

Dear user,

Using this guide, you can configure remote access to Elsevier resources (ScienceDirect www.sciencedirect.com, Scopus www.scopus.com, SciVal www.scival.com, Reaxys www.reaxys.com), if you subscribe to these resources (and / or access to these resources, for example, through a National or Centralized Subscription) at your organization.

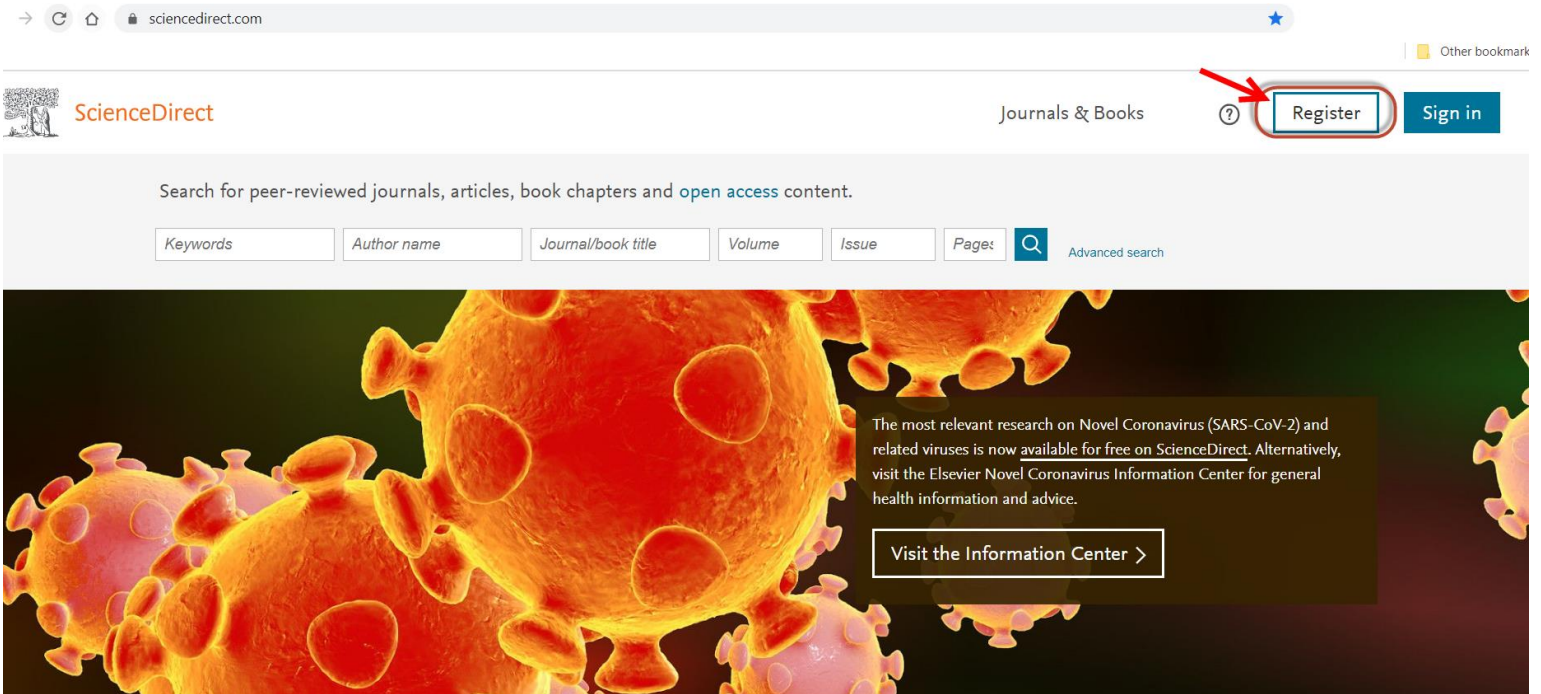
Remote access to Elsevier platforms will link your service profile* (new or existing) with your organization's profile, thereby providing you access to the platforms according to the current subscription to Elsevier electronic resources. However, one of the conditions is to register a user using an official e-mail (from your organization's domain).

Please read this manual carefully and follow the steps below to ensure successful registration and configuration of the remote access option.

To activate remote access, follow these steps:

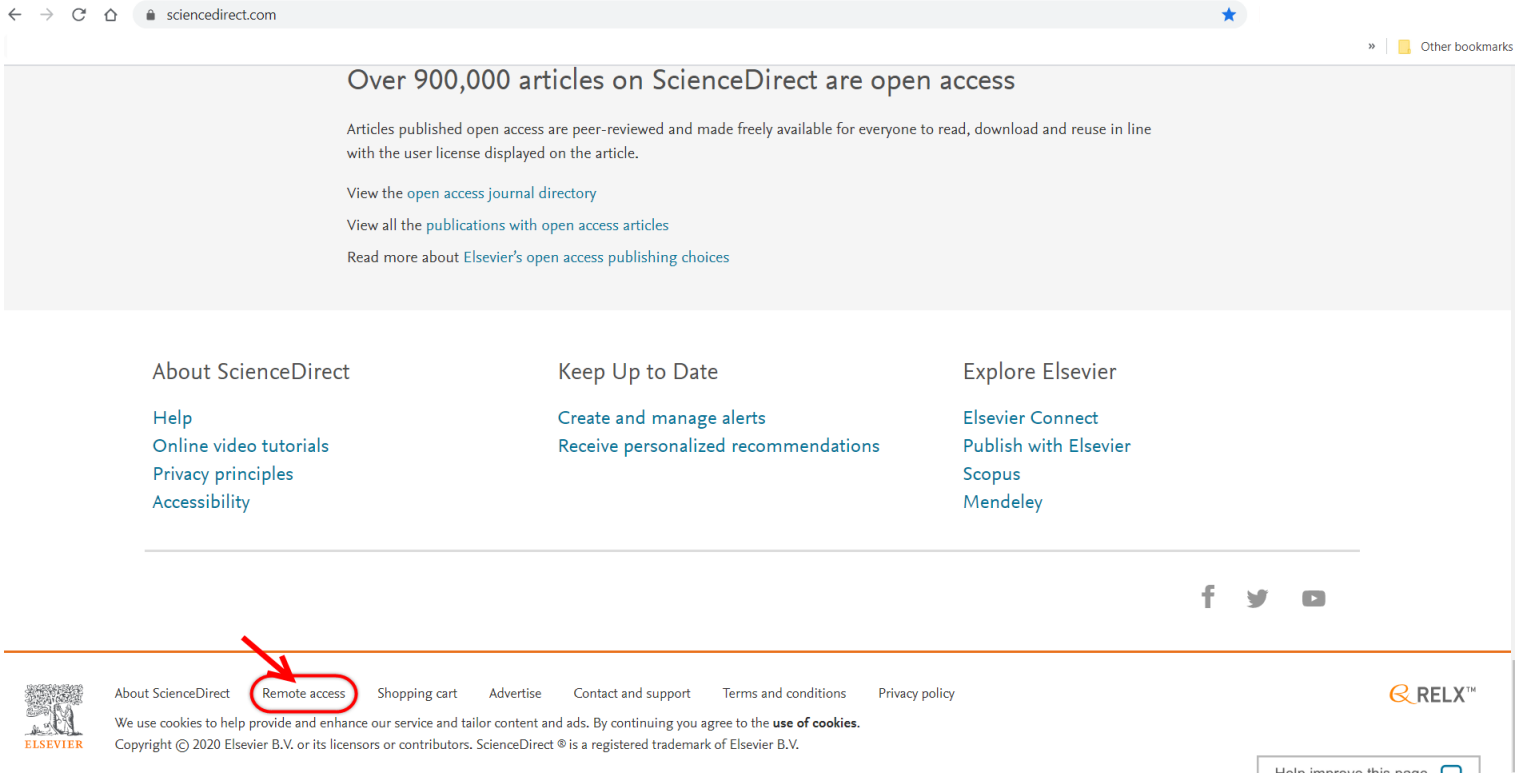
1. If you have a login and password for personalized access to a signed / available Elsevier resource, formed from the organization's IP addresses (having access or subscription to all or several of the Elsevier resources mentioned above), go directly to **Step 2**.

If you don't have a login and password for personalized access yet, you need to go to the site of the signed resource (which the organization has access to), for example, at <https://www.sciencedirect.com>, and register «Register» using the service email:



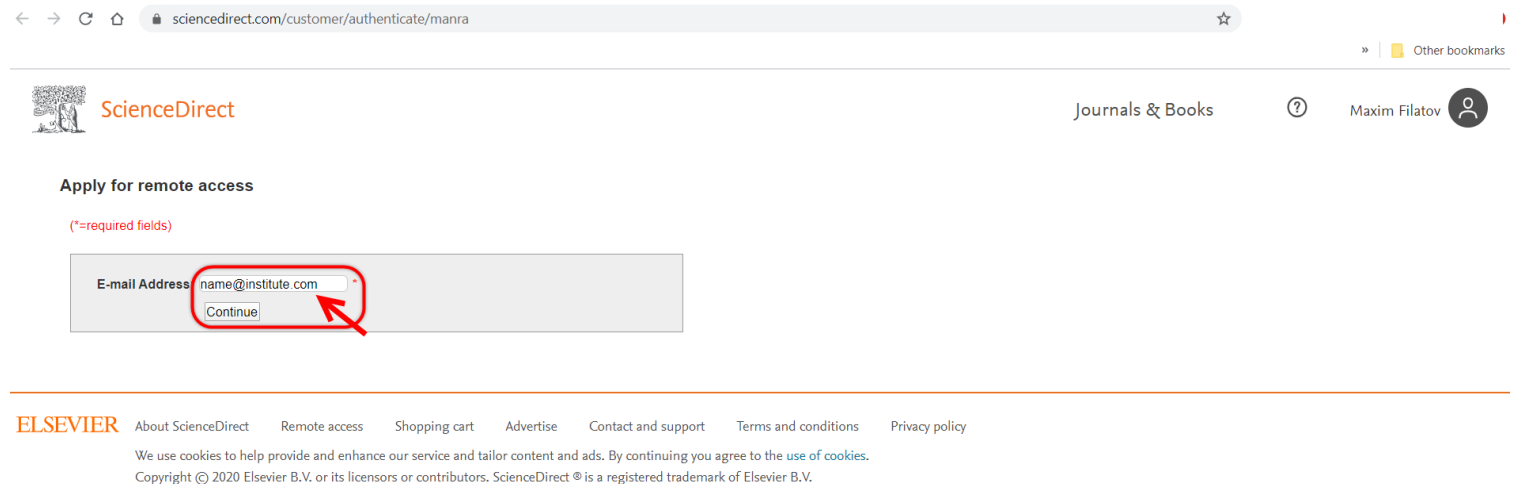
2. After registration, go to www.sciencedirect.com. Scroll down the page and click on the link «Remote access»:

* Service profile - a profile where a **service e-mail** is used as login, that is, an e-mail from your organization's domain.



The screenshot shows the ScienceDirect homepage. At the top, there is a navigation bar with the URL 'sciencedirect.com' and a star icon. Below the navigation bar, there is a main banner with the text 'Over 900,000 articles on ScienceDirect are open access'. Underneath the banner, there are three links: 'View the open access journal directory', 'View all the publications with open access articles', and 'Read more about Elsevier's open access publishing choices'. Below the banner, there are three columns of links: 'About ScienceDirect' (Help, Online video tutorials, Privacy principles, Accessibility), 'Keep Up to Date' (Create and manage alerts, Receive personalized recommendations), and 'Explore Elsevier' (Elsevier Connect, Publish with Elsevier, Scopus, Mendeley). At the bottom of the page, there is a footer with the Elsevier logo, a 'Remote access' link circled in red, and other navigation links like 'Shopping cart', 'Advertise', 'Contact and support', 'Terms and conditions', and 'Privacy policy'. There is also a 'RELX' logo and a 'Help improve this page' link.

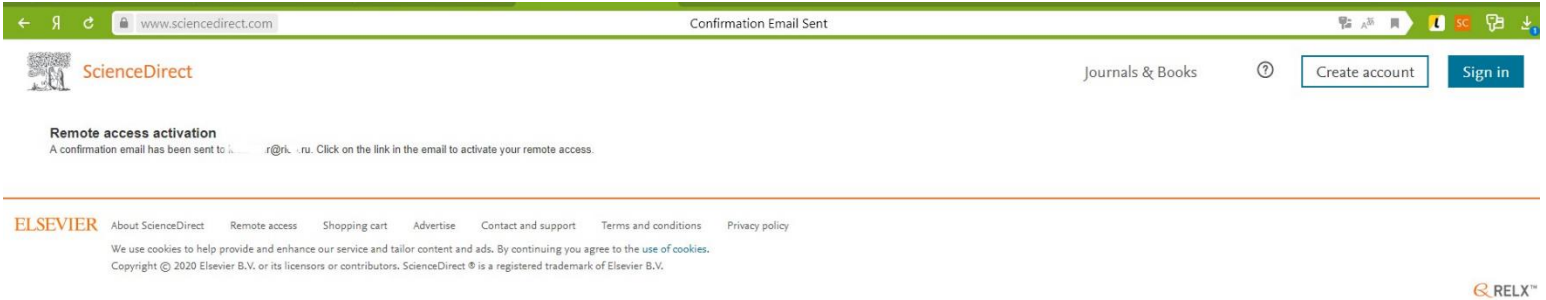
3. After that, the system will prompt you to enter your office e-mail. Indicate the service address that you used during registration / for personalized access to the resource (see **Step 1** above). Next click **«Continue»**:



The screenshot shows the 'Apply for remote access' form on the ScienceDirect website. The URL in the browser is 'sciencedirect.com/customer/authenticate/manra'. The page title is 'ScienceDirect' and the user is logged in as 'Maxim Filatov'. The form is titled 'Apply for remote access' and has a red asterisk indicating required fields. There is a text input field for 'E-mail Address' containing 'name@institute.com', which is circled in red. Below the input field is a 'Continue' button, also circled in red. The footer of the page contains the Elsevier logo, navigation links, and a copyright notice: 'Copyright © 2020 Elsevier B.V. or its licensors or contributors. ScienceDirect® is a registered trademark of Elsevier B.V.'

4. After entering the address, the system will send a link to the specified address to confirm the activation of remote access.

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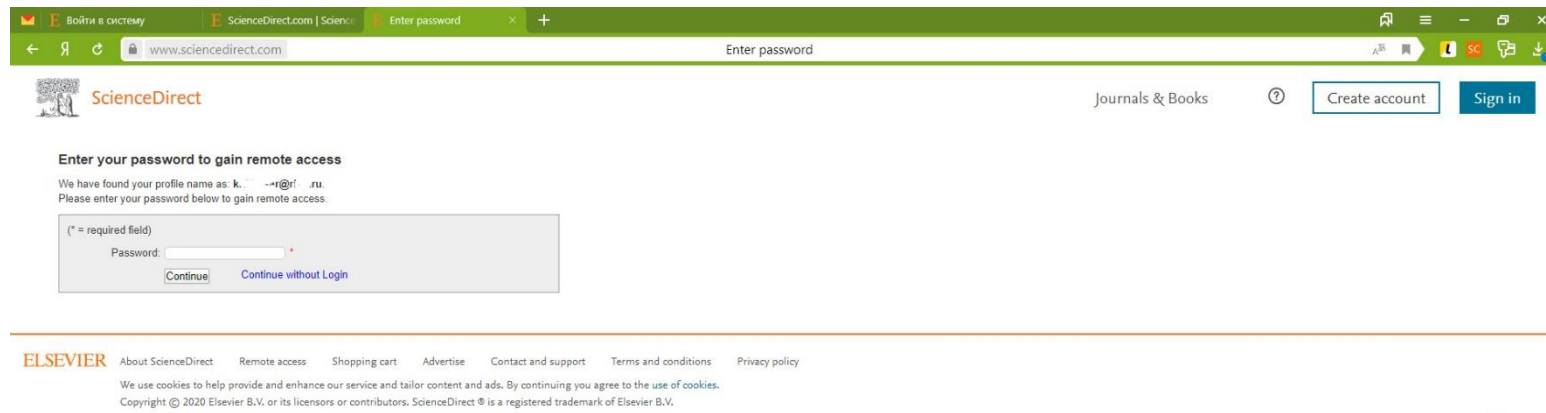


5. Please check the mail at the specified address and activate the sent link:

ScienceDirect - Remote access request confirmation

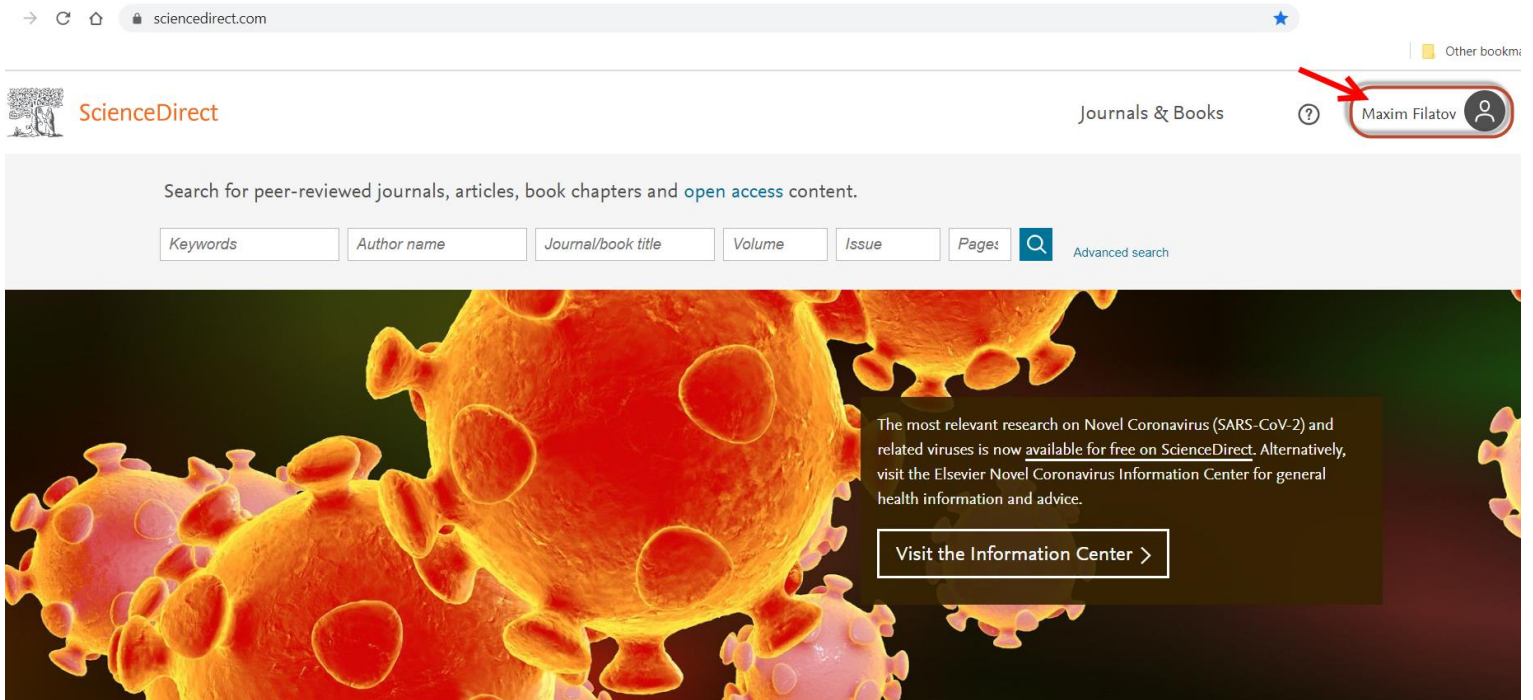


6. After activation / clicking on the link, the system will transfer you to the password entry page. Enter the password created and used in combination with the login for personalized access (see **Step 1** above).



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7. If you entered the username and password correctly, in the upper right corner you will see a confirmation:



8. After activation, you may need to clear Cookies and History in the settings of your Internet browser, then go to www.sciencedirect.com again, log in to verify remote access.
9. Also try to verify activated remote access, for example, from a mobile device, by going to a signed / available resource for your organization and entering a username and password for personal access (see **Step 1** above).
10. If you successfully activate remote access, you can use it for 180 days. To automatically extend remote access (for another 180 days), you will need to go to the signed / available Elsevier resource from the organization's IP addresses and log in.
11. If for some reason you could not activate remote access according to the above instructions, please contact support:
- through filling out an online form (in English)
<https://service.elsevier.com/app/contact/supporthub/sciencedirect/>
 - via online chat (in English)
https://service.elsevier.com/app/chat/chat_launch/supporthub/sciencedirect/
 - through a phone call (in English)
<https://service.elsevier.com/app/phone/supporthub/sciencedirect/>

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