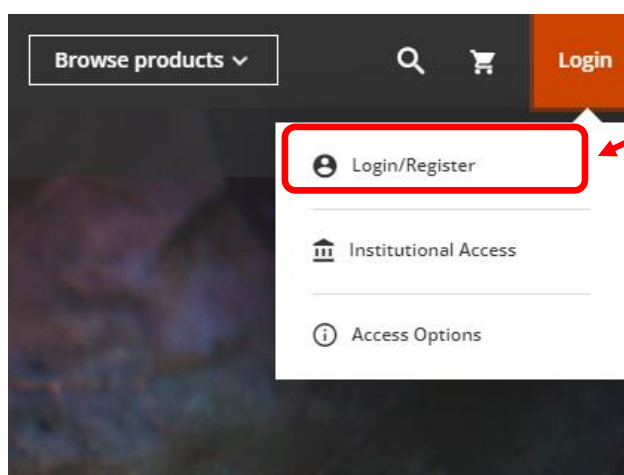# Username and Password step-by-step guide to the login process for the Horizon Scanning Tool (premium version) and PRA Tool

This guide is for users provided with a CABI username and password for either or both the Horizon Scanning Tool and PRA Tool.
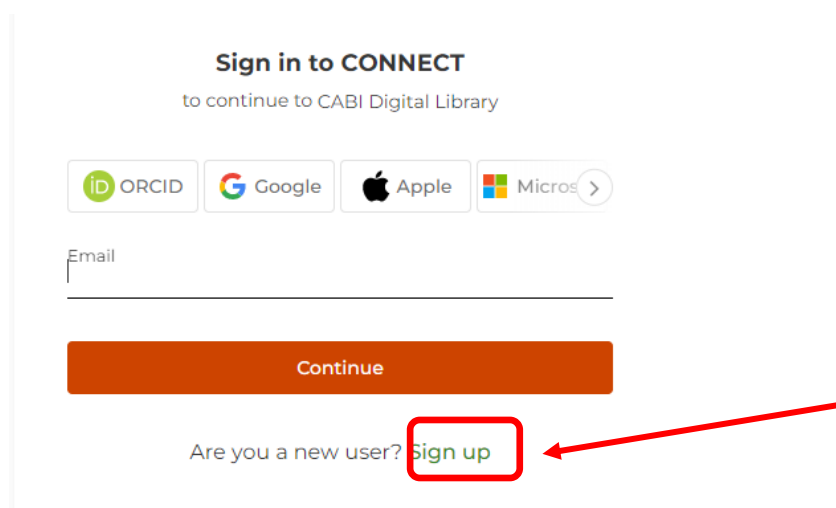
STEP 1: Set up an account on CABI Digital Library
STEP 2: Redeem a CABI Digital Library voucher to access the CABI Compendium datasheets
STEP 3: Sign into the Horizon Scanning Tool using the CABI username and password
STEP 4: Sign into the PRA Tool using the CABI username and password
STEP 5: Create a personal My CABI account to save your PRAs (PRA Tool only)

STEP 1: Set up an account on CABI Digital Library

1. Please visit CABI Compendium and click 'Login' > 'Login/Register':

2. Click the green 'Sign Up' link at the bottom of the screen:

3. Enter your name, email address and set your own password:

Sign up to CONNECT
to continue to CABI Digital Library

[iD ORCID] [G Google] [Apple] [Micros >]
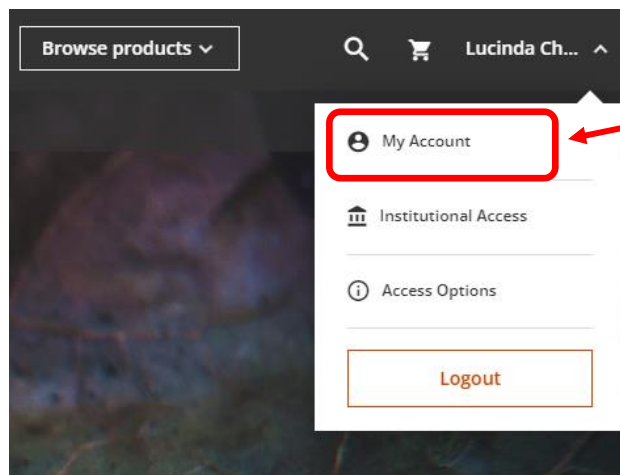
Name

Email

Set Password 👁

Continue

A verification code will be sent to your email

4. You will then receive a verification code to the email you registered. Please check your spam on junk folders. Enter this short code (6 numbers) to verify your account. You will then be signed into your new account on CABI Digital Library.

STEP 2: Redeem a CABI Digital Library voucher

5. Go to 'My Account' and select the option to redeem a voucher:

Browse products ⌄   🔍 🛒   Lucinda Ch... ⌃

● My Account

🏛 Institutional Access

ⓘ Access Options

Logout

6. Enter the long CABI Digital Library voucher token you have been provided with (20 characters) in the Claim Number box and click Submit.

My Account

Personal Details

Access Entitlements

Redeem Voucher

Alerts

My Projects

Saved Searches

Redeem Voucher

Access tokens allow you to activate and access content online. If you have been issued an access token, please enter it here and click "Submit"
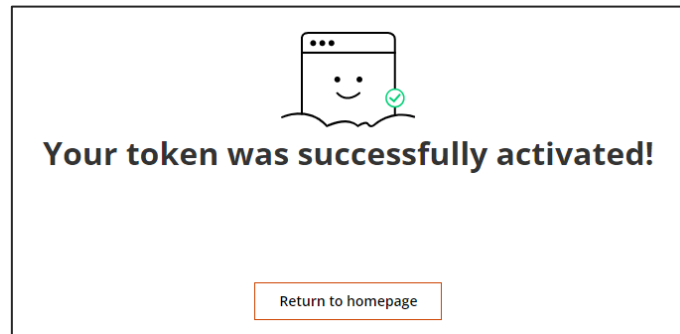
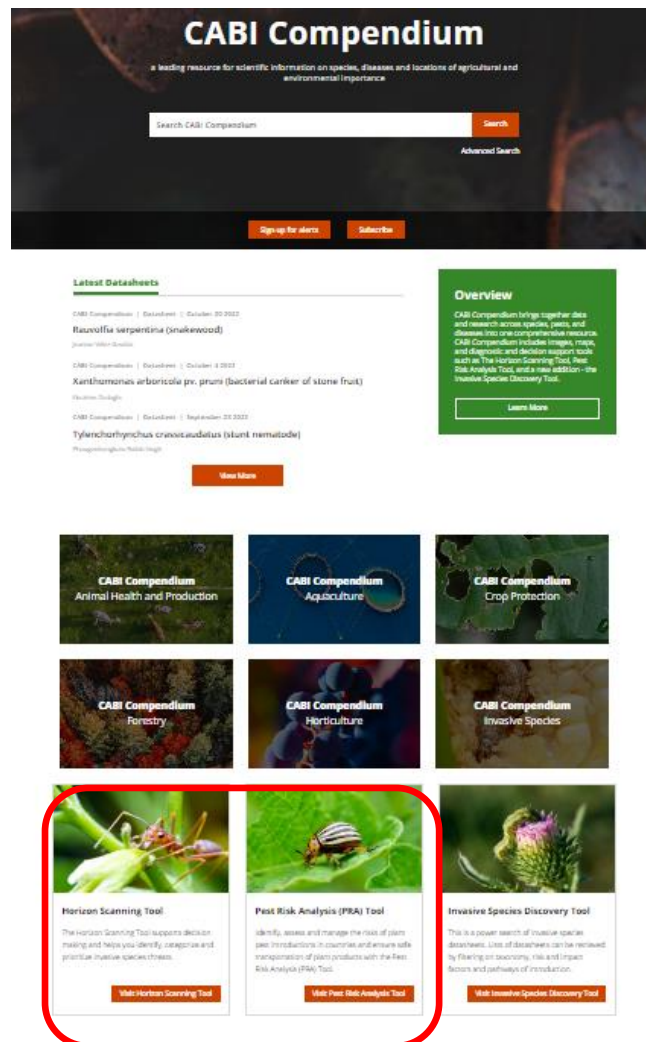Please enter your claim number.

Claim Number

ENTER VOUCHER HERE   **Submit**

7. You should receive the below message to confirm the voucher has been redeemed successfully. Click the link to 'Return to homepage' to view the CABI content.
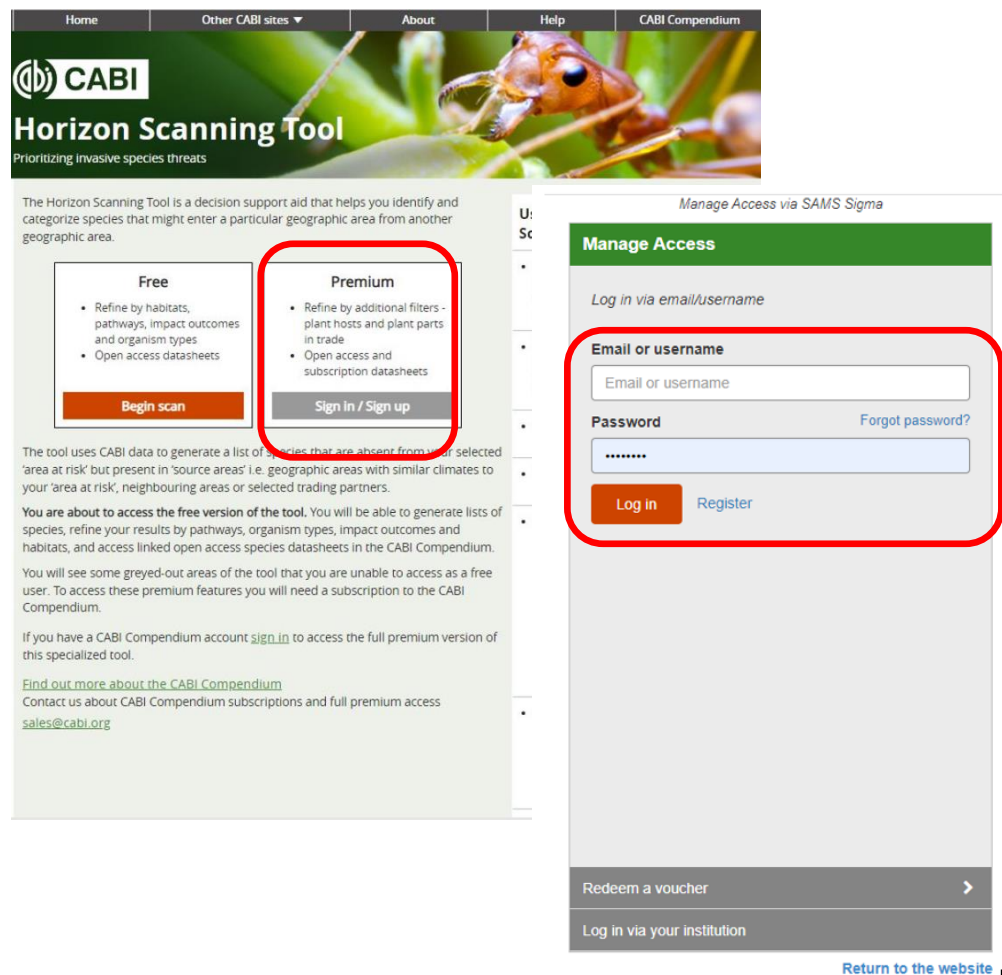

You can now access the full set of datasheets from the CABI Compendium product page as well as the open access CABI content in the Digital Library.

STEP 3: Sign in to the Horizon Scanning Tool

8. To enter the Horizon Scanning Tool click on the link at the bottom of the CABI Compendium product page (you can also go to the tool directly at www.cabi.org/HorizonScanningTool).

9. Select the Premium version (for full access to datasheets and filters) by clicking on the grey 'Sign in box' and now enter the CABI username and password you have been given in the Manage Access box and select 'Login'.

You are now ready to start using the Horizon Scanning Tool.

STEP 4: Sign in to the PRA Tool

10. To enter the PRA Tool, click on the link at the bottom of the CABI Compendium product page (you can also go to the tool directly at www.cabi.org/PRA-Tool).

11. Click on the 'Sign in' button and now enter the CABI username and password you have been given in the Manage Access box and select 'Login'.

STEP 5: Register for a 'My CABI' account to use the PRA Tool

12. You will need to register for your personal My CABI account the first time you enter the PRA Tool because this is where your PRAs are stored. Please use your email address as the username and your chosen password, then click 'Create account'.

Check this box to use email as username. Enter your own password (minimum 10 characters)

These details should be unique to you, please do not use the Sigma username and password provided by CABI for this account

13. Next, sign in to My CABI with your email and the password you have just registered.

14. Click 'Submit' and you will see the PRA Tool 'Terms and conditions'. There are two tick boxes at the bottom of the page. Click 'Save'.

You are now on the PRA Tool home page!

From here you can start a new PRA in your 'My Personal View', open PRAs that have been created by your team if you have been invited to join other colleagues, or explore the PRA Tool Help page for further guidance.

A CABI PRA username and password is usually provided for short-term trials or training workshops. If you are eligible for continuing access, this can be set up for IP recognition for your office or by voucher issued by CABI which enables you to set your own username and password to register to use CABI products. Your 'My CABI', with any PRAs you have saved, remains with you whichever access type you use.

Please contact PRA@cabi.org if you require further assistance.