

# CAS SciFinder<sup>n</sup> Registration information (email address, password, secret question) update method

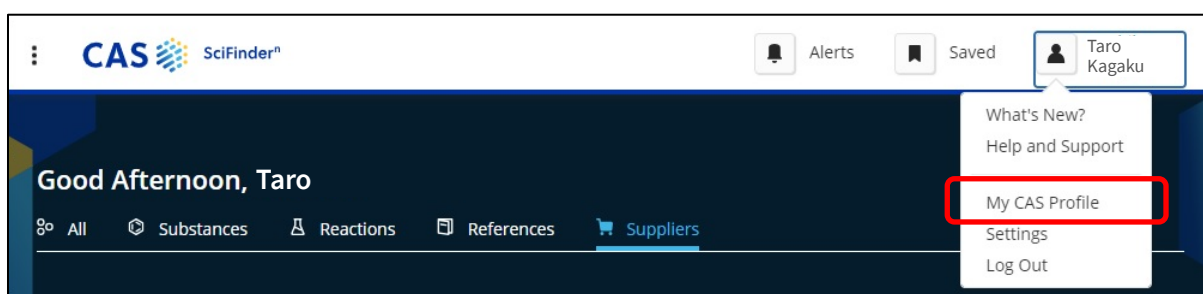
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Information Services and Marketing Division, JAICI



If you have not registered your e-mail address or if your registered e-mail address is invalid, you cannot use the following procedure. Please contact us (see [◇ Troubleshooting ◇](#) on page 4).

(1) Log in to CAS SciFinder<sup>n</sup> (<https://scifinder-n.cas.org/>) and click the account name button at the top right of the screen. Click and select "My CAS Profile". If you have accessed in the past, go to step (2) on the next page.

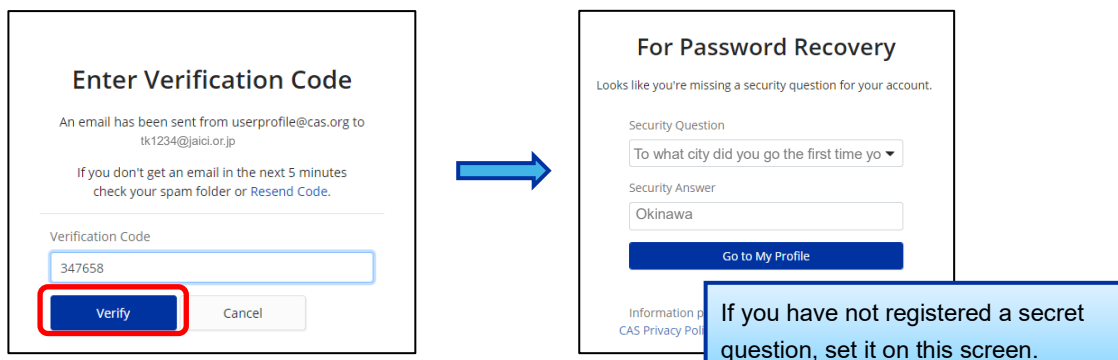


◇ When accessing the setting screen for the first time ◇

① Enter your registered email address and click the "Verify" button.



② Enter the received verification code in the input field on the "Enter Verification Code" screen and click "Continue" (Verification code **is valid for 30 minutes**).



(2) The following setting screen is displayed. Click the link for the item you want to change.

The screenshot shows the CAS Profile page with three main sections: Personal Information, Institutional Information, and Security. The Security section is highlighted with a red box and a callout 'Change secret question (p.3)'. The 'Change Password' link in the Security section is also highlighted with a red box and a callout 'Change password (p.3)'. The 'Contact Information' section has a red box around the edit icon and a callout 'Change email address (p.2)'. The 'Personal Information' section shows fields for First Name (Taro) and Last Name (Kagaku). The 'Institutional Information' section shows the Institution (JAICI) and a link to '+2 fields to complete profile'.

### ■ Changing your email address ~Contact Information screen~

① Enter a new email address in the Institutional Email field and click "Save".

The screenshot shows the 'Contact Information' screen. The 'Institutional Email' field contains 'taro\_kagaku@jaici.or.jp' and is marked as 'Pending verification'. A yellow callout box points to this field with the text 'New mail address' and '\* Enter the e-mail address of your university/company domain. Addresses such as free mail cannot be used.' The 'Save' button is highlighted with a red box.

② The Enter Verification Code screen is displayed. Enter the Verification Code that will be sent to the entered email address in the input field and click "Verify" (The verification code **is valid for 30 minutes**).

The left screenshot shows the 'Enter Verification Code' screen. It displays the email address 'taro\_kagaku@jaici.or.jp' and a 'Verification Code' input field containing '791295'. The 'Verify' button is highlighted with a red box. The right screenshot shows the email verification page with the code '791295' in a red dashed box and a yellow callout box labeled 'Verification code'. A blue arrow points from the right screenshot to the left screenshot.

- ③ Return to the Contact Information screen. When verification is complete, “Verified” will appear to the right of your email address.

← Return To Dashboard

**Contact Information**

Email Address

Institutional Email

taro\_kagaku@jaici.or.jp Verified

Phone Numbers

Institutional Phone (optional)

Return to the top screen of the settings.

Once authenticated, it will show as "Verified".

■ Change Password ~Change Password Screen~

Enter the current password and new password (2 places) and click "Save".

**Change Password**

Current Password

.....

New Password

.....

Confirm New Password

.....

Save

Current password

New password

New password (confirmation)

◆ password entry rules ◆

Passwords must be between 7 and 20 characters long and use at least 3 of the following 4 types:

- Alphabet (uppercase)
- Alphabet (lowercase)
- Numbers
- Non-alphanumeric characters (e.g. @, #, %, &, \*, etc.)

■ Change secret question ~Security screen~

Select a secret question from the pull-down, enter the answer and click "Save".

← Return To Dashboard

**Security**

Username and Password

JAICI1234

Change Password

Security Question

What is your favorite musical instrum

Security Answer

Guitar

Save Cancel

Secret question (select from pull-down menu)

Answer (English only)

## ◇ Troubleshooting ◇

Please contact us using the input form on the inquiry page (URL below) of JAICI website. Please note that it may take several days to respond due to the time difference with CAS.

JAICI contact page: <https://www.jaici.or.jp/en/inquiry/>

Home > Contact JAICI

### Contact JAICI

To ask specific questions about the following products and services, please click the "inquiry" button corresponding to the items you are interested in. An inquiry form will appear in which you are requested to input questions and other information. We will send you answers to your questions via e-mail.

#### Products and Services

CAS STNnext, CAS SciFinder<sup>®</sup>, CAS PatentPak, CAS Form  
Chemical Compliance Index, ChemZent, FIZ AutoDoc, FIZ  
Program, CAS Chemical Supplier Insights

— Information Services and Marketing Division  
FAX:+81-3-5978-4090 TEL:+81-3-5978-3601

**inquiry** →

### Information Services and Marketing Division

#### Inquiry about Products and Services

Questions and comments\*

Company name/Organization

I would like to change my registered information for CAS SciFinder-n.

1. First Name
2. Last Name
3. Email address currently registered
4. Items you want to change (email address / password / secret question)
5. New email address (if email address changed)
6. Username (\*if known)
7. Error details (describe as much as you know)

Attachment file  選択されていません  
ファイルのサイズの上限は20MBです。