How to Register to use SciFinder Web Version at Rhode Island College

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 Adams Library but created by CAS. It is unique to Rhode Island College.

Note: The form requires that you access the URL from the IP address specified by the key contact. Your initial registration will need to be done on campus to insure that the IP address of your computer is contained in the RIC IP array.
Use this link to begin the registration process:
Rhode Island College registration for SciFinder
https://scifinder.cas.org/registration/index.html?corpKey=E957964D-86F3-50AB-1CE4-117E1B0EC9E1

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 within your organization’s e-mail domain [ric.edu].

User Registration Process:
1. Use the link above to start the process.
2. Click Next.

Enter Contact Information
1. Enter your contact information. Only your name and e-mail address are required. You may fill in the additional information if you chose.
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. REMEMBER: you must use an email address within the **ric.edu** domain.
Almost Finished

Thank you for completing the initial step in registering to use SciFinder®!

You will receive an e-mail message from CAS that includes a link and instructions for completing the registration process. **You must click the link within 48 hours.** If not, you will need to begin the registration process again.

### Complete Registration Process

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

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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 minimum of 5,000 Records at any given time for personal use or to share within a Project team for the duration of the Project.
- 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.

[This is NOT your REAL completion link!!]

[https://scifinder.cas.org/registrations/completeRegistration.html?respKey=88CB6727-86F3-F014-11E6-D212D80AC094](https://scifinder.cas.org/registrations/completeRegistration.html?respKey=88CB6727-86F3-F014-11E6-D212D80AC094)

*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. Now that you are a registered user, you can return to SciFinder at any time via the Adams Library homepage under the Articles & Databases tab where it will be listed on the A-Z list. Use the link labelled “Registered users click here for access”. It is possible that you may be unable to begin working with SciFinder immediately because all seats for the web version of SciFinder are currently in use. REMEMBER: RIC shares a two-user SciFinder license with two other non-doctoral institutions. If the two seats are in use, try logging in later.

Again: this is the link to start the User Registration Process:
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AND if you have questions, please contact Tish Brennan, Liaison to the Department of Physical Sciences, and “key contact” for SciFinder: 456-2810 [456-8125 RefDesk]; pbrennan@ric.edu.

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