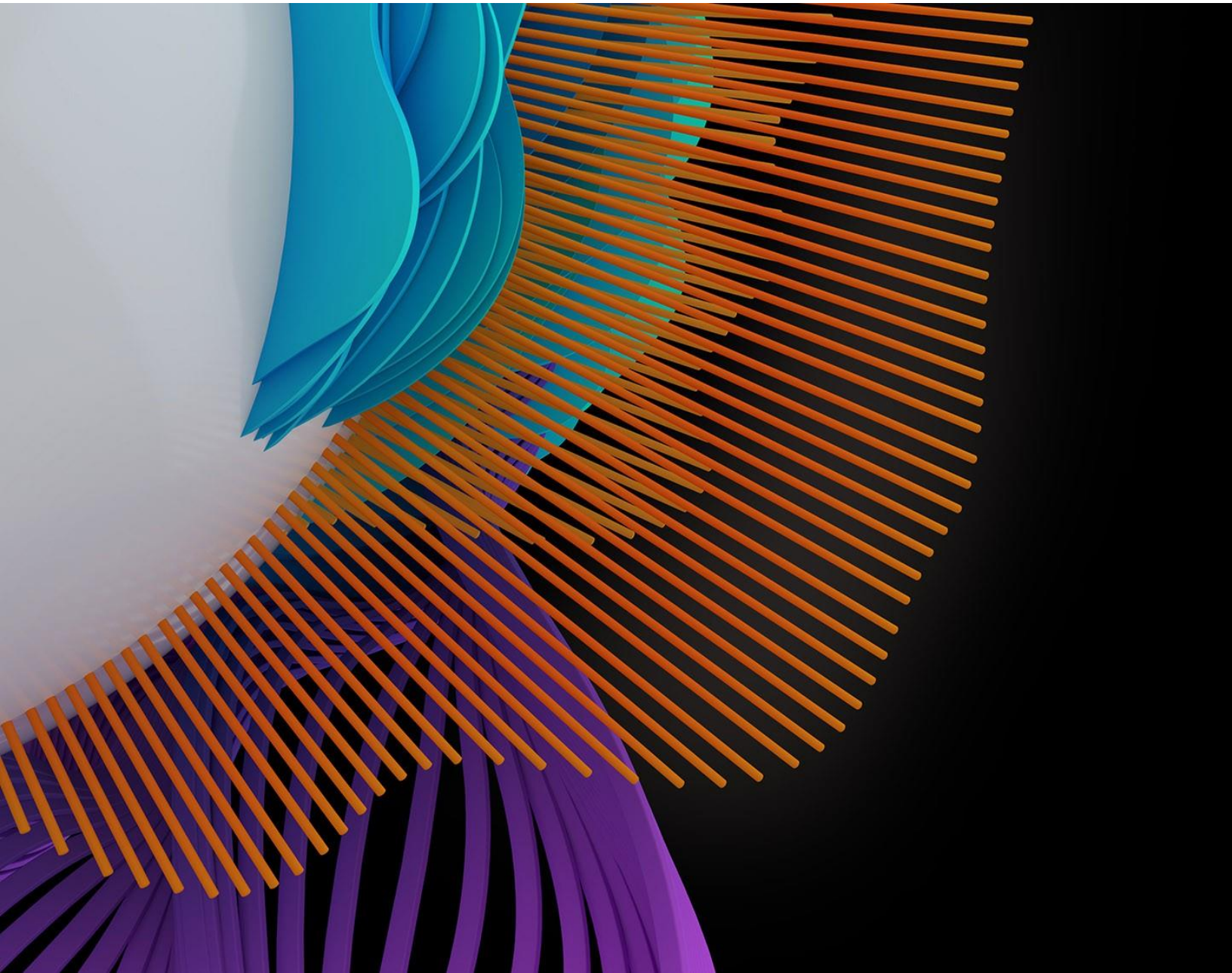


Quick Reference Guide

Web of Science Platform

Account Registration



WEB OF SCIENCE: REGISTER AN EMAIL

With a registration on the *Web of Science* platform users gain access to many useful features that are not available to anonymous users.

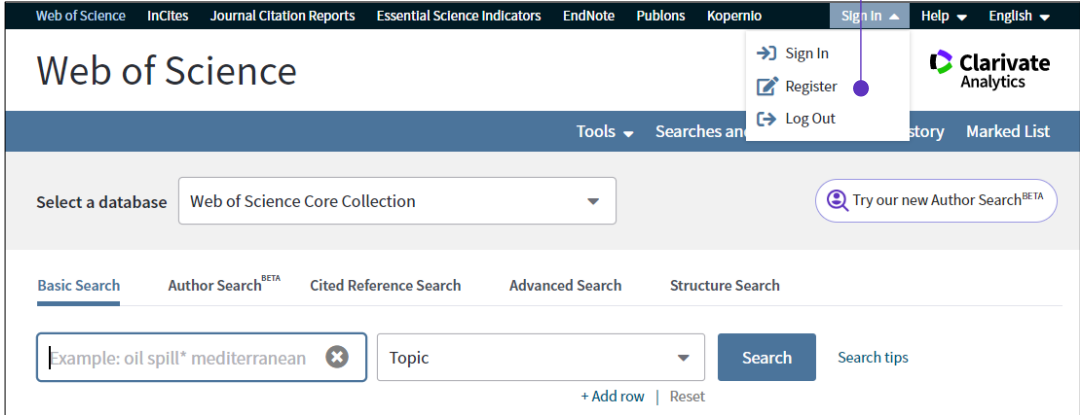
As a registered user, you can take advantage of these convenient features:

- Automatically sign in every time you access *Web of Science*.
- Update your personal information including username and password.
- Personalize Web of Science platform.
- Save Settings and information.
- Set up alerts for searches, citations and journals.
- Save customized lists of publications as Marked Lists.
- Create and maintain custom journal lists that you frequently read. This feature requires a subscription to *Current Contents Connect*.

Use the same username and password to register for *Web of Science*, *EndNote* online and *Publons*. It will connect all the applications

REGISTER AS A NEW USER

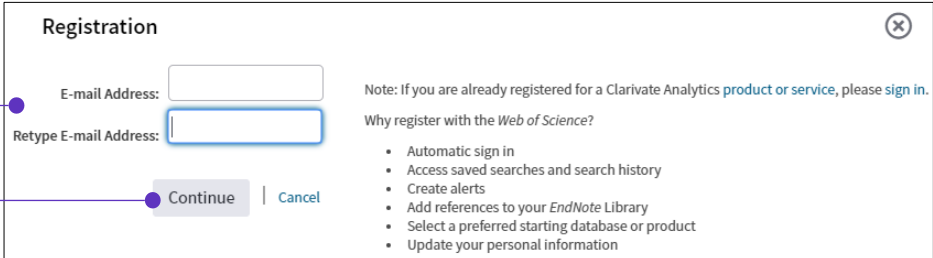
1



The screenshot shows the Web of Science homepage. At the top right, there is a navigation bar with links for 'Web of Science', 'InCites', 'Journal Citation Reports', 'Essential Science Indicators', 'EndNote', 'Publons', and 'Kopernio'. To the right of these links are 'Sign In', 'Help', and 'English'. A dropdown menu is open under 'Sign In', showing options for 'Sign In', 'Register', and 'Log Out'. The 'Register' option is highlighted with a purple circle and a line pointing to the number '1' in a purple circle on the left. Below the navigation bar is the 'Web of Science' logo and a 'Clarivate Analytics' logo. There are tabs for 'Tools', 'Searches and history', and 'Marked List'. A search bar is present with a dropdown menu set to 'Web of Science Core Collection' and a button for 'Try our new Author Search BETA'. Below the search bar are tabs for 'Basic Search', 'Author Search BETA', 'Cited Reference Search', 'Advanced Search', and 'Structure Search'. A search input field contains the text 'Example: oil spill* mediterranean' and a 'Search' button. There are also '+ Add row' and 'Reset' buttons.

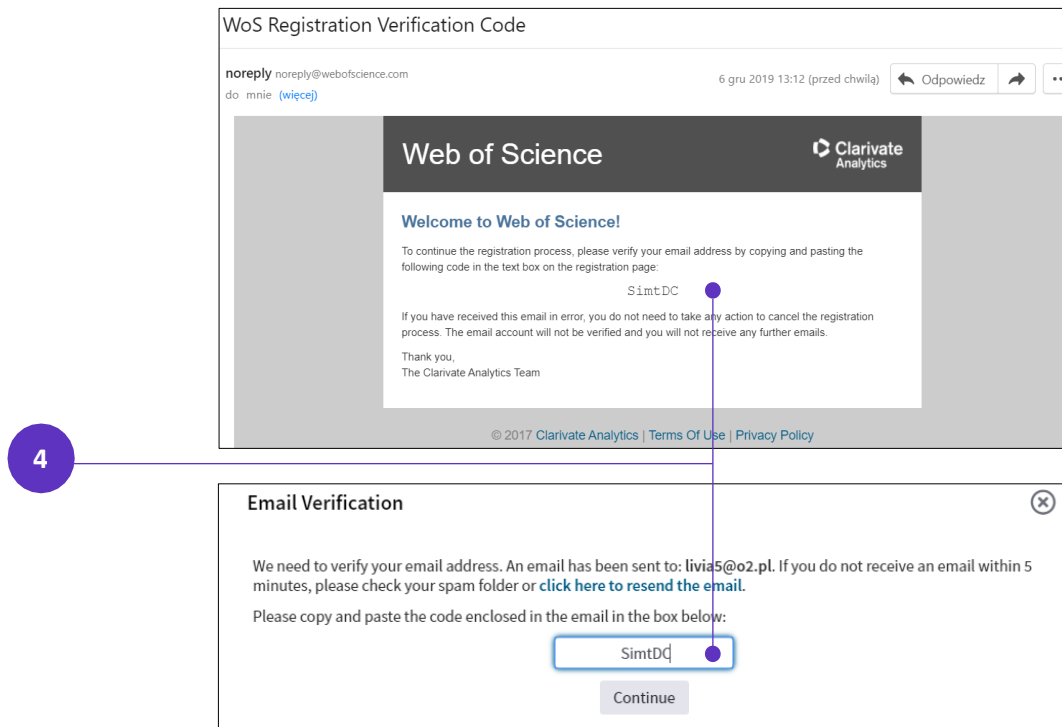
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3

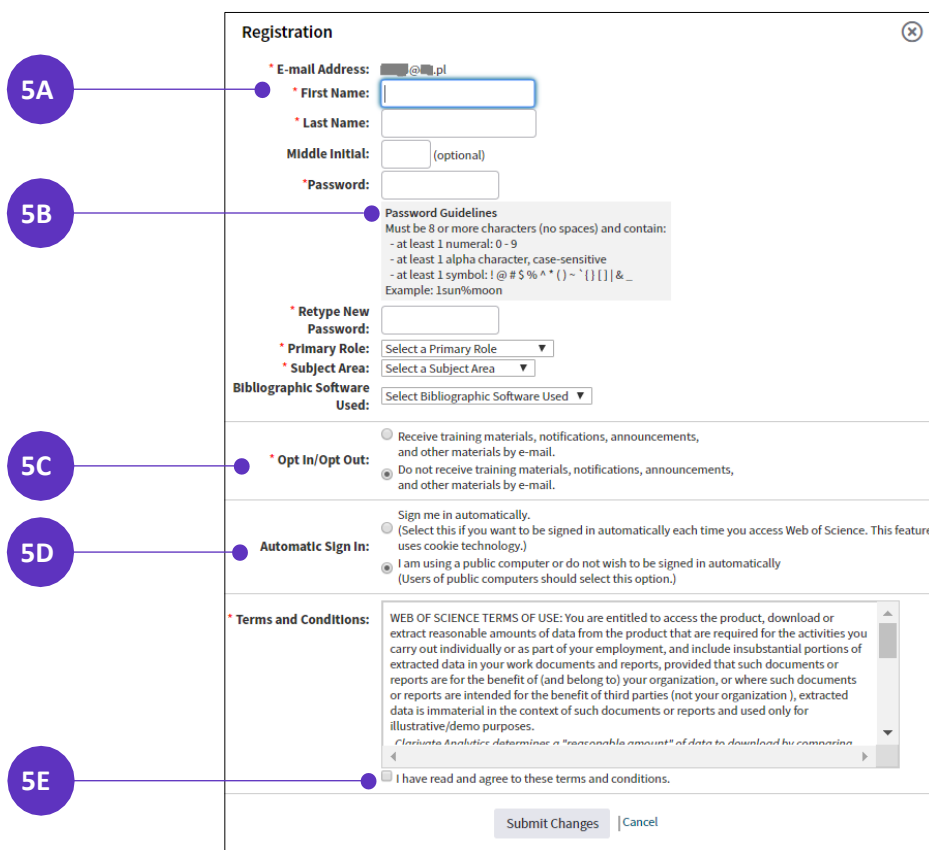


The screenshot shows the 'Registration' form. It has a title 'Registration' and a close button. There are two input fields: 'E-mail Address:' and 'Retype E-mail Address:'. The 'E-mail Address:' field is highlighted with a purple circle and a line pointing to the number '2' in a purple circle on the left. Below the input fields are 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a purple circle and a line pointing to the number '3' in a purple circle on the left. To the right of the input fields is a note: 'Note: If you are already registered for a Clarivate Analytics product or service, please sign in.' Below the note is the heading 'Why register with the Web of Science?' followed by a list of benefits: 'Automatic sign in', 'Access saved searches and search history', 'Create alerts', 'Add references to your EndNote Library', 'Select a preferred starting database or product', and 'Update your personal information'.

1. Click **Register** from the Sign In menu that appear at the top of the page.
2. On the Registration form, enter your e-mail address in the **E-mail Address** and **Retype E-mail Address** fields.
3. Click **Continue**.



4. A verification message will be sent to the email address you entered. That message contains a code that you must copy and paste into the verification box.
5. After your email address has been verified, complete the User Registration form.



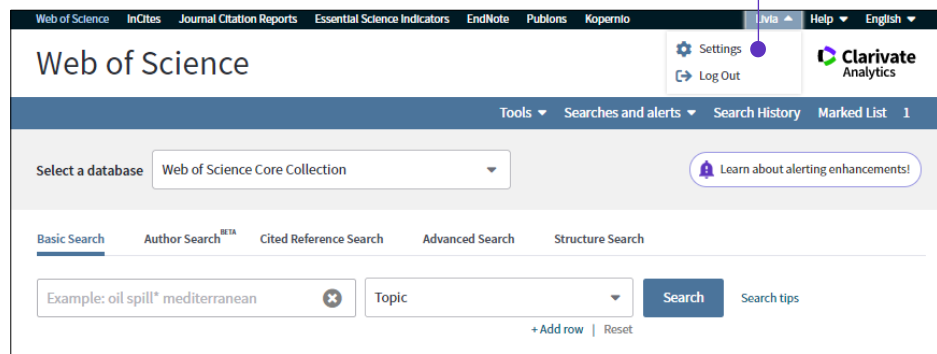
A. Required fields are marked by the asterisk (*) character.

- B. Choose **password** that follows the guidelines.
 - C. Decide if you want to receive training materials, notifications, announcements, and other materials by e-mail.
 - D. Select the option **Sign me in automatically**, if you want to be signed in automatically to your account each time you access *Web of Science*. If you are registering on a public computer, don't select this option.
 - E. Agree to the **Web of Science terms and conditions of use**.
6. Click the **Submit Changes** button to complete the registration process.

All personal information might be changed after registration in the **Settings**.

UPDATE YOUR PERSONAL INFORMATION

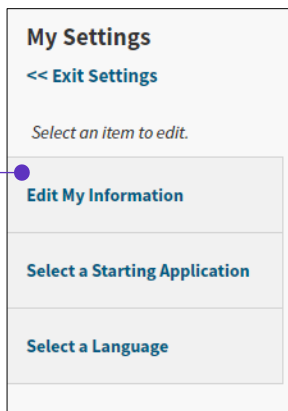
1



Update your contact information (e-mail address, password, and name), change your preference for automatic sign-in.

1. Click on your **name** that appear at the top of the page after you **signed in** into your account and choose the option **Settings**.

2



2.

3. Choose the option **Edit My Information** on the left.

Edit My Information

Use this form to change your sign-in e-mail, password, or name.
 Enter your Current Password.
 Only complete the fields of items you wish to change. Fields with an asterisk are required.
 Click "Submit Changes" or "Cancel" below when done.

3 **Current Password:** (Required to submit changes)

Current E-mail: "klementyna.karlinska-batres@clarivate.com"

New E-mail:

This will be your user ID and used for correspondence.
 Example: johndoe@isinet.com

Retype New E-mail:

New Password:

Password Guidelines
 Must be 8 or more characters (no spaces) and contain:
 - at least 1 numeral: 0 - 9
 - at least 1 alpha character, case-sensitive
 - at least 1 symbol: ! @ # \$ % ^ * () ~ ` { } [] & _
 Example: 1sun%moon

Retype New Password:

* **First Name:**

* **Last Name:**

Middle Initial: (optional)

4. Enter your current password in the **Current Password** field (required to save the changes).
5. Enter the new or corrected information for only those items you want to change.

5 *** Opt In/Opt Out:**

Receive training materials, notifications, announcements, and other materials by e-mail.

Do not receive training materials, notifications, announcements, and other materials by e-mail.

6 **Automatic Sign In**

Sign me in automatically.
 (Select this if you want to be signed in automatically each time you access Web of Science. This feature uses cookie technology.)

I am using a public computer or do not wish to be signed in automatically
 (Users of public computers should select this option.)

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6. If you require, change the **Opt In/Opt Out** preferences regarding the training materials and notifications.
7. If you require, change the **Automatic Sign In** preferences.
8. Click **Submit Changes** or **Cancel**, if don't want to save the changes.

Use the same username and password to register for *Web of Science*, *EndNote* online and *Publons*. The same username and password will connect all the applications.

For more information for the *Web of Science Group* applications see [LibGuides](#).
 For Video Tutorials see the [videos here](#).

Contact our experts today:

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