How to Register with Elsevier Pay-Per-View Prepaid Service

To use the Pay-Per-View prepaid service of Elsevier ScienceDirect, registration is required in advance. Please follow the instructions below.
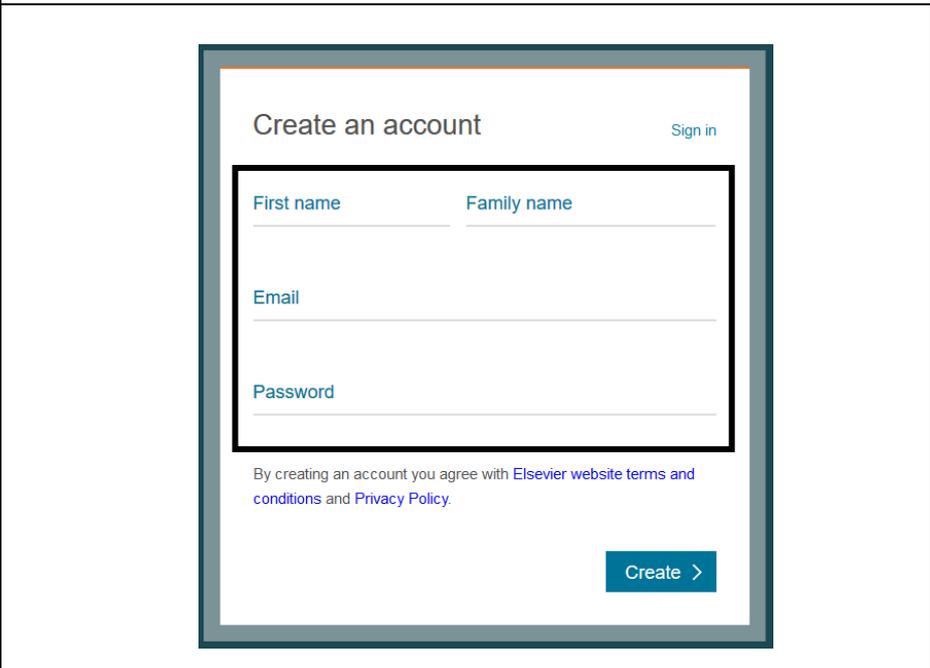
Steps to Take

1. Register with Elsevier's ScienceDirect.
2. Log in to ScienceDirect from the internal network of Osaka University.
3. Submit an application to the Library.

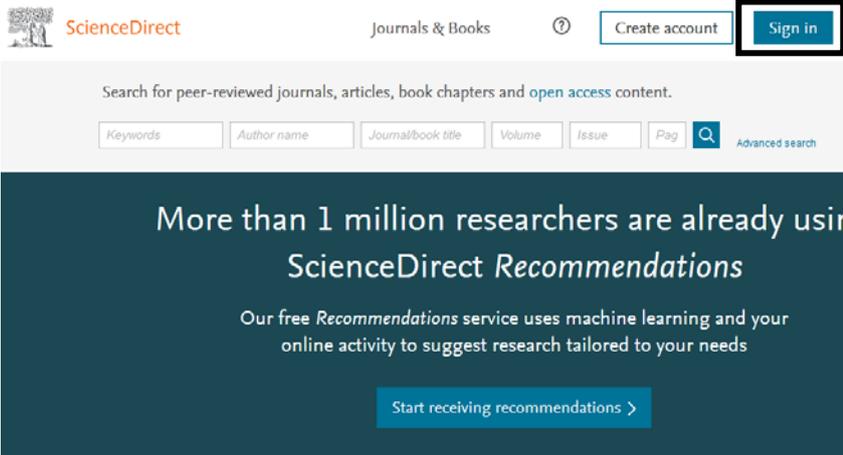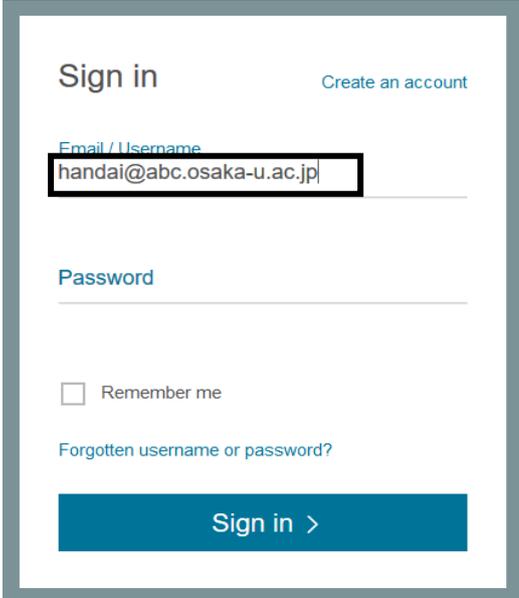# 1. Register with Elsevier's ScienceDirect.

To use the Pay-Per-View prepaid service, you must have a ScienceDirect account <u>registered with the Osaka University domain email address</u>.
If you do not have the above ScienceDirect user account, see Step 1-1. If you already have the above ScienceDirect user account, see Step 1-2.

1-1 How to Create an Account on ScienceDirect Website
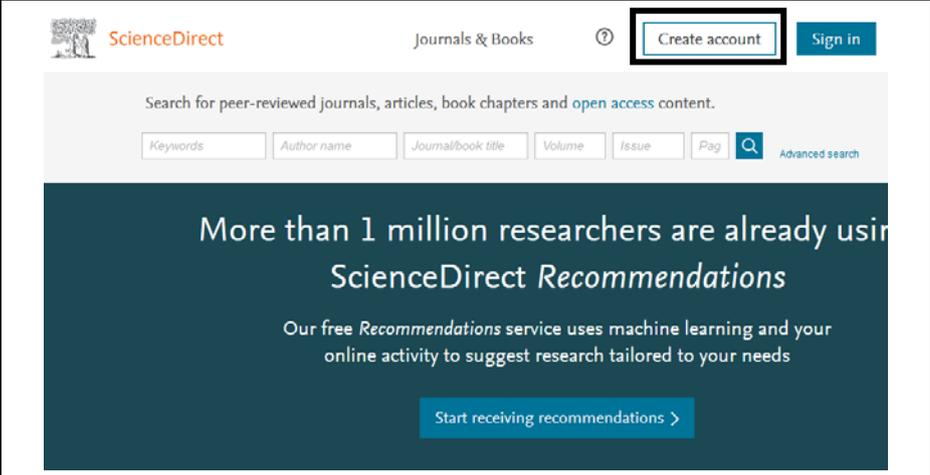
	Access ScienceDirect website, and click "Create account." (https://www.sciencedirect.com/)
	Fill in your first name, family name, email address* and password, then click "Create". * Make sure to use the OU domain (osaka-u.ac.jp) email address.

1-2 How to Check Your Account Information on ScienceDirect

Access Elsevier's website. Click "Sign in" and log in with your registered information.
(https://www.sciencedirect.com/)

Make sure what you put in "Email / Username" field when you log in.

[an email address with the OU domain (osaka-u.ac.jp)]
You can apply for Pay-Per-View Prepaid Service with your existing account.
Please proceed to the next Step.

[an email address other than an OU domain address or a character string that does not consist of an email address]
You cannot apply for Pay-Per-View Prepaid Service with your existing account.
Please see Step 1-1 and create a new account with an OU domain (osaka-u.ac.jp) email address.

2. Log in to ScienceDirect from the internal network of Osaka University.

Only accounts that have logged into ScienceDirect from the internal network of Osaka University in the past can be authorized for PPV use.

3. Submit an application to the Library.

Fill out the form "Application for Elsevier ScienceDirect Pay-Per-View Prepaid Service" and send the original to the following address via *gakunaibin* (on-campus mail).

Address: Electronic Content Section, Main Library (on Toyonaka campus)

The form can be download here: https://www.library.osaka-u.ac.jp/doc/ppv_form_en.pdf
Please check the following points before sending the form.

Items	Point to be checked
Personal ID	It must consist of eight-characters placed in the following order: [one alphabetic character, six-digit number and one alphabetic character]
Email address	The email address registered in ScienceDirect must be provided. It must have the OU domain.
Budget code	Please make sure that the code is provided.
Budget manager's seal	Please make sure that the seal is provided.

The Library will make the settings on receiving the application, and notify the completion of registration by sending a notice to the address on the application.

* Please note that it may take some time before the process is completed.