



How to Register to Use SciFinder

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SciFinder Registration

As a SciFinder user, you can create your own username and password using a registration form. The URL for the form is provided by your institution's SciFinder administrator or librarian.

The registration form must be used from an IP address authorized by the SciFinder administrator or librarian. If you access SciFinder via proxy server or VPN, please contact your SciFinder Administrator or your institution's librarian for the appropriate SciFinder URL.

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

An overview of the registration process is shown below.

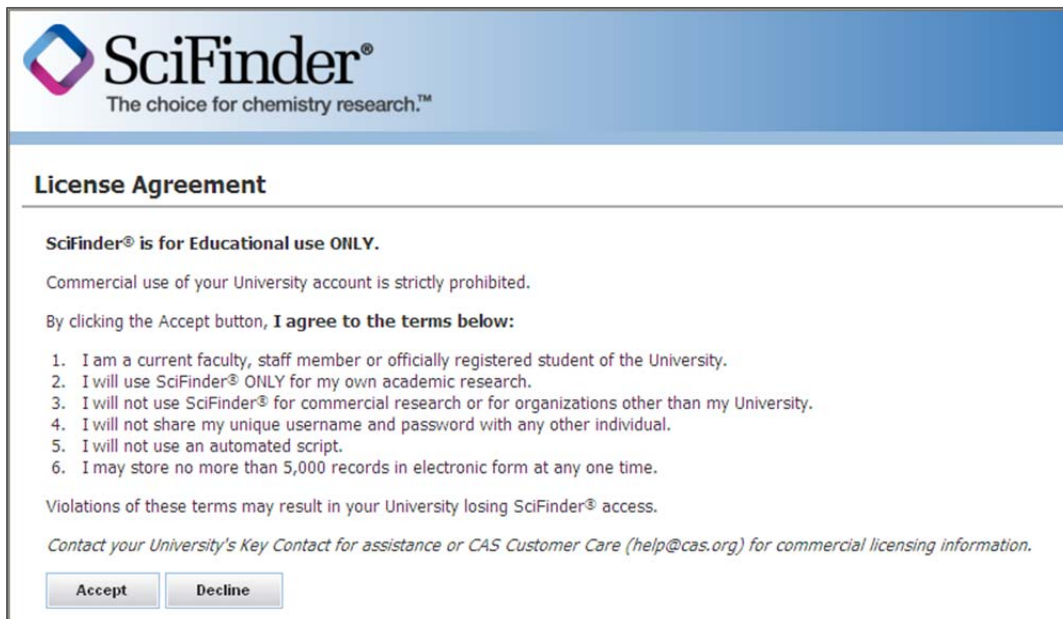
REGISTERING FOR YOUR SCIFINDER ACCOUNT

1. Use the URL provided by your SciFinder administrator to access the SciFinder registration form. Click **Next**.



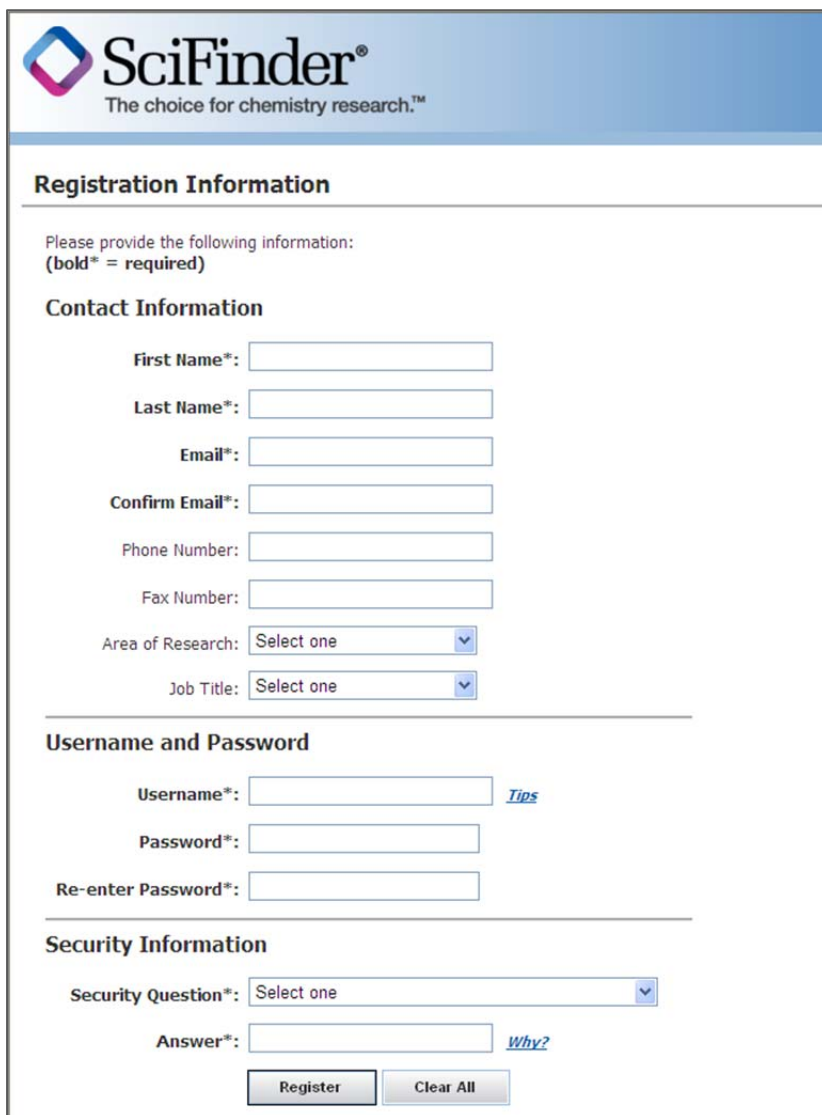
The screenshot shows the SciFinder registration page. At the top is the SciFinder logo with the tagline "The choice for chemistry research.™". Below this is the heading "Welcome to User Registration for SciFinder®". A message says "Click Next to begin registration as a new user." and there is a button labeled "Next >>".

2. Click **Accept** if you agree to the License Agreement; click **Decline** if you do not.



The screenshot shows the SciFinder License Agreement page. At the top is the SciFinder logo with the tagline "The choice for chemistry research.™". Below this is the heading "License Agreement". The text states: "SciFinder® is for Educational use ONLY. Commercial use of your University account is strictly prohibited. By clicking the Accept button, I agree to the terms below:". A list of six terms follows: 1. I am a current faculty, staff member or officially registered student of the University. 2. I will use SciFinder® ONLY for my own academic research. 3. I will not use SciFinder® for commercial research or for organizations other than my University. 4. I will not share my unique username and password with any other individual. 5. I will not use an automated script. 6. I may store no more than 5,000 records in electronic form at any one time. Below the list, it says: "Violations of these terms may result in your University losing SciFinder® access." and "Contact your University's Key Contact for assistance or CAS Customer Care (help@cas.org) for commercial licensing information." At the bottom are two buttons: "Accept" and "Decline".

3. Enter your contact information. While only your name and email address are required, the additional information will help CAS better understand SciFinder users, allowing us to improve the products and services we offer.



The screenshot shows the SciFinder registration page. At the top is the SciFinder logo with the tagline "The choice for chemistry research.™". Below this is a section titled "Registration Information". A note says "Please provide the following information: (bold* = required)". The form is divided into three sections: "Contact Information", "Username and Password", and "Security Information".

Contact Information

First Name*:
Last Name*:
Email*:
Confirm Email*:
Phone Number:
Fax Number:
Area of Research:
Job Title:

Username and Password

Username*: [Tips](#)
Password*:
Re-enter Password*:

Security Information

Security Question*:
Answer*: [Why?](#)

At the bottom are two buttons: "Register" and "Clear All".

4. 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)

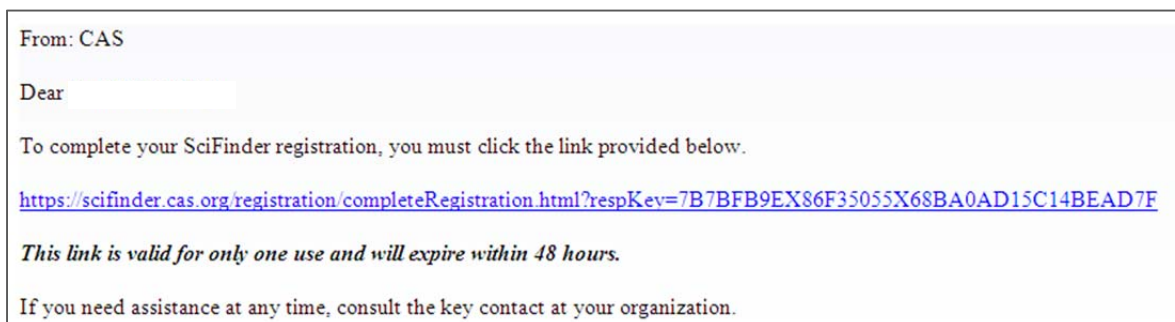
Your password must contain 7-15 characters and include:

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

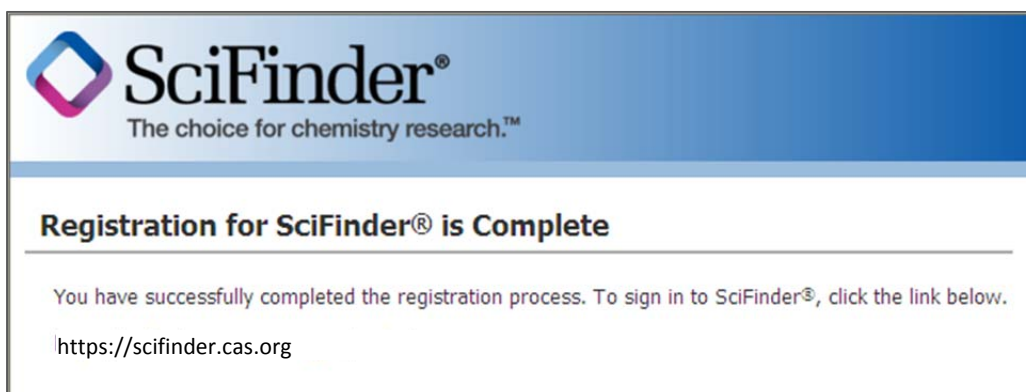
5. Select a security question from the drop-down list and provide the answer.
6. Click **Register**.

A message indicates that you will receive a confirmation email from CAS.

Note: If you have not received an email from CAS within 30 minutes after submitting your registration form, check your spam folder. SciFinder users who have implemented a global email spam filter will need to add registration@cas.org and passwordreset@cas.org email addresses to their “approved sender” list.



7. Click the link in the email to complete the registration process. A final confirmation message is displayed.
8. Click the link provided to begin working with SciFinder.



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