



SciFinder® Web Edition

User Registration

Adapted from CAS Directions 04/03/2009

Introduction

ALL first-time users of web edition of SciFinder must register and create a user name and password before accessing the database. Registration is restricted to **current** Colorado State University faculty staff and students and requires:

- **a valid colostate.edu e-mail address**

Example: first.last@colostate.edu, faculty@lamar.colostate.edu,
 student@rams.colostate.edu, etc.

- **a Colorado State University eID**

The eID system is Colorado State University's official electronic ID system. More information about CSU's eID system, including details about who qualifies for an eID, can be found at:

<https://eid.colostate.edu/>

By registering for a SciFinder Account, you agree to the following terms and conditions:

- I am currently a Colorado State University student or a member of the Colorado State University faculty or staff.
- 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 (SciFinder) 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.
- Colorado State University's SciFinder License and the CAS Information Use Policies (<http://www.cas.org/legal/infopolicy.html>) apply to my use of SciFinder.
- I will NOT use SciFinder Scholar for commercial research that is performed under a funding or consultant contract with the intention of delivering results to a for-profit organization, or patentability research.
- If I have any questions, I will contact:
Michelle Wilde, Physical Sciences Librarian
Michelle.Wilde@colostate.edu
(970) 491-1860

Register for SciFinder Web Edition

1. Go to <http://libguides.colostate.edu/scifinder>
2. Click on the “Register for SciFinder Web Edition” link at the bottom of the page.
3. You will be taken to a screen that asks you to enter your last name, CSU ID number, and library PIN number. If you need to establish a pin, are unsure whether you have a library PIN number, or have forgotten your PIN, you will be able to verify your information or establish an account once you on the registration link.



The registration form is titled "Library Catalog (Sage) Proxy Server". It includes a notice that the resource is restricted to CSU students, faculty, staff, and Emeritus faculty registered with The Libraries. The form asks for the following information:

- Your Name:** Last name or Family name (text input field)
- Your CSU ID:** Nine characters in length (text input field)
- Enter your PIN:** Enter 5-30 letters or numbers only (text input field). A "Forgot your PIN?" link is available.

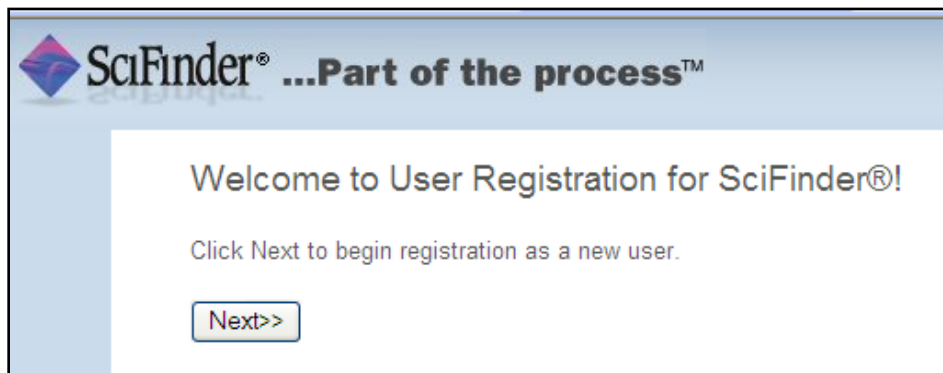
A "Proceed" button is located below the PIN field. At the bottom of the form, there are four links: "Forgot your CSU ID?", "PIN HELP", "Register Email", and "Start Over".

To use Libraries databases and electronic journals via the Proxy Server, you must:

- Be a currently enrolled CSU student, faculty, staff or Emeritus faculty registered with The Libraries.
- Adhere to our [Terms and Conditions](#)
- Use Netscape Navigator 3.0 or higher, Microsoft Internet Explorer 4.0 or higher (DISABLE Content Advisor), Mozilla 1.0 or higher.
- Set your Web browser to [accept cookies](#).
- [Google Web Accelerator](#) may interfere with remote access to some sites.

AOL users may not be able to use this resource from off campus due to [technical issues](#).

4. Once you have filled out this form and clicked on “Proceed,” click on the “SciFinder Scholar Web Edition” link.
5. Click on “Next.”



The screen displays the SciFinder logo and the text "...Part of the process™". Below this, it says "Welcome to User Registration for SciFinder®!" and "Click Next to begin registration as a new user." A "Next>>" button is located at the bottom.

6. Enter your contact information. Only your name and email address are required.
7. 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/hyphen)
- _ (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., @, #, %, &, *)

8. Select a security question from the drop-down list and provide the answer.
9. Click Register. You will receive a message indicates that you will receive an e-mail message from CAS at the address you provided within the form.
10. To complete the registration process, you must go to your email account and open the e-mail message from CAS.
11. 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. ***This link is valid for only one use and will expire within 48 hours***
12. 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 three of Colorado State University's seats for the web edition of SciFinder are currently in use. Try logging in later. If the problem persists, contact:

Michelle Wilde, Physical Sciences Librarian
Michelle.Wilde@colostate.edu
(970) 491-1860