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.

Self-registration is a quick, easy process.

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.
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.