

Panduan Akses Scopus dari Luar Kampus

Tentang panduan ini

Scopus dapat diakses langsung ketika perangkat terhubung ke jaringan internet IPB University. Dari luar kampus, akses memerlukan akun Elsevier yang terhubung dengan IPB University.

Pendaftaran akun cukup dilakukan **satu kali**. Untuk kunjungan berikutnya, Anda hanya perlu masuk menggunakan email dan kata sandi yang telah didaftarkan.

Yang perlu disiapkan

- 1 Alamat email institusi berakhiran @apps.ipb.ac.id
- 2 Akses ke kotak masuk email tersebut untuk menerima kode verifikasi
- 3 Peramban web pada komputer atau ponsel

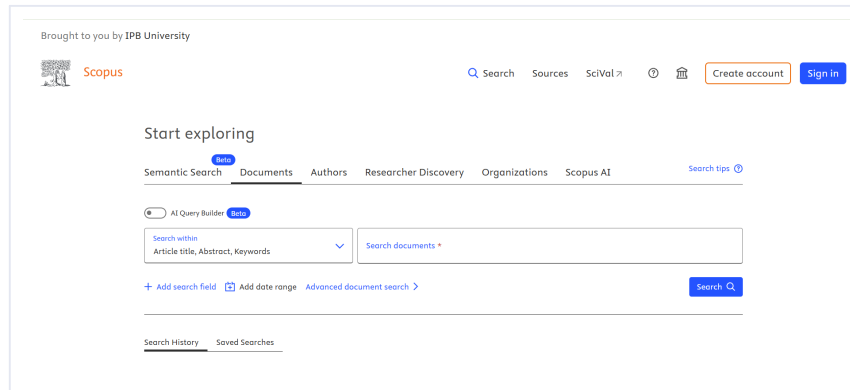
Kode verifikasi hanya berlaku 15 menit. Pastikan Anda dapat membuka kotak masuk email sebelum memulai proses pendaftaran.

Langkah Pendaftaran Akun

1

Buka situs Scopus

Kunjungi **www.scopus.com** melalui peramban, lalu klik tombol **Create account** di pojok kanan atas.

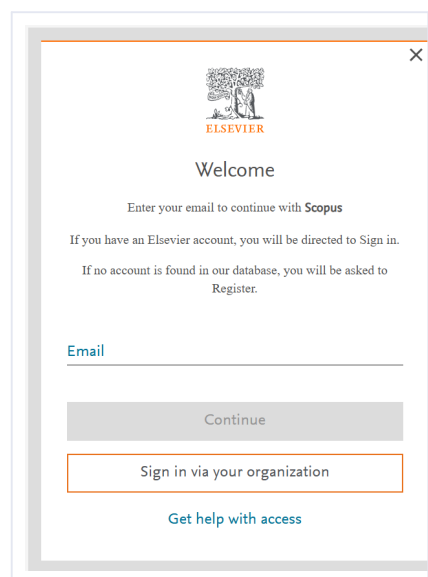


Halaman muka Scopus. Tombol Create account berada di kanan atas.

2

Pilih Sign in via your organization

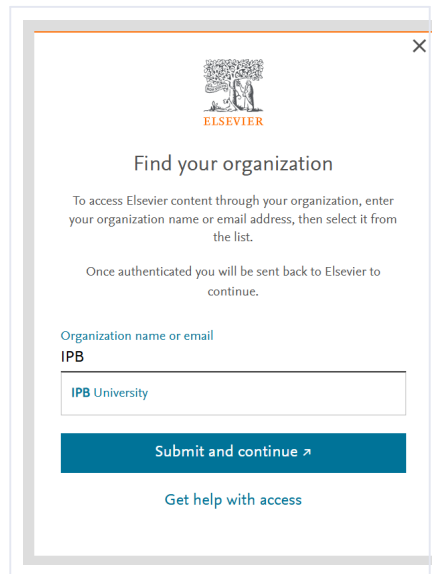
Pada jendela **Welcome** yang muncul, jangan mengisi kolom email. Klik tombol **Sign in via your organization** di bagian bawah.



3

Cari institusi

Ketik **IPB** pada kolom Organization name or email, pilih **IPB University** dari daftar yang muncul, lalu klik **Submit and continue**.

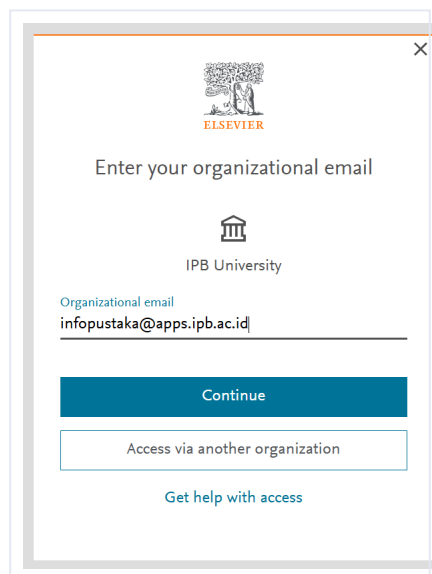


The dialog box features the Elsevier logo at the top. Below it, the title 'Find your organization' is centered. A paragraph explains that users can access Elsevier content through their organization by entering the organization name or email address and selecting it from a list. Another paragraph states that after authentication, users will be sent back to Elsevier to continue. A text input field labeled 'Organization name or email' contains the text 'IPB'. Below the input field is a blue button labeled 'Submit and continue' with an external link icon. At the bottom, there is a link that says 'Get help with access'.

4

Masukkan email institusi

Isi kolom Organizational email dengan alamat email Anda yang berakhiran **@apps.ipb.ac.id**, lalu klik **Continue**.

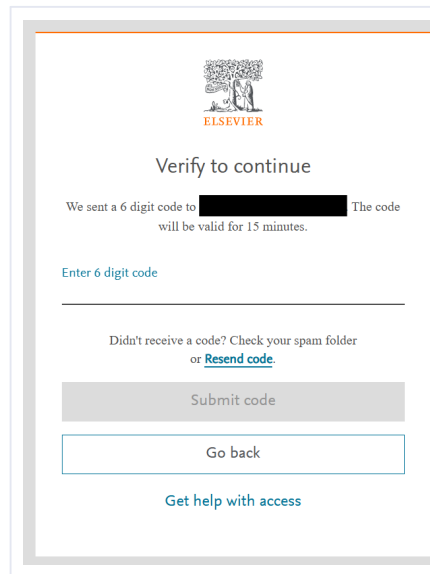


The dialog box features the Elsevier logo at the top. Below it, the title 'Enter your organizational email' is centered. A small icon of a classical building is shown above the text 'IPB University'. A text input field labeled 'Organizational email' contains the text 'infopustaka@apps.ipb.ac.id'. Below the input field is a blue button labeled 'Continue'. At the bottom, there is a link that says 'Get help with access'.

5

Terima kode verifikasi

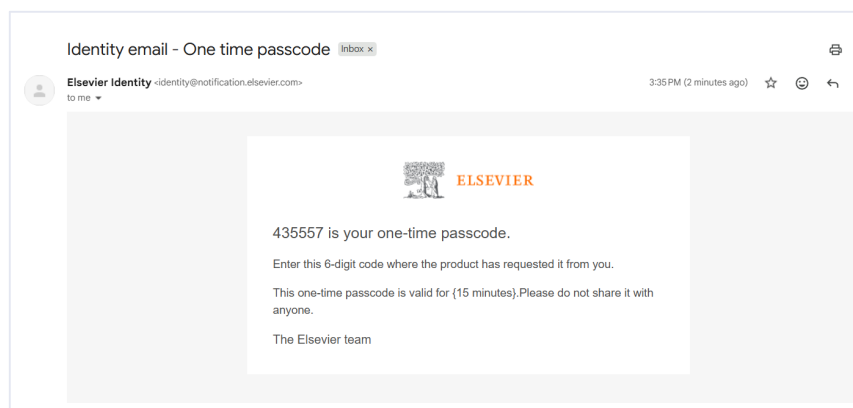
Elsevier mengirim **kode 6 digit** ke email tersebut. Kode berlaku selama 15 menit. Biarkan halaman ini terbuka.

A screenshot of the Elsevier verification page. At the top is the Elsevier logo. Below it, the text "Verify to continue" is centered. A message states: "We sent a 6 digit code to [redacted] The code will be valid for 15 minutes." Below this is a label "Enter 6 digit code" followed by a text input field. Further down, a message says: "Didn't receive a code? Check your spam folder or [Resend code](#)." Below this are two buttons: "Submit code" (grey) and "Go back" (white with blue border). At the bottom is a link: "Get help with access".

6

Buka email dan salin kode

Periksa kotak masuk email Anda. Cari pesan dari **Elsevier Identity** dengan subjek One time passcode. Salin kode 6 digit di dalamnya, lalu masukkan ke halaman Scopus dan klik **Submit code**. Bila tidak ditemukan, periksa folder spam.

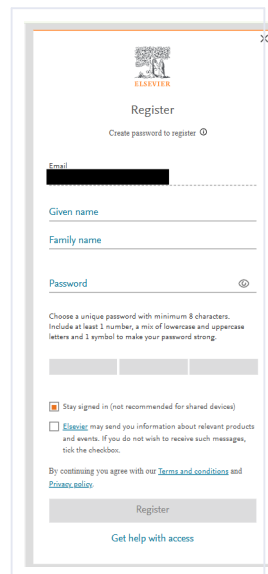


Contoh email berisi kode. Jangan bagikan kode ini kepada siapa pun.

7

Lengkapi formulir pendaftaran

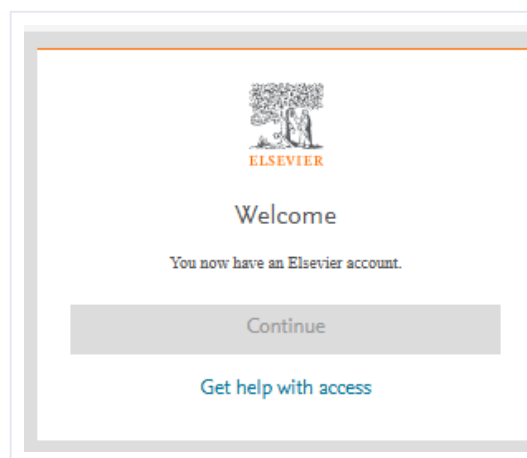
Isi **Given name** (nama depan), **Family name** (nama belakang), dan **Password**. Kata sandi minimal 8 karakter, memuat sedikitnya 1 angka, kombinasi huruf besar dan kecil, serta 1 simbol. Klik **Register**.

A screenshot of the Elsevier registration form. At the top is the Elsevier logo. Below it is the title 'Register' and a link 'Create password to register'. The form contains input fields for 'Email', 'Given name', 'Family name', and 'Password'. The 'Password' field has a strength indicator. Below the fields is a checkbox for 'Stay signed in (not recommended for shared devices)' and a checkbox for 'Elsevier may send you information about relevant products and events'. At the bottom, there is a 'Register' button and a link 'Get help with access'.

8

Pendaftaran selesai

Muncul pesan You now have an Elsevier account. Klik **Continue** untuk mulai menggunakan Scopus.

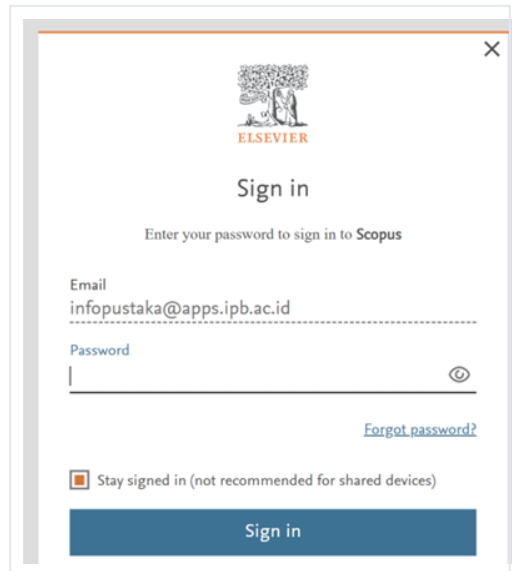
A screenshot of the Elsevier welcome screen. At the top is the Elsevier logo. Below it is the title 'Welcome' and the message 'You now have an Elsevier account.' There is a large 'Continue' button and a link 'Get help with access' at the bottom.

Kunjungan Berikutnya

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Masuk dengan akun yang sudah dibuat

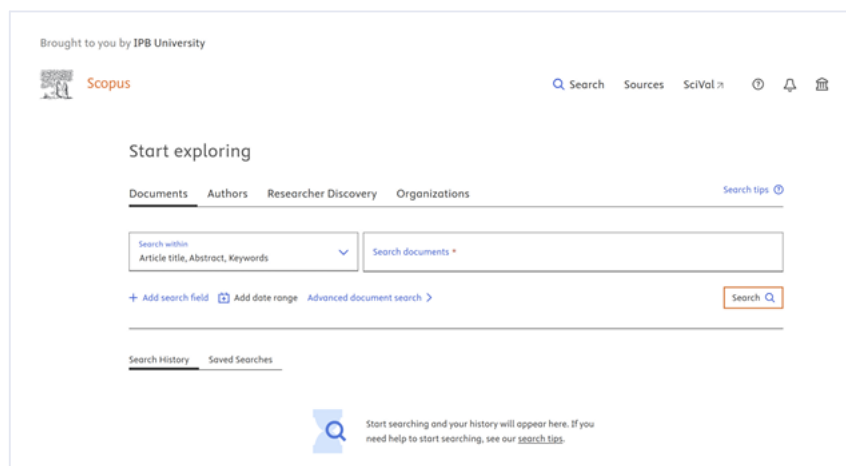
Buka Scopus, klik **Sign in**, lalu masukkan email dan kata sandi yang telah Anda daftarkan. Anda tidak perlu mengulang proses pendaftaran.

A screenshot of the Scopus 'Sign in' form. At the top is the Elsevier logo. Below it, the text 'Sign in' and 'Enter your password to sign in to Scopus' are displayed. There are two input fields: 'Email' with the value 'infopustaka@apps.ipb.ac.id' and 'Password' which is empty. To the right of the password field is an eye icon. Below the password field is a link 'Forgot password?'. At the bottom, there is a checkbox labeled 'Stay signed in (not recommended for shared devices)' and a blue 'Sign in' button.

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Pastikan sudah masuk

Login berhasil ditandai munculnya **inisial akun** pada lingkaran gelap di pojok kanan atas, serta keterangan Brought to you by IPB University di bagian atas halaman.

A screenshot of the Scopus homepage after a successful login. At the top left, it says 'Brought to you by IPB University' with the IPB logo. The Scopus logo is also present. On the top right, there are links for 'Search', 'Sources', 'SciVal', and a dark circle containing the user's initials. The main content area has a 'Start exploring' section with tabs for 'Documents', 'Authors', 'Researcher Discovery', and 'Organizations'. Below this is a search bar with a dropdown menu set to 'Search within Article title, Abstract, Keywords' and a 'Search documents' input field. There are also links for 'Add search field', 'Add date range', and 'Advanced document search'. A 'Search' button with a magnifying glass icon is on the right. At the bottom, there are links for 'Search History' and 'Saved Searches', and a message: 'Start searching and your history will appear here. If you need help to start searching, see our search tips.'

Bila Mengalami Kendala

Hubungi pustakawan Perpustakaan Sekolah Bisnis IPB University pada jam layanan, Senin sampai Jumat pukul 08.00–16.30 WIB, melalui telepon **(0251) 8826 300** atau email **library-sb@apps.ipb.ac.id**.

Kode verifikasi dan kata sandi bersifat pribadi. Jangan membagikannya kepada siapa pun, termasuk kepada pihak yang mengatasnamakan perpustakaan.