

## Registering for Off-Campus Access to Scopus

Scopus have changed how users access their resources remotely (from off-campus). Below are the steps NUIG users need to take to gain this access.

### Step 1:

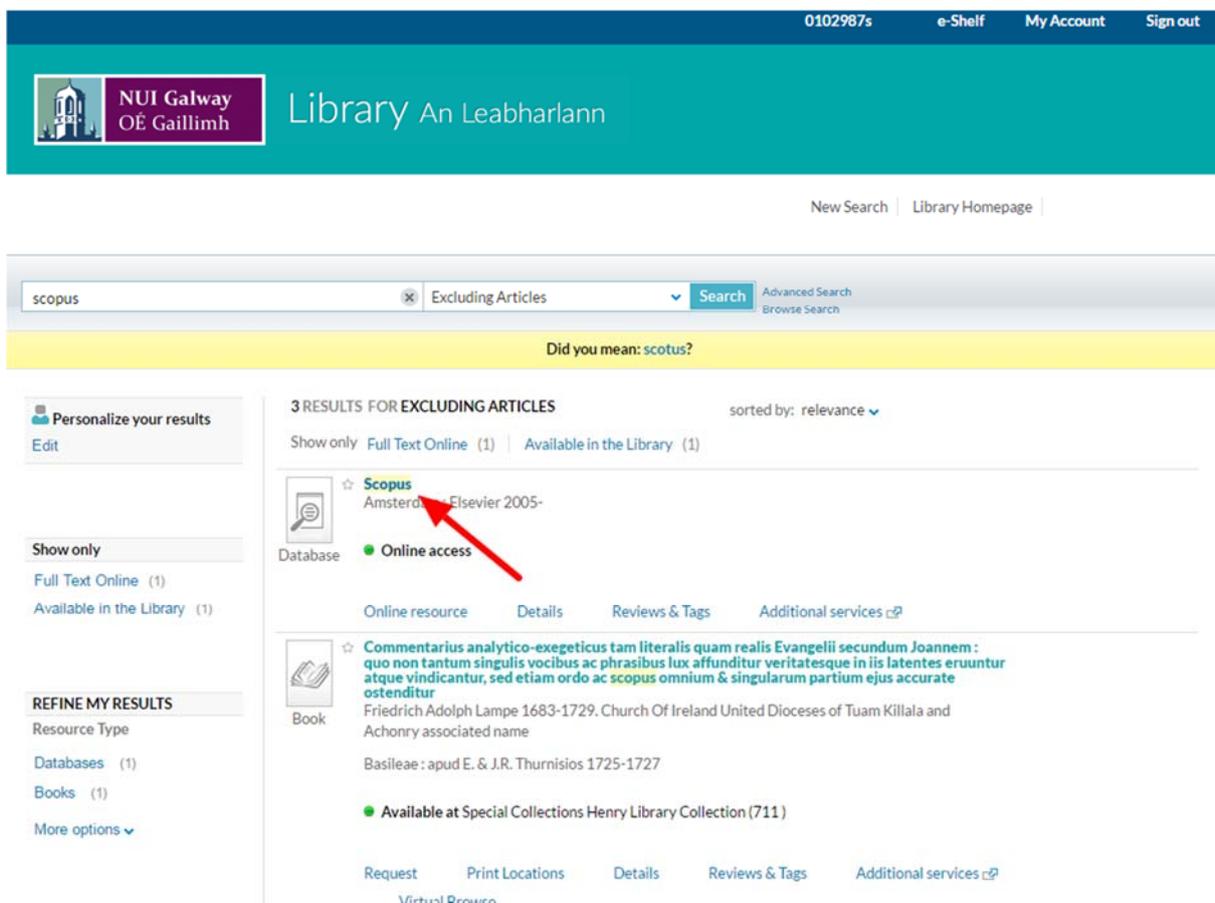
Log in to the Library Webpage using the login at the top right of the corner



### Step 2:

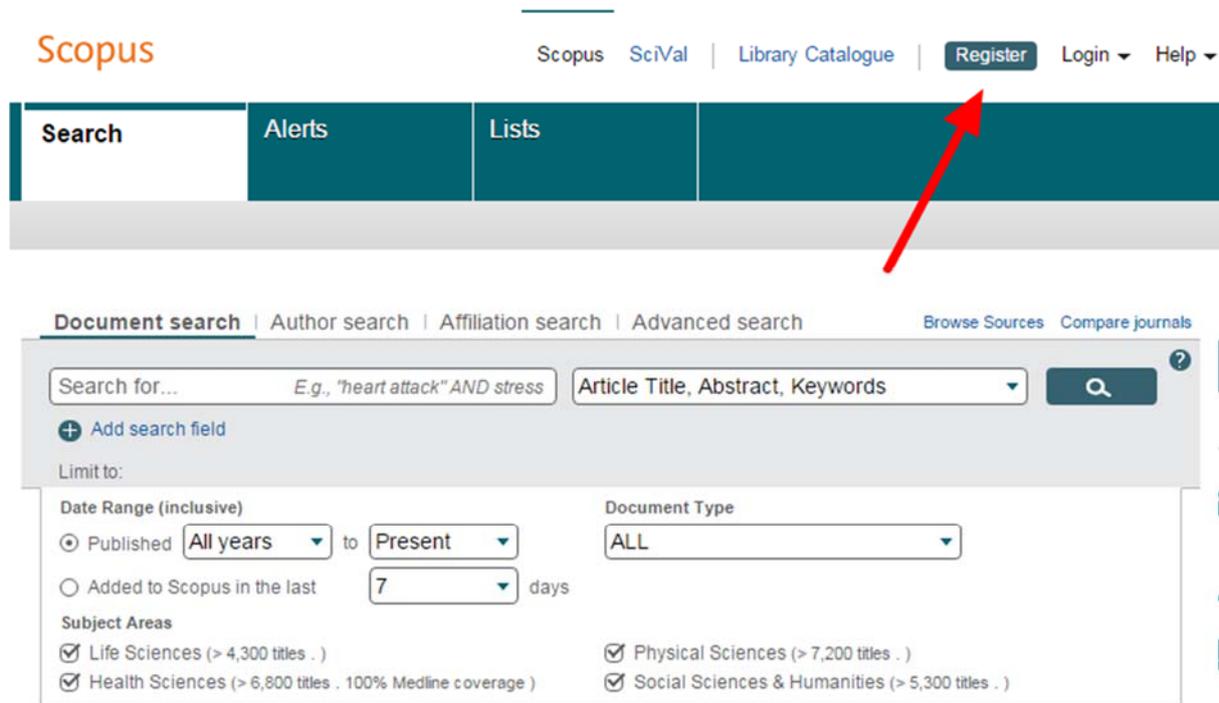
A: In the main search bar, search for Scopus

B: Click on the SCOPUS – V.4(Elsevier) link.



### Step 3:

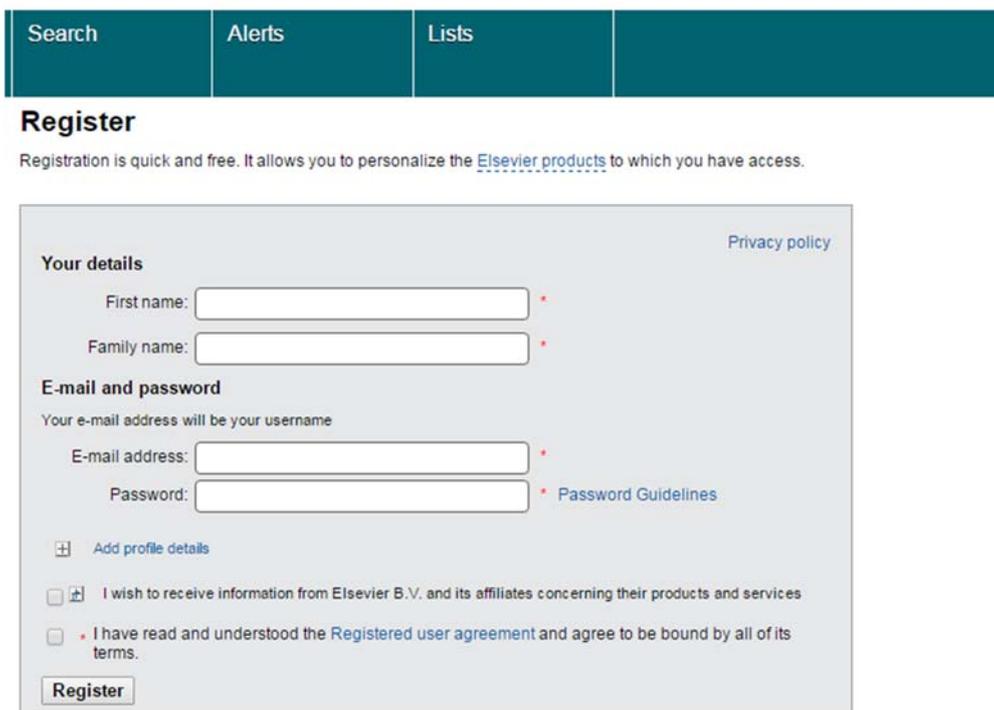
If you don't already have a personal profile on Scopus you need to set one up by clicking on the **Register** link. If you already have one, proceed to **Step 4**.



The screenshot shows the Scopus website interface. At the top, the Scopus logo is on the left, and navigation links for Scopus, SciVal, Library Catalogue, Register, Login, and Help are on the right. Below this is a dark teal navigation bar with buttons for Search, Alerts, and Lists. A red arrow points to the Register button. Below the navigation bar is a search interface with a search bar containing the text "Search for... E.g., 'heart attack' AND stress" and a dropdown menu set to "Article Title, Abstract, Keywords". There are also links for "Browse Sources" and "Compare journals". Below the search bar are filters for "Date Range (inclusive)", "Document Type", and "Subject Areas".

Then fill in your details:

(Please note: You must register with your **@nuigalway.ie** email address)



The screenshot shows the Scopus Register page. At the top, there is a dark teal navigation bar with buttons for Search, Alerts, and Lists. Below this is the "Register" heading, followed by a sub-heading "Register" and a short paragraph: "Registration is quick and free. It allows you to personalize the Elsevier products to which you have access." Below this is a registration form with the following fields and options:

- Your details**
  - First name:
  - Family name:
- E-mail and password**
  - Your e-mail address will be your username
  - E-mail address:
  - Password:  [Password Guidelines](#)
- Add profile details
- I wish to receive information from Elsevier B.V. and its affiliates concerning their products and services
- I have read and understood the [Registered user agreement](#) and agree to be bound by all of its terms.

At the bottom of the form is a "Register" button. A "Privacy policy" link is located in the top right corner of the form area.

Once you have registered you should see the following screen.

## Registration successful

Your personal account has been created successfully. An email was sent to the account you used for registration. If you validate this email by clicking on the included link, you will be able to enjoy all entitled forms of access for your institution, **from anywhere you have web access for a minimum of 180 days.**

**Username:** [redacted]@nuigalway.ie

Click the Continue button below to proceed.

Continue

### Step 4:

Once you have registered, Library staff will register your access with SCOPUS. You can let us know that this need to be done by creating a ticket on the Service Desk Ticketing System (see below)

A: Log in to the Service Desk Ticketing System

<https://servicedesk.nuigalway.ie:8082/helpdesk/WebObjects/Helpdesk.woa>

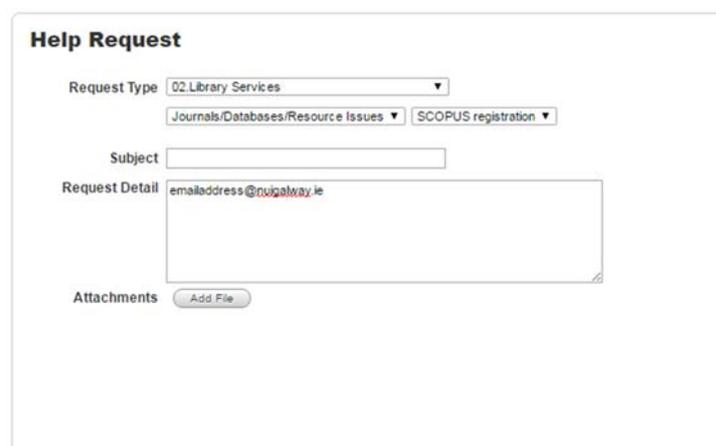


The screenshot shows the login page for the NUI Galway Service Desk Ticketing System. At the top, there is a header with the NUI Galway logo and the text "OÉ Gaillimh NUI Galway". Below the header, there is a welcome message: "Welcome to the Service Desk Ticketing System. Please use your User Name and Password to login." The main content area is titled "Log In" and contains two input fields: "User Name" and "Password". A "Log In" button is positioned below the "Password" field. There is also a "Forgot Password" link below the "Log In" button.

B: Fill out the Help Request as follows:

Request Type: Library Services -> Journals/Databases/Resource Issues -> SCOPUS registration

Request Detail: (your nuigalway.ie email address)



The screenshot shows the "Help Request" form. The form has a title "Help Request" and a "Request Type" dropdown menu set to "02 Library Services". Below this, there are two more dropdown menus: "Journals/Databases/Resource Issues" and "SCOPUS registration". There is a "Subject" input field. The "Request Detail" field contains the email address "emailaddress@nuigalway.ie". At the bottom, there is an "Attachments" section with an "Add File" button.

## Step 5:

You'll then receive an email from Scopus giving you registration details to connect your account with off campus access. You'll only need to use these registration details once.

**Registration Confirmation**

Thank you for registering at Scopus. Your login information is as follows:

Username:

Click [here](#) to verify your account information with Scopus. By doing so, you not only gain the benefits of access provided by your institution, but you also get a **minimum of 180 days of access anywhere you have a web connection.**

With a user name and password, you can now benefit from the personalization features of Scopus. These personalization features enable you to:

- Create Search Alerts which notify you when a search retrieves new results.
- Create Document Citation Alerts which notify you when a selected article is cited by another article
- Save searches

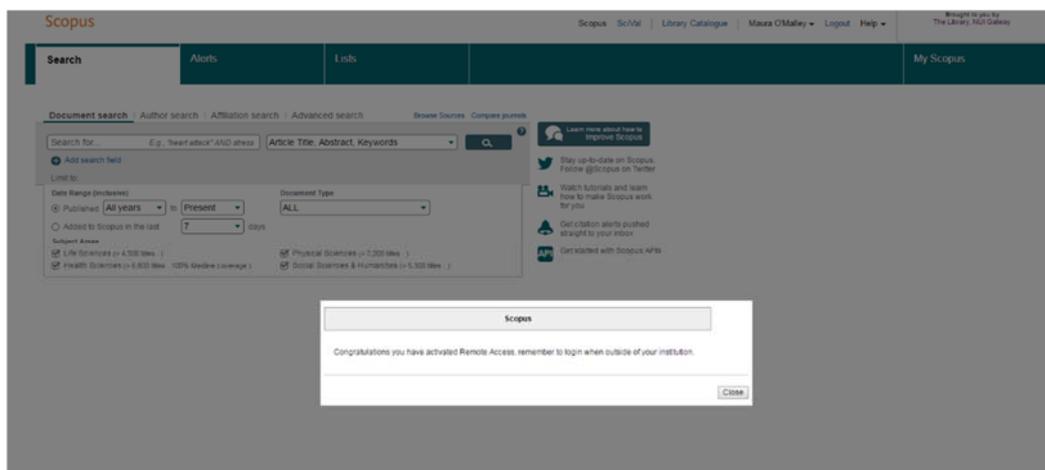
If you cannot access the features mentioned above, please contact your librarian.

To set up alerts, go to the Alerts area of Scopus (<http://www.scopus.com/alert/form/MyAlerts.un>)

To set up saved searches, go to the Saved Search area of Scopus (<http://www.scopus.com/search/save/savedSearch.un>)

See also the Help File for more information (<http://www.scopus.com/standard/help.un>) (<http://www.scopus.com/customer/settings.un?origin=MyProfile>)

Click the link to validate your account. You will see the following screen:



## Step 6:

The next time you login to Scopus you'll see a new screen asking you choose an Organization. Choose the second one (Shibboleth) and tick the box to remember the choice.

**Choose Organization**

You have reached this page because you currently have access to Scopus through multiple organizations. Please select one organization from the list below. This will determine the Scopus features and entitlements available to you in this session.

Note: To choose a different organization, log out or close the browser. You will be able to choose among organizations again the next time you log in.

IRELAND University College Galway (UCG) [NUI Galway], IP

IRELAND University College Galway (UCG) [NUI Galway], Shibboleth 441072

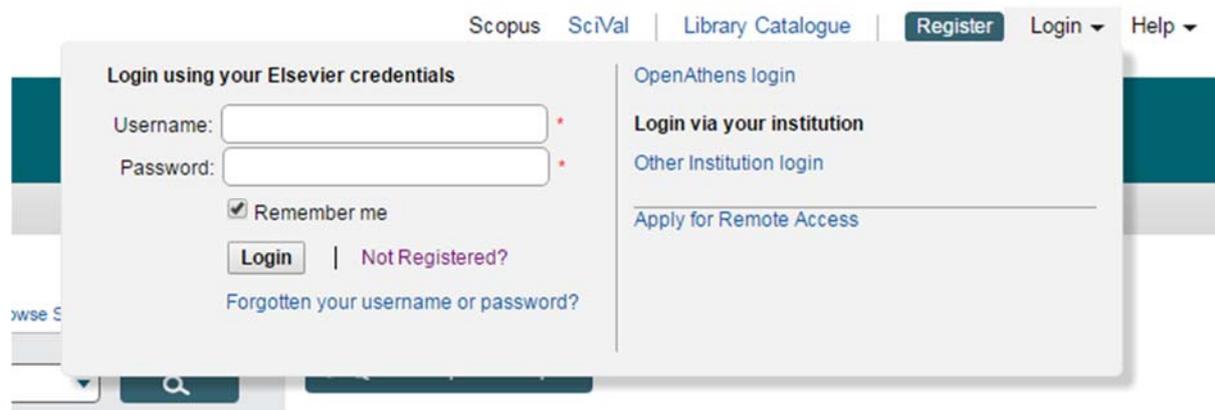
Remember this organization

Your account is now set up for off campus access to Scopus.

**Please Note:**

To access Scopus from now on, follow Step 1 and Step 2 above as you would to access any of our databases.

On the Scopus homescreen, press the 'login' button at the top right of the screen, and enter your account details (your email and password you used to register on the site)



The screenshot shows the Scopus website's login interface. At the top, there are navigation links for Scopus, SciVal, Library Catalogue, Register, Login, and Help. A modal window is open, titled "Login using your Elsevier credentials". It contains the following elements:

- Username:
- Password:
- Remember me
- | [Not Registered?](#)
- [Forgotten your username or password?](#)

On the right side of the modal, there are additional login options:

- [OpenAthens login](#)
- Login via your institution**
- [Other Institution login](#)
- [Apply for Remote Access](#)