Funding Institutional User Registration guide
Contents

IP Access .......................................................................................................................... 2
1. ScienceDirect/Scopus/Scival Users ................................................................................. 2
2. New Users ....................................................................................................................... 3
Remote Access .................................................................................................................. 4
1. Click the Registration URL ............................................................................................ 4
2. ScienceDirect/Scopus/Scival Users ............................................................................... 4
3. New Users ....................................................................................................................... 5
Welcome to Funding Institutional. This simple step-by-step guide will walk you through every step of accessing Funding Institutional within your institution’s IP range (“IP access”).

**IP Access**

*Note:* Make sure that you are within the institution’s IP range when logging in.

To get started with Funding Institutional, go to www.fundinginstitutional.com

- In order to use Funding Institutional, you must first create an Elsevier account by registering. Once registered, you may then log into funding Institutional.
- If you already have an Elsevier account with another product, such as Scopus, you may use the same login credentials to log into Funding Institutional.

1. **ScienceDirect/Scopus/Scival Users**

   1. Login using your existing Scopus, ScienceDirect or Scival Username and Password

   2. If you forgot your Username or Password, click *Forgotten your username or password* to reset your login credentials.
2. New Users

3. Click the Register Now button.

4. Fill in your details and click Register.
Welcome to Funding Institutional. This simple step-by-step guide will walk you through every step of accessing Funding Institutional remotely using the registration link provided to you.

**Remote Access**

1. **Click the Registration URL**

   Registration IDs allow you to associate your Funding Institutional Username with a new organization and thus access features and content to which that organization has access. As a first step, please enter your Registration ID and Registration password below, then click the Validation button.

   **Note:** Registration links are unique and they can only be used once.

   Go to the [https://www.fundinginstitutional.com/registration](https://www.fundinginstitutional.com/registration)

   After filling in the Registration Id and Password, you will be redirected to either Login or User Registration Process.

2. **ScienceDirect/Scopus/Scival Users**

   1. Login using your existing Scopus, ScienceDirect or Scival Username and Password

   2. If you forgot your Username or Password, click [Forgotten your username or password](https://www.fundinginstitutional.com/registration) to reset your login credentials.
3. New Users

3. Click the Register Now button.

4. Fill in your details and click Register.