

# Self-Registration for Nexis Uni™ Users

While Nexis Uni™ can be used in anonymous mode, the self-registration option allows students and other users to create a Nexis Uni account by providing their name and email address. Librarians do not need to set up or manage IDs and Passwords. Why should you encourage users to self-register?

Once users have registered for an account, they can:

- Save searches, documents and notes and share them with other users
- Set up alerts to track new content added to Nexis Uni
- View search history to provide a quick overview of earlier research
- Choose to set one of the discipline pages as their home page.

**1** From the home page, click on the **Sign In | Register** link in the top right corner.

**2** You will be taken to a sign-on page. Click the **Create a profile now** button. A self-registration form will open.

**3** Enter your First name, Last name and Email address in the form fields. Middle name is optional. Click **Submit**.

- 4 From the **Build Personal Profile** tab, set your Language Preference, Display Preference and Time Zone, then click the **Submit and Go To The Next Step** button.
- 5 Create a **User ID**, following the requirements shown. Then create a **New password**, following the security recommendations, and re-type it to **Confirm new password**.
- 6 Select a **Security question** and enter the **Answer** in the form field.
- 7 Enter and confirm your **Email address** in the appropriate form fields.
- 8 Click **Submit** to complete the registration process.
- 9 Use your newly created **User ID** and **Password** to Sign in for the first time.

Once users have self-registered, they can take advantage of the customization features available in Nexis Uni, however they also have the option to use Nexis Uni in anonymous mode, if desired.

**User Self Registration**

1. Enter Registration Information | **2. Build Personal Profile**

**Tips**

Your personal profile gives us the information we need to help y

\*Language Preference  
U.S. English

\*Display Preference  
U.S. English

\*TimeZone  
(GMT-05:00) Eastern Time (US & Canada)

**4** Submit and Go To The Next Step

**User Self Registration**

You must create a new ID. Please follow the guidelines shown below.

**ID**

**5** [Input field]

- ID must contain 8 to 50 characters
- ID must not contain spaces
- ID can contain the following special characters: ! \$ % ' \* ? ^ \_ { } - . @

You must create a new password. Please follow the guidelines shown below.

**New password**

[Input field]

**Confirm new password**

[Input field]

- Must contain 8 to 50 characters with no spaces
- Cannot include your ID or any of your 5 previous passwords
- Must include at least one character from 3 of the following categories:
  1. Uppercase letters (A-Z)
  2. Lowercase letters (a-z)

**Security question**

What is the name of your favorite aunt or uncle? **6**

**Answer**

[Input field]

Please enter the answer to the question above. Your answer must be at least one character long.

**Email address**

**7** [Input field]

e.g., name@company.com

**Confirm email address**

[Input field]

For information on the collection and use of profile information, please see our [privacy policy](#).