# Registration

How to register and access IHS subscription products



The Source for Critical Information and Insight™

## **Account Login**

On the **Account Login** screen, enter your company issued Login name and Password. This is the Login name and Password your company was given when an IHS subscription product was first purchased by your company.

*Note:* Users that log in through an automatic link from their desktop or an Intranet, bypass the Account Login screen and are presented with the User Login process.

(	Account Login
	Use this login to access products from the Engineering Division including: IHS Standards Expert, HAYSTACK®, 4DOnline Parts Universe, CatalogXpress®, Fasteners eCatalog, AV-DATA®, and more.
	Account Login name:
	Account Password:
	Submit Reset

# **User Login**

The User Login screen displays if you have not registered yet, your cookie has been deleted, or your cookie is not present because you are logging in from a machine other than the one you initially used to register.

User Login	
Account: Account ID: Session:	IHS Employees test 1010101010 
Based on account se If required, we were address. If optional, you are s Please <b>enter your e</b> If you are a <b>New Us</b>	tings, your <b>"User"</b> Login information is either required or optional. unable to detect who you are and need to identify you through your email eeing this page at your own request to be identified as a registered user. <b>mail address</b> below and hit submit. <b>er (please Register.)</b>
Email Addres	s:
Email Addres	s: @ihs.com

#### Not Registered

If you **HAVE NOT** registered, click on the blue **Register** link to enter your profile information.

## Registered

If you **HAVE** registered, but your cookies have been deleted or you are logging in from a different machine, simply enter your **email address** and click **Submit**. The IHS ERC Main Menu displays and you can select a product to which you subscribe.

## Incorrect Email Address

If you enter your email address incorrectly on the **User Login** screen, you are prompted to contact IHS Customer Support. This can also mean that you have never registered and your email address is not found in the IHS system. If you have note registered, please click on the blue register link to register as a new user.

## **New Registration**

If you clicked on the **Register** link on the *User Login* screen, you are prompted to create a User Profile on the **User Registration** screen. You only have to enter this information once. Once you have submitted your information, a cookie is created. This allows the system to recognize and register you when you login to keep track of your information for you, such as lists and purchases.

#### Important Notes:

- To store your profile information, you must have cookies enabled on your system.
- (2) IHS does not sell or rent online user information to other companies and you will not receive unwanted spam as a result of completing this registration form.

On the User **Registration** screen, simply enter your First Name, Last Name, Email Address, and a Password. Re-enter the password, and then click **Submit**.

# **New Registration (continued)**

If you would like to receive **product update and support information notifications** or **information about other IHS products and services**, simply click in the check box and further information will be sent to you.

# **Already Registered?**

If you have already registered, click on the **>>Already registered? Log in** ... link on the User Registration page, enter your email address on the *User Login* page, and then click **Submit**.

your email address wil protect your profile inform these services. This will n this account currently sub:	ake a moment to complete this one-time "user" registration. Note that <b>be your username</b> . The email address/password will only be used to lation. You will continue to use your company login or portal to access ot change the way in which you currently access the products for which scribes.
This information is conside	red confidential. For details, please review the IHS Privacy Policy.
» Already registered?	Log in
Create your User Profil	e:
First Name:	
Last Name:	
Email Address:	
Email Address: Password:	
Email Address: Password: Re-Enter Password:	
Email Address: Password: Re-Enter Password: I would like to receive:	
Email Address: Password: Re-Enter Password: I would like to receive: I product update and su	upport information notifications

## Main Menu

Once you have successfully logged into the IHS product offerings, you may select a product such as IHS Standards Expert from the Main Menu or you may directly enter a preselected IHS product, bypassing the Main Menu. Products to which you do not subscribe are listed in the right-hand column. If you are interested in more information on these products, visit us at <u>www.ihs.com</u> or contact your IHS Sales Representative.

When you are finished using one of your IHS subscription products, you can log out or you can click on the **Main Menu** link in the application to return to the product list menu and select another product to which you subscribe.

## Login as a Different User

If you are sharing a machine or Account Login and want to login as a different user, click on the **Login as a different user** link on the Main Menu screen.

Main Menu		
Welcome, Sunny [User ID: 7646] → Login as a different user → Update your profile → Subscriber Logout	Account: Account ID: Session: Your IP:	IHS Employees test 1010101010 861283903 10.10.1.101
Select a product from your current subscription:	Other Applica	tions and Products
> <u>IHS Standards Expert</u> > <u>CatalogXpress</u> > ESDU	You may increase your productivity with help from the IHS products/services suite, including:	
<ul> <li>Parts Universe</li> <li>PUMA</li> <li>BOM Optimizer</li> </ul>	• Reference Lin	king Maintenance Tool
<u>Lomer</u> <u>4DOnline Comet</u>		

### **Change Your Password**

If you would like to change your unique user password:

- Click on the Update your profile link on the Main Menu screen, enter your current password, and then click Submit.
- On the User Registration screen, enter your new password, re-enter it, and then click Submit.
   Important Note: Even though you are able to update both your Username and your Password, the system will continue

to use your email address as your Username. It is not necessary to click on the Click to use Email as Username link.

# **Register from IHS Standards Expert**

If you reach the IHS Standards Expert application and you have not registered, you have the opportunity to do so by clicking on the **Register** link on the **Search** tab, and then following the procedures outlined in the *New Registration* section of this Tip Sheet.

arch	*	
nent Number or Organization:		
ples: ISO 9001, ISO, 9001, or M ord(s) or Text:	MIL-DTL-17 Tips	Register on IHS Standards Expert to make your searches easier.
nples: valves, gate valves, or "g	ate valves" Tips	
itles 🔽 Abstracts 🗔 All Docum	ent Text	Easily access your <u>Favorite</u> <u>Documents</u> , and save notes. <u>Watch Lists</u> of documents to help
ost Recent Revision		manage standards that are critical to you.
ctive Status		<ul> <li><u>Set Alerts</u> to inform you of changes</li> </ul>
v Subscription		<ul> <li>Access Recently Viewed Documents.</li> </ul>
avorites		from any page.
		Already registered? Log-In



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