

## **Welcome to USP Academic Connection**

As a member of your academic community, you have been granted complimentary access to one or several **US Pharmacopeia** publications.

### **How to Get Started:**

#### 1. How do students and faculty gain access to USP Publications?

Create a personal USP Access Point account using your institution email by <u>clicking here</u>. Please note that account sharing across multiple users is <u>strictly prohibited</u> and usage patterns that demonstrate this may result in account termination.

# 2. I'm having trouble navigating Access Point, is there a tutorial? Yes, click here.

3. The Access Point registration page is asking for "subscription key". What do I enter?

Leave this blank. USP Academic Connection subscriptions do not require a subscription key.

#### 4. What are the password guidelines for an Access Point account?

Please use the following guidelines for creating your Access Point account password:

- Must not include part of your name or username.
- Must not include a common word or commonly used sequence of characters.
- Must be at least 8 characters long and include at least one of each of the following:
  - Uppercase (A-Z) and lowercase (a-z) letters. Passwords are case sensitive.
  - Numbers(0-9)
- Symbols (!, #, \$, etc.) are optional but recommended

#### 5. What do I do if I've forgotten or need to reset my password?

The "Forgot password?" link on the login page allows you to reset your password. To reset your password:

- Enter the email address you used in creating the USP account.
- Select "I'm not a robot" checkbox in reCAPTCHA and then take the verification challenge.
- After completing the prompt, an activation link will be sent to your registered email. Click on this link to reset your password.
- Using the password guidelines, enter your new password.
- After the confirmation message displays on the page, click "Continue" to be re-directed to the login page.

#### 6. I am unable to login, what do I do?

Web browsers save old information. This can be fixed by clearing the browser's cache and cookies, restarting the browser, and signing in again.

#### 7. My account is locked, what do I do?

After 5 incorrect password entries, your account will be locked. Use the "Forgot password" link to reset your password. After a successful password reset, your account will be unlocked. If you're still unable to login after clearing your cache and resetting your password, please contact <a href="mailto:support@usp.org">support@usp.org</a>.