Society" are visible. Below this is a navigation bar with links for "myCAS Home", "About myCAS", "Contact Us", and "Logoff". A large blue banner reads "Welcome to myCAS®". On the left, a "My Account" menu is shown, with "Create/Update Registration" highlighted in pink. The main content area is titled "Welcome" and contains a "Key Contact Information" form with fields for First Name/MI, Last Name, Email, Company, Address, City, State/Region, Country, Postal Code, Telephone, and Fax. A link "Update Key Contact Information" is provided below the form. A privacy notice at the bottom states: "Based on the CAS Privacy Statement, your personal information will not be disclosed to any outside organization." The footer includes "Copyright ©2008 American Chemical Society."

3. Click **Create User Registration**, found in the lower left of the main window.



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**.

[Need Help](#)

Create User Registration

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

Description:

Product:

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.

[Need Help](#)

Select Authorized Sites

Review IP addresses and email domains carefully before selecting a site. To add or change this information, contact CAS Customer Care.

My University Registration

Authorized Sites	Description/ Authorized Email Domains
<input type="checkbox"/>	0000704880 - My Univ (Anywhere, IN) univ.edu, CAS.ORG 134.243.000.000-134.243.255.123, 152.228.000.000-152.228.255.123

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 for a site, contact CAS.

Click **Authorize Sites**.

Distribute Registration URL

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

Need Help

Create/Update User Registration

Search for Site

Go

Enter site description. (Ex: Columbus)

Product	Registration Status	Description/Actions
SciFinder®	Active	My University Registration http://myuniversity.edu/registration/index.html?corpKey=62ADC65F-86F3-F001-11ED-779257DE53D Registration Settings Suspend Registration Delete Registration

1. Copy the URL and paste it into a web browser to confirm that it accesses the SciFinder user registration page.

SciFinder® ...Part of the process™

Welcome to User Registration for SciFinder®!

Click Next to begin registration as a new user.

Next>>

2. 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.

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.

Need Help

Create/Update User Registration

Search for Site

Go

Enter site description. (Ex: Columbus)

Product	Registration Status	Description/Actions
SciFinder®	Active	My University Registration http://myuniversity.edu/registration/index.html?corpKey=62ADC65F-86F3-F001-11ED-7769257DE53D Registration Settings Suspend Registration Delete Registration

- 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.