How To Register to Use SciFinder®

Introduction

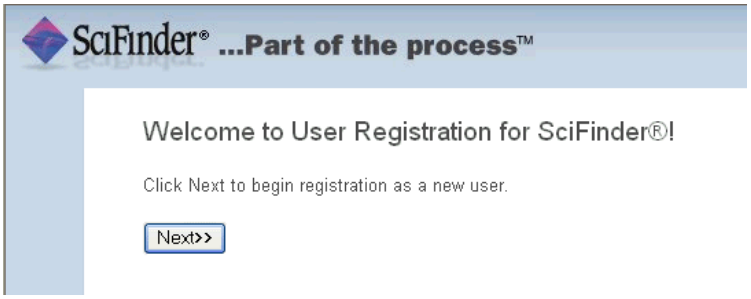
SciFinder's web-based user registration form allows you to create your own SciFinder username and password. The URL for the form is provided by your organization's key contact.

Note: The form requires that you access the URL from the IP address specified by the key contact.

After you submit the form, CAS sends you an e-mail message with instructions for completing the registration process. Therefore, you must have an e-mail address with your organization's e-mail domain.

Access User Registration

1. Use the URL provided by your key contact to access the SciFinder user registration web page.
2. Click **Next**.



Enter Contact Information

1. Enter your contact information.

   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 and password.

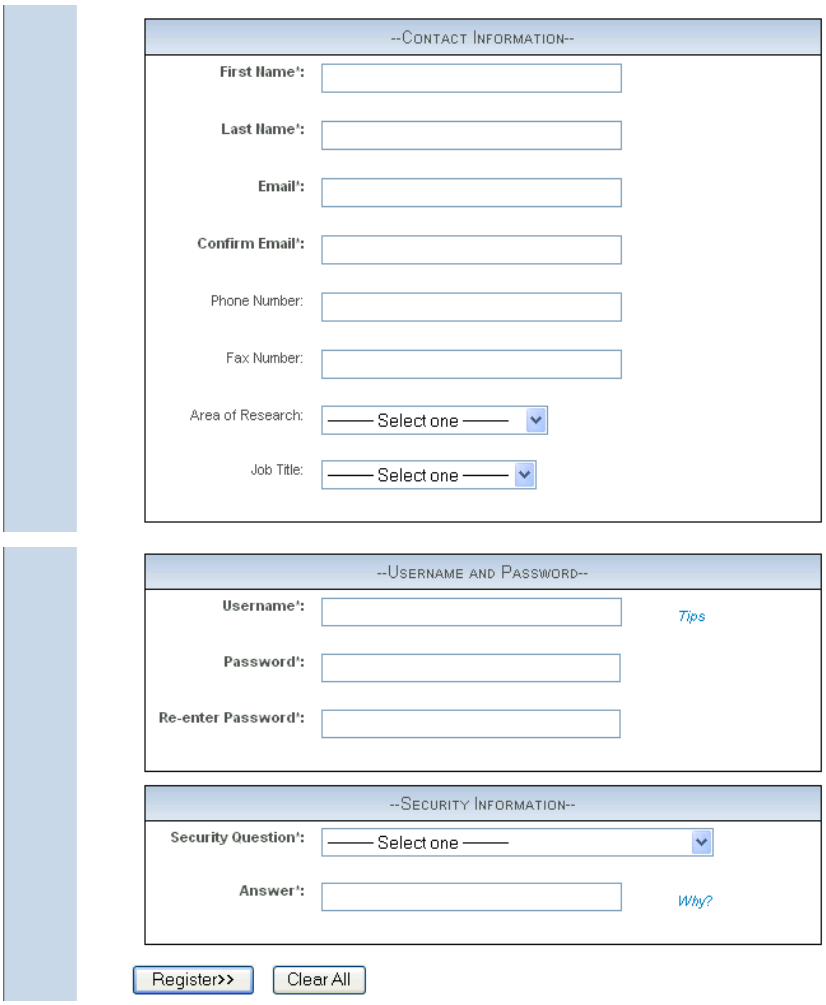
   Your username must be unique and contain 5-15 characters. It can contain only letters or a combination of letters, numbers, and/or these special characters:

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

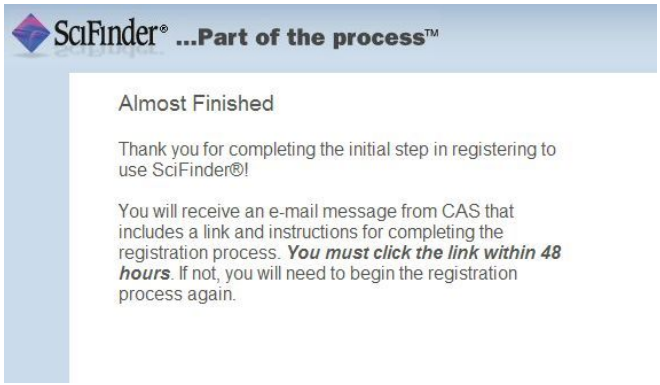
   Your password must contain 7-15 characters and include at least three of the following:

   - Letters
   - Mixed upper- and lowercase letters
   - Numbers
   - Non-alphanumeric characters (e.g., @, #, %, &, *)

3. Select a security question from the drop-down list and provide the answer.
4. Click **Register**.



A message indicates that you will receive an e-mail message from CAS at the address you provided within the form.



Complete Registration Process

1. Open and read the e-mail message from CAS.

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 may 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.
- My organization's SciFinder License and the CAS Information Use Policies (http://www.cas.org/legal/infopolicy.html) apply to my use of SciFinder.
- 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 e-mail message.

https://scifinder.cas.org/registration/completeRegistration.html?respKey=B8CB6727-86F3-F014-11E6-D312D80AC094

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

   A confirmation page is displayed.

3. Click the link provided in the e-mail message to begin working with SciFinder. It is possible that you are unable to begin working with SciFinder immediately because all seats for the web version of SciFinder are currently in use. Try logging in later. If the problem persists, contact your site administrator.