



## Managing Remote Access and Understanding User Memberships

### The Admin Tool allows you to manage your users' memberships, providing remote access in a few easy steps.

Adding a group membership using the Admin Tool, will give a user remote access to ScienceDirect and/or Scopus. Anyone who registers for ScienceDirect or Scopus or who logs in to ScienceDirect or Scopus within the boundaries of your campus or institution (as defined by IP access) will gain a temporary or visitor membership to your institution. This will not allow them to access ScienceDirect or Scopus away from the campus or from home.

Administrators can manage the memberships for their account via the Admin Tool (<https://admintool.elsevier.com>).

#### Working with groups and assigning memberships:

1. How to assign a membership for a user?  
By adding a user to a Group they will automatically get a membership to that Group that will then allow them remote access to ScienceDirect and/or Scopus. You can find this field on the Edit User Profile page.

**User's Group Membership Dates** (\*=Required fields)  
**Note:** Dates can be left blank to indicate no restriction.

**Add a New Group Membership**

Select a Group: [ select ] \*  
Remote Access: Yes ⓘ  
Admin Tool Created: Begin: [ ] End: [ ]

Save Cancel

2. How to remove remote access for a user?  
Removing all Group memberships will remove remote access rights for that user. This option is available on the Edit User Profile page.

**User's Group Membership Dates** ⓘ (\*=Required fields)  
**Note:** Dates can be left blank to indicate no restriction.

**Physics Department Membership** [Remove this Membership](#)  
**Note:** This user has remote access to this group.

Admin Tool Created: Begin: [ ] End: [ ]  
(dd-mon-yyyy) (dd-mon-yyyy)

Save Cancel

3. How to delete a user from your institution?  
Remove all memberships that the user has to all groups within your institution to delete this user from your institution's user list. This will also end that user's remote access rights from your institution to ScienceDirect and/or Scopus. Repeat the same steps as above but for every membership

**Note:** If you have removed a user from your institution's user list they may still reappear in the user list as Online Registered if they have access to ScienceDirect and/or Scopus via your institution's IP.

### Identifying remote access rights for a user.

There are user types that automatically provide remote access. If your user has one or more of these user type memberships, and if the date range of the user type is still active, the user will have remote access rights. If the user has remote access this is indicated within the User profile.

**User's Group Membership Dates** ⓘ  
**Note:** Dates can be left blank to indicate no restriction.

**Chemistry Membership**  
**Note:** This user has remote access to this group.

Admin Tool Created:	Begin:	01-Jan-2000	End:	31-Dec-2099
Customer Service Created:	Begin:	01-Jan-2000	End:	31-Dec-2099
! Online Registered:	Begin:	01-Jan-2000	End:	31-Jan-2005

**Physics Membership**  
**Note:** This user has remote access to this group.

Admin Tool Created:	Begin:	01-Jan-2000	End:	31-Dec-2099
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### User Types:

**Admin Tool Created:** If you as an administrator have created this username via the Admin Tool or added a membership for this user, they will automatically have remote access.

**Customer Service Created:** This user type indicates that an E-helpdesk staff member created this username or added the membership to this group, automatically providing remote access by doing so. The only way to remove remote access is to remove the membership.

**Athens/Shibboleth:** By definition these types of user memberships provide remote access.

**Registration ID:** If a user is provided with a registration ID for creating a username and password this automatically

gives the user remote access. Adding an expiry date to the group membership will automatically shut-off the remote access by that designated date.

There is also a user type that does not provide remote access. This user type means that the user has a temporary or visitor membership:

**Online registered:** If a user registers online within the IP range of the institution they will be designated as Online registered. This will give them a temporary or visitor membership that will automatically expire after 6 months if they do not log in again. Only if they are assigned a membership to a group via the Admin Tool, will they have remote access to ScienceDirect and/or Scopus and will gain a permanent membership.

For further information please visit the Admin Tool Info Site [www.info.admintool.elsevier.com](http://www.info.admintool.elsevier.com)

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