Dear Scopus User,

This is a quick guide on how to register with the registration ID and password you have received from the librarian/administrator of your organization's Scopus account. Registration with your registration code will associate your user profile (either existing or newly created) to your organization's Scopus access account.

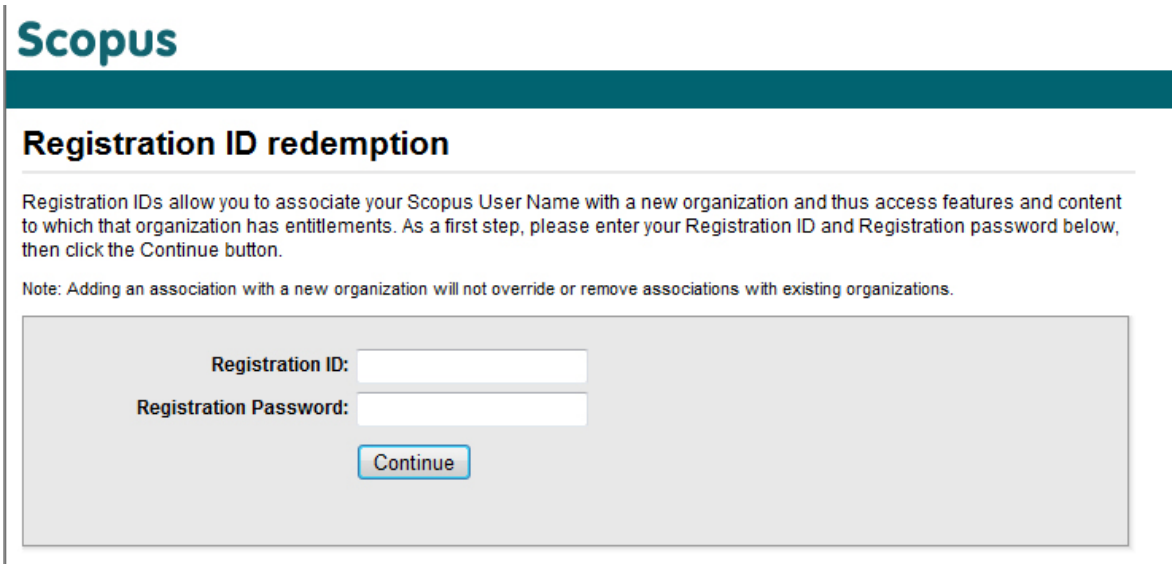
Please, read through this document and carefully follow the steps to ensure that your registration is successful.

To get started, you will need to visit the ScienceDirect Registration Page. Please, follow this URL: http://www.scopus.com/personalization/bulkActivation.url

Step 1: **Registration ID Redemption**

Below you will see a screenshot of the Registration Screen, this is the page where above link takes you.
Here you will be asked to enter your Registration ID and Password you received from your librarian.
Please see the image below:

Registration ID field: xxxxxxxxx [*here you enter your registration ID*]
Registration Password field: xxxxxxx [*here registration password is filled in]*



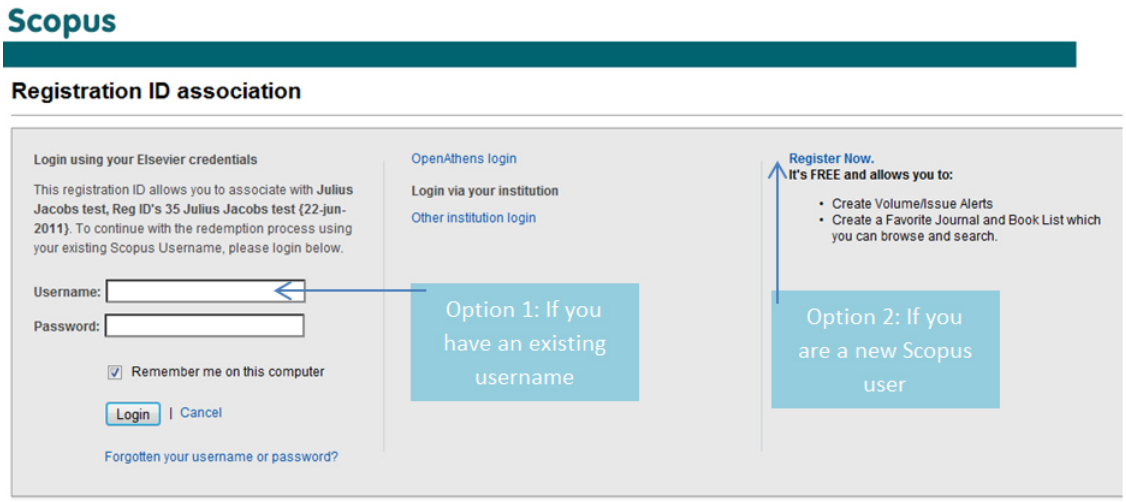
Please note: **These entry fields are *case* sensitive**, so please always double-check that you entered the correct character strings of ID and password.

Please ensure that you do not cut-and-paste the Registration ID or Password as this is known to generate extra characters and spaces and the user-system will not be able to identify the code.

Additionally, please ensure you leave no extra space or gap after either the ID or Password for the same reason. Concerning the Registration Password field, **please *type* in your password instead of copy-pasting**.
After entering your registration code and password, click on the "Continue" button.

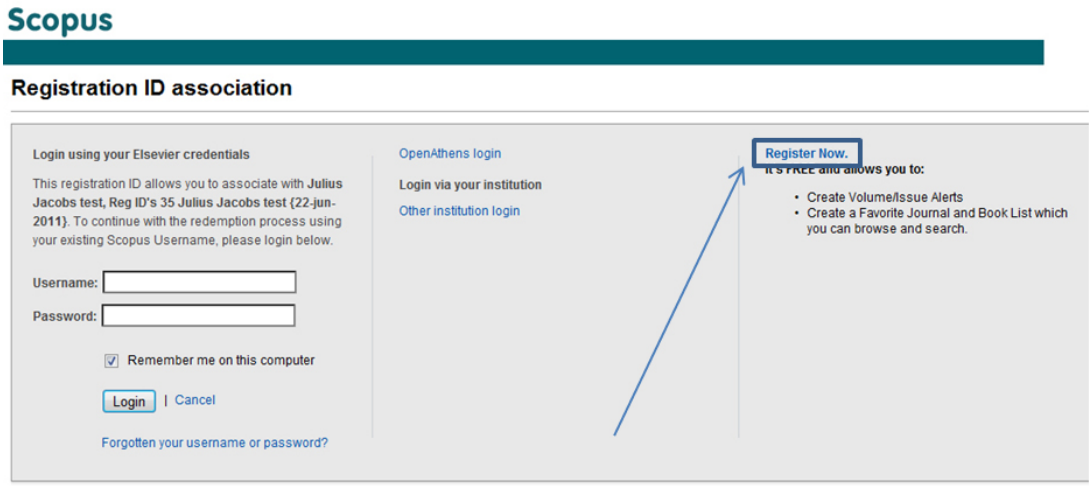
Step 2: Registration ID Association

Option 1: If you have an existing Scopus user-profile, or have a login to one of Elsevier online products*
The next step will allow you to associate an existing Scopus user profile or an Elsevier product user profile to the account of your organization, if you have a login already. *Please, see the image below:*



Please Note: Adding an existing user-profile to this new subscription means you only have one username and password to access multiple account subscriptions and affiliations on Scopus and multiple other Elsevier products*. Therefore you are less likely to forget it and can carry on using just the one user-name from then on.
If you have any doubts at this step of the registration association process, please click on **'Cancel'.** This will terminate the process and the registration code you attempted to register with will remain available. *Please contact the E-Helpdesk if you need help.*

Option 2: If you are a new user in Scopus and to other Elsevier online products.
If you do not have a login at ScienceDirect yet, you can continue to the registration screen where you can create a new user profile. *Please, see image below:*

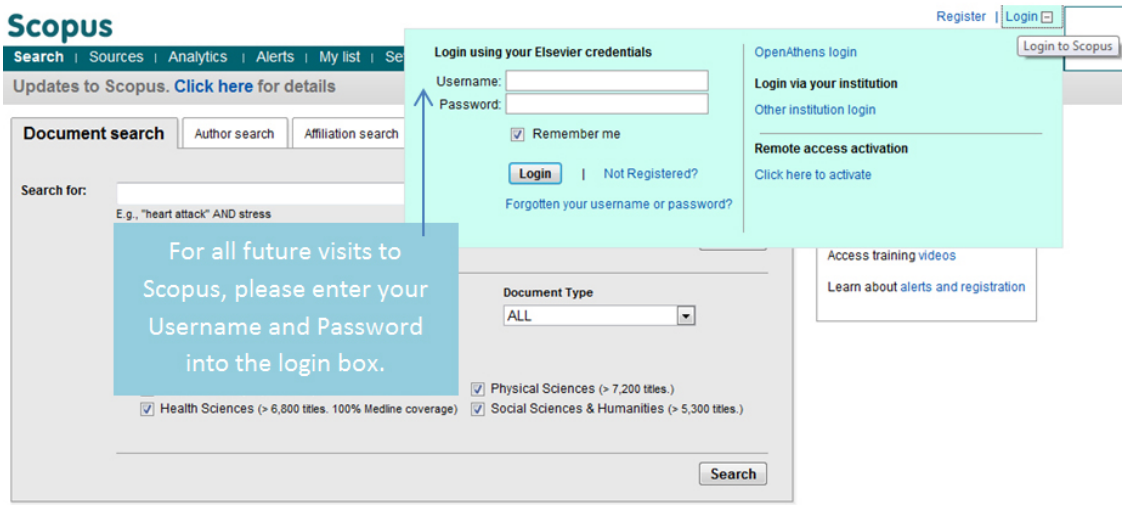


Here you will be asked to fill out a form. As part of your user profile you will be prompted to define your individual and unique password.

You can now enter Scopus by clicking the "Login" button at the bottom of the screen.

To access Scopus in any later instances, please visit the following URL: http://www.scopus.com

Enter your existing (or newly registered) Scopus User Name and Password at the top right hand side of the screen. Look for the “Login” link. *Please see image below:-*



<u>Please note:</u> There is no need to ever re-visit the Registration Page again. The Registration Code and ID, once redeemed, cannot ever be re-used.

If you encounter problems entering the site, obtaining access to the subscriber area or if you have any other technical queries, please contact the E-helpdesk by telephone, e-mail or use the Contact Us form on Scopus. You can find this form by clicking on the Contact Us link at the bottom of any Scopus page.

If you have any questions or a problem with your Registration ID, please contact your local e-Helpdesk.

<u>For contact details, please go to:</u>
http://elsevier.com/wps/find/contact.cws_home/regional

*Products supported: ScienceDirect, Brain Navigator, Hazmat navigator, Scival Funding, Scival Strata, Scival Spotlight, Clinical Key, Geofacets, Reaxys, Target Insights, Pathway Studio, Engineering Village, Elsevier Biofuel, Embase