Renewing X-Risk/TERRA Authentication Tokens

This guide provides step-by-step instructions for renewing Elsevier authentication tokens for the **[YOUR ORGANISATION]** X-Risk/TERRA website. Elsevier authentication tokens have an expiry date so it's important to obtain new authentication tokens well in advance of the existing tokens expiring to ensure the X-Risk/TERRA website continues to work as intended.

Step 1: Obtain new authentication tokens from Elsevier

- Go to Elsevier data service contact page:
  https://service.elsevier.com/app/contact/supporthub/dataasaservice/

- Select **Product** as: Scopus Data

- Enter **Subject** as: Renewing Scopus Authentication Tokens

- Enter **Your question** as:

  Dear Elsevier,

  I am contacting you from **[YOUR ORGANISATION]**. We currently use Scopus authentication tokens in our TERRA website to batch download large numbers of academic paper abstracts from the Scopus database system. However these tokens are due to expire soon so we would like to obtain new authentication tokens to allow us to continue batch downloading abstracts from the Scopus database.

  Our unique reference number is **[YOUR ELSEVIER REFERENCE NUMBER]** and our current insttoken is: **[YOUR ELSEVIER INSTTOKEN]**

  Yours sincerely,

  [Your name]

- Complete **Your contact details** section with your **[YOUR ORGANISATION]** contact details, ie. use yourname@**[YOURDOMAIN.COM]** email address; using your **[YOURDOMAIN.COM]** email address helps Elsevier validate the legitimacy of your request.

Step 2: Enter new tokens into X-Risk/TERRA

- To enter new authentication tokens into the X-Risk/TERRA webserver, you must use the weblink automatically generated by the X-Risk/TERRA sysadmin webserver – this link will be included in all notification emails sent by the sysadmin system. Click on the link in the body of the email and follow the onscreen instructions provided to enter the new Elsevier authentication tokens.

- *NOTE*: Weblinks have an associated expiry date after which the link will not work. If the weblink you received via email has expired for any reason, go to **[https://YOURDOMAIN.COM/sysadmin]** and enter the admin email address that is registered to receive X-Risk/TERRA notifications. For reasons of security, this admin email address is not included in this document.