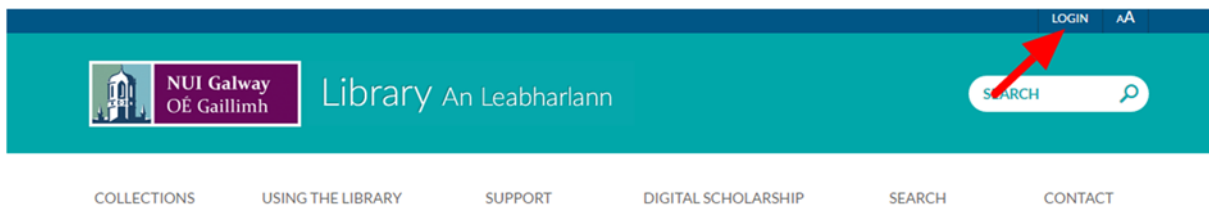


Registering for Off-Campus Access to Scopus

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:

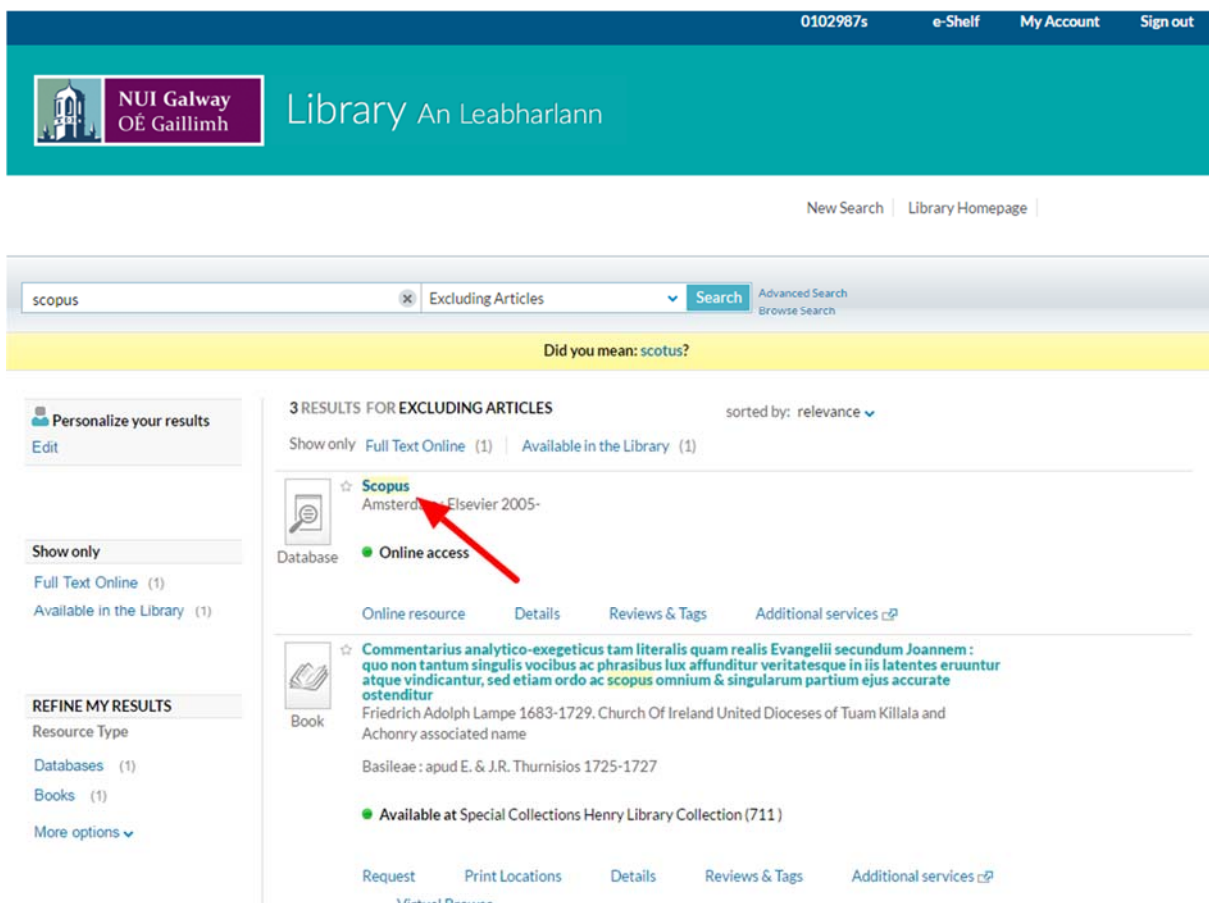
Log in to the Library Webpage using the login at the top right of the corner



Step 2:

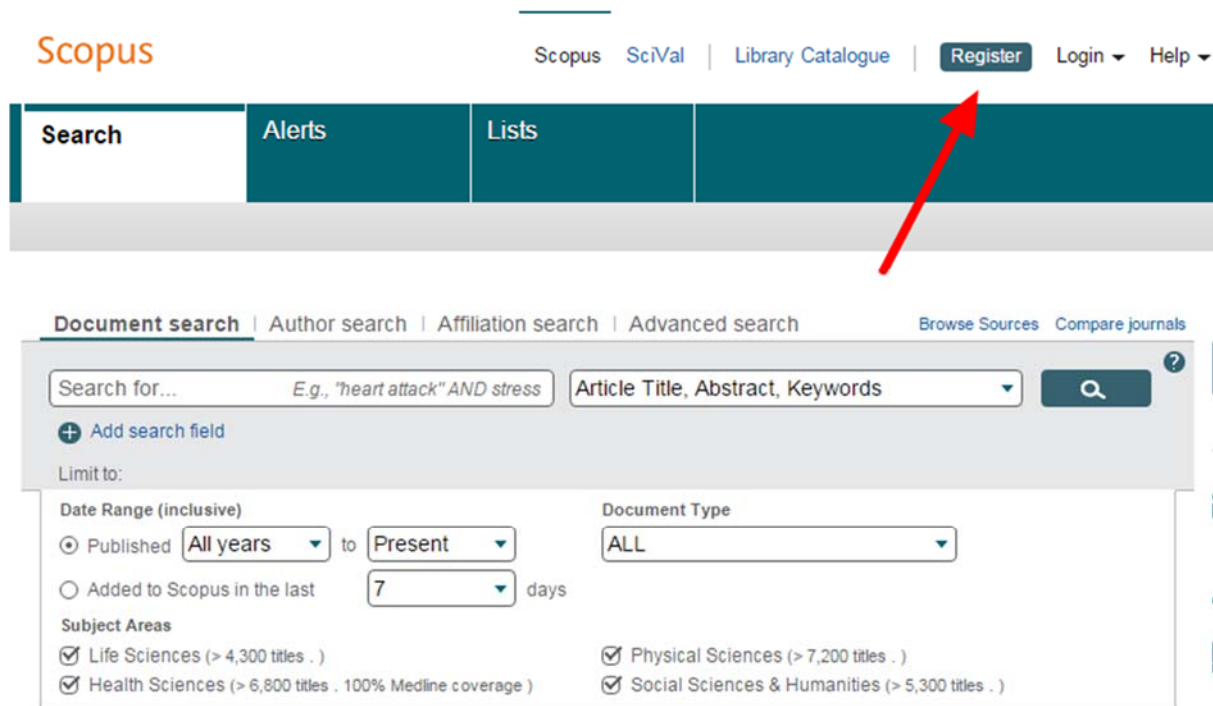
A: In the main search bar, search for Scopus

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



Step 3:

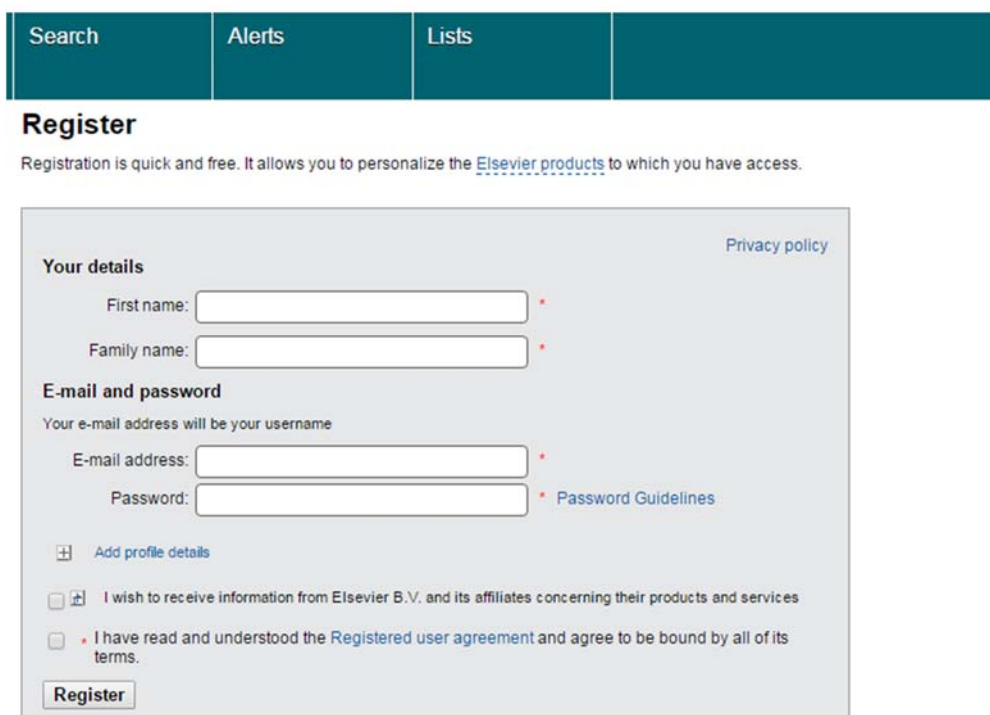
If you don't already have a personal profile on Scopus you need to set one up by clicking on the **Register** link. If you already have one, proceed to **Step 4**.



The screenshot shows the Scopus website interface. At the top left is the Scopus logo. To the right are links for Scopus, SciVal, Library Catalogue, Register, Login, and Help. Below this is a navigation bar with tabs for Search, Alerts, and Lists. A red arrow points to the Register button. Below the navigation bar is the Document search section, which includes a search bar with a placeholder "Search for... E.g., 'heart attack' AND stress", a dropdown menu for "Article Title, Abstract, Keywords", and a search button. Below the search bar are options to "Add search field" and "Limit to:". The "Limit to:" section includes "Date Range (inclusive)" with radio buttons for "Published" and "Added to Scopus in the last" (with a dropdown for "7" days), and "Document Type" with a dropdown for "ALL". There are also checkboxes for "Subject Areas": Life Sciences (> 4,300 titles), Health Sciences (> 6,800 titles, 100% Medline coverage), Physical Sciences (> 7,200 titles), and Social Sciences & Humanities (> 5,300 titles).

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 is a navigation bar with tabs for Search, Alerts, and Lists. Below this is the "Register" heading, followed by the text "Registration is quick and free. It allows you to personalize the Elsevier products to which you have access." and a link to "Privacy policy". The registration form is divided into sections: "Your details" with fields for "First name:" and "Family name:"; "E-mail and password" with a note "Your e-mail address will be your username" and fields for "E-mail address:" and "Password:" (with a link to "Password Guidelines"); "Add profile details" with a plus icon; and two checkboxes: "I wish to receive information from Elsevier B.V. and its affiliates concerning their products and services" and "I have read and understood the Registered user agreement and agree to be bound by all of its terms." Below the form is a "Register" button.

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>

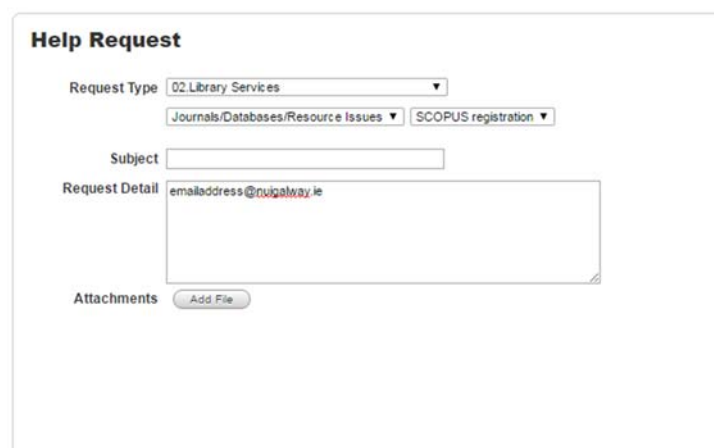


The screenshot shows the login page for the NUI Galway Service Desk Ticketing System. At the top, there is a header with the NUI Galway logo and the text "OÉ Gaillimh NUI Galway". Below the header, there is a welcome message: "Welcome to the Service Desk Ticketing System. Please use your User Name and 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 dotted line at the bottom of the login form area.

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 several fields. The "Request Type" field is a dropdown menu with "02 Library Services" selected. Below it, there are two more dropdown menus: "Journals/Databases/Resource Issues" and "SCOPUS registration". The "Subject" field is an empty text input. The "Request Detail" field is a larger text input area containing 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

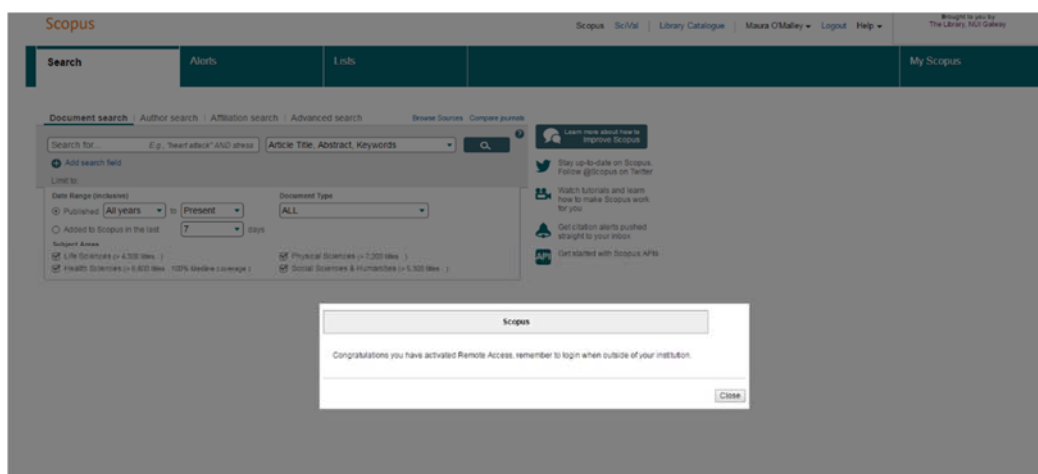
If you cannot access the features mentioned above, please contact your librarian.

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>)

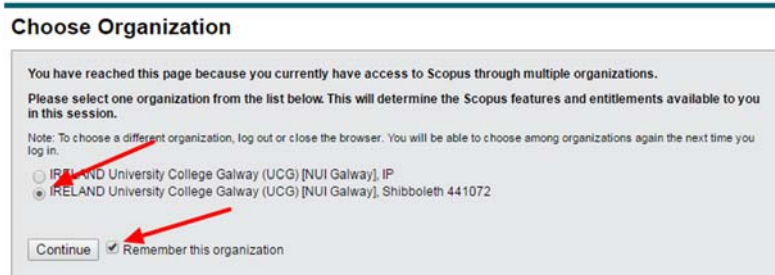
See also the Help File for more information (<http://www.scopus.com/standard/help.un>) (<http://www.scopus.com/customer/settings.un?origin=MyProfile>)

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.

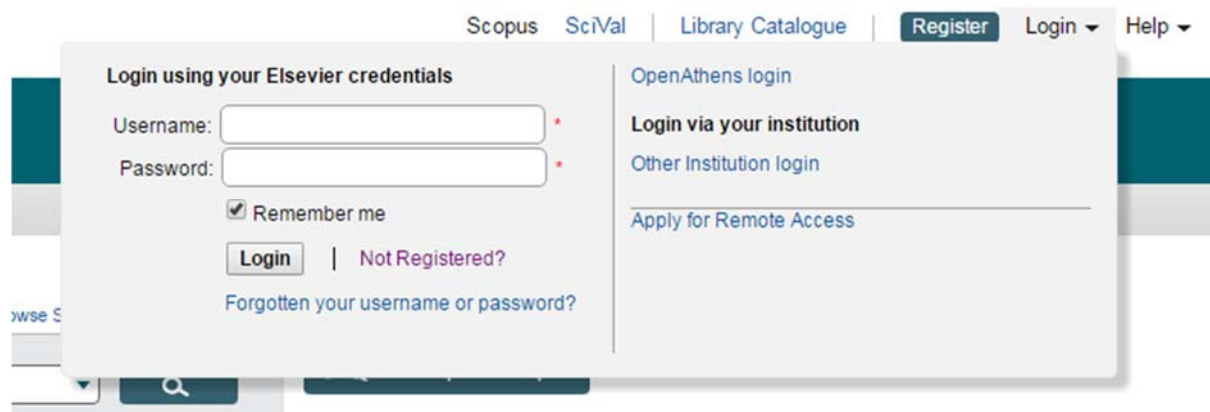


Your account is now set up for off campus access to Scopus.

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
- Login button
- Not Registered? link
- Forgotten your username or password? link

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