

# 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.

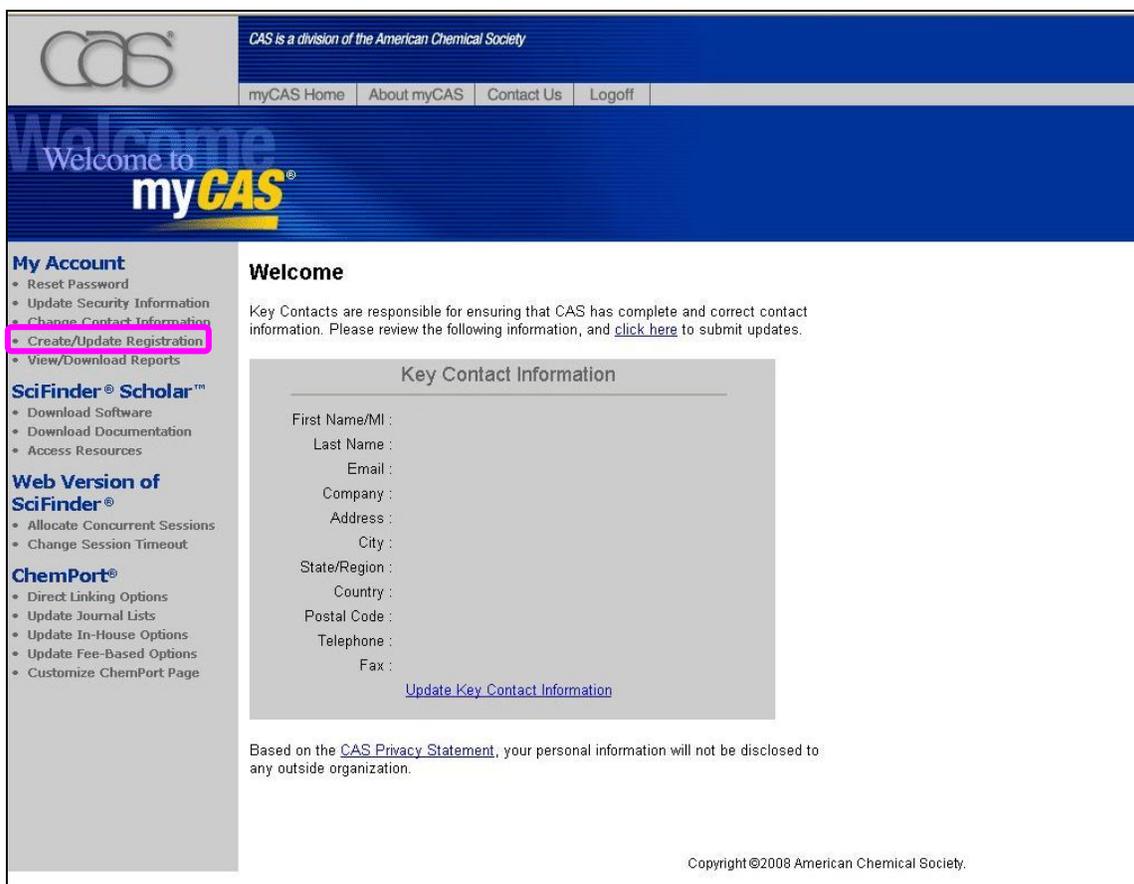
After you have set up user registration, you can provide your users with a URL for a web-based registration form. Users then request their own usernames and passwords for the web version of SciFinder by accessing the form from a pre-registered IP address.

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"/>	<b>0000704880 - My Univ (Anywhere, IN)</b> 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

Enter site description. (Ex: Columbus)

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

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.

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

Enter site description. (Ex: Columbus)

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

- 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.