

## Working procedure

### Remote access

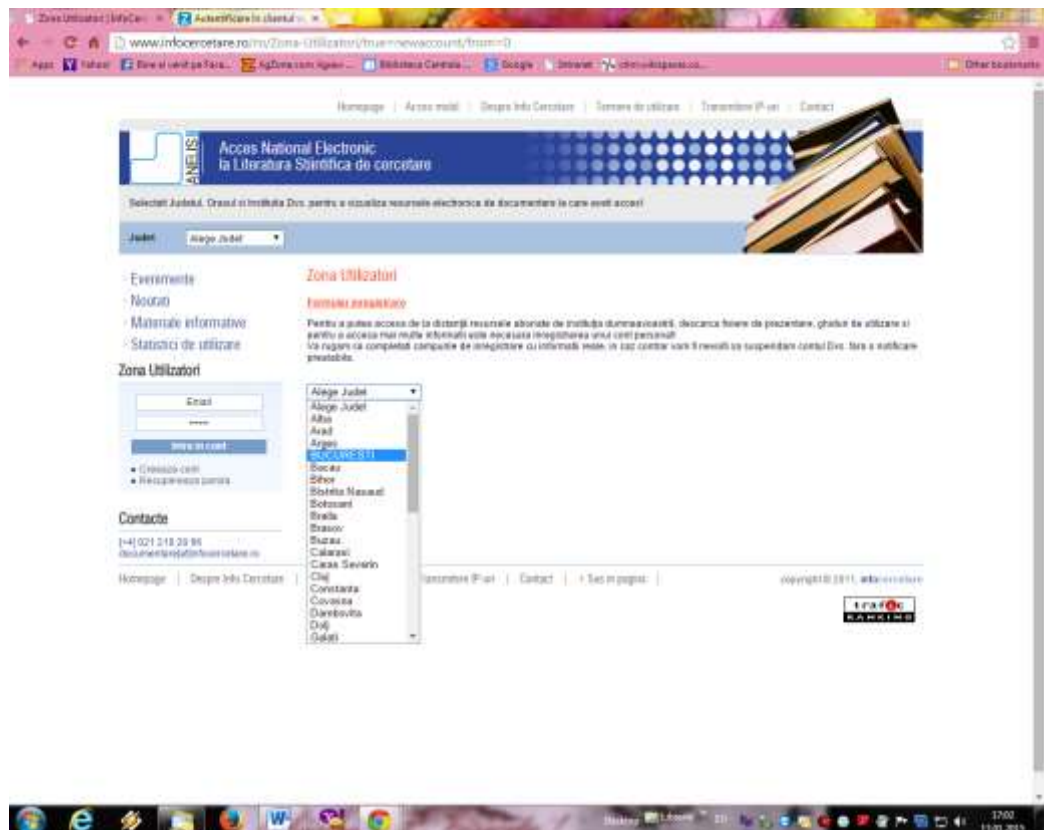
of electronic resources subscribed by the Romanian-American University

(ProQuest, ScienceDirect, Oxford Journals)

The scientific databases subscribed by the Romanian-American University, through the ANELIS PLUS Consortium, offer the access to the scientific and research literature in different fields of knowledge. The databases provide access to full- text articles and can be consulted on campus but also from distance, by using the personal account which has to be created on INFOCERCETARE portal, based on the institutional e-mail address.

### Personal account creation

1. Access the INFOCERCETARE portal at <http://www.infocercetare.ro/ro/Home/>
2. Access the *Creează cont* section which in the left column of the screen, in *Zona Utilizatori* area.
3. In the central area of the screen you must initiate the procedure of filling-in the online registration form:
  - a. Alege județ – select București



**b. Alege localitate – select București (again)**



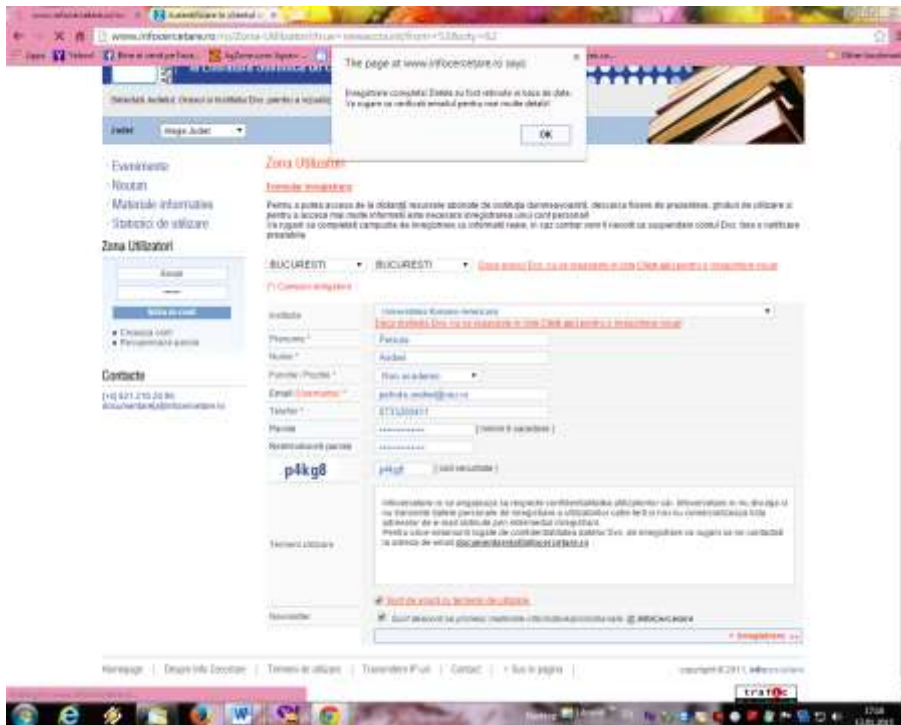
**c. Instituție – you have to select from the list Universitatea Româno-Americană (almost the last position in the list)**



**4. All the fields of the form must be filled-in:**

- a. Prenume (name)
- b. Nume (surname)
- c. Funcție/Poziție – Position
  - Bibliotecar (Librarian)
  - Cercetător (Researcher)
  - Doctorand (PhD student)
  - Personal didactic (Teaching staff)
  - Student/Masterand (Student)

- Non academic
- d. Email (username) – the address must be an institutional one [username@rau.ro](mailto:username@rau.ro) or [username@student.rau.ro](mailto:username@student.rau.ro) or [username@profesor.rau.ro](mailto:username@profesor.rau.ro)
  - e. Telefon (phone)
  - f. Parola (password)
  - g. Reintroduceți parola (password again)
  - h. Cod securitate (Security code)
5. Check the box saying *Sunt de acord cu termenii de utilizare – I agree with the terms of use*
  6. Click on **Înregistrare**
  7. The system displays a message in a box: **Vă rugăm să vă verificați emailul pentru mai multe detalii.** OK (Please check your email account for more details)
  8. Click on OK.



9. Check your e-mail institutional account ([user@student.rau.ro](mailto:user@student.rau.ro)). You will find a message from INFOCERCETARE with the form containing your data. You are asked to confirm the code in order to validate your new INFOCERCETARE account. Attention! Check the message in your inbox and if it is not there, look for it in Spam or Junk e-mail folders.
10. Click on the validation code. The system will immediately switch to the INFOCERCETARE webpage.
11. In *Zona utilizatori* section, enter your e-mail institutional address and the password defined in the registration form.

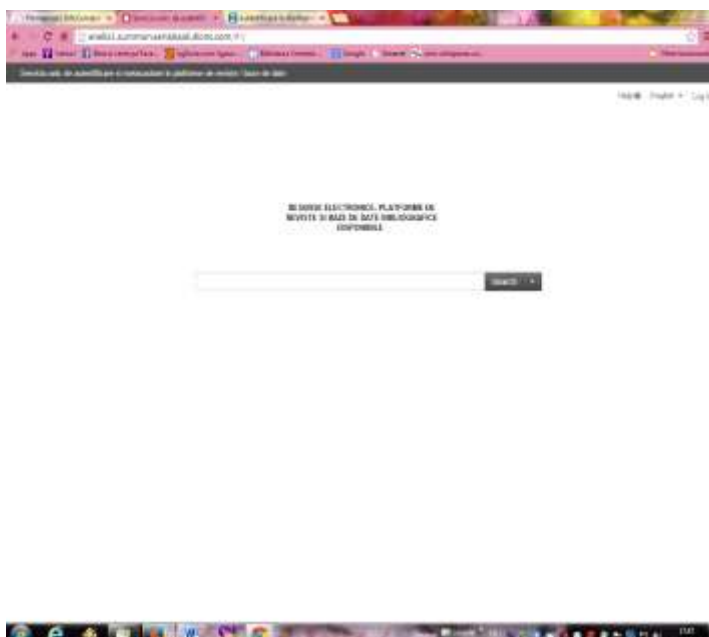
## Mobile Access

Every time you want to consult the scientific databases from home or from other locations outside the campus, you will access the INFOCERCETARE portal and will fill in the e-mail address and the password in *Zona utilizatori* area.

- After the 2 fields are completed, the system will display your name in the left column of the screen.



- Click on *Acces mobil* red section in the center area of the display.
- You can enter the search term in the displayed box.



Or you can click on *Resurse electronice, Platforme de reviste și baze de date bibliografice disponibile* section, and the system will display the list of the available resources within ANELIS PLUS. The users of the Romania-American University have access only to the subscribed databases:

*Proquest, Science Direct, Oxford Journals*

Click on one of these 3 resources and you will access the Search interface of the subscribed product.

