



My EBSCOhost Account Help Sheet

My EBSCOhost allows you to save items you find in EBSCOhost to a personal folder. You can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. The items you save to your My EBSCOhost folder remain in your folder until you remove them.

Creating a My EBSCOhost Account

1. Click the **Sign In to My EBSCOhost** link. EBSCOhost displays the **Sign In** screen.

The screenshot shows the 'Sign In to My EBSCOhost' page. At the top, there are navigation links: Keyword, Subjects, Publications, Images, More, Sign In to My EBSCOhost, Ask-A-Librarian, New Features!, and Help. Below the navigation is the EBSCO logo and a 'Back' link. A green banner contains three links: 'I'm a new user' (circled in red), 'I forgot my password', and 'I forgot my user name and password'. On the right of the banner is a link for 'Create a Charge Back Account'. The main content area has a 'User Name' field, a 'Password' field, and a 'Login' button. There is a checkbox for 'Load Preferences from My EBSCOhost' and an 'Update My Account' button. To the right, there is a text block explaining the benefits of a personalized account, such as saving preferences, organizing research with folders, and creating email alerts. At the bottom, there are links for 'Top of Page', 'EBSCO Support Site', 'Privacy Policy', 'Terms of Use', and 'Copyright', along with a copyright notice for EBSCO Industries, Inc.

2. Click the **I'm a New User** link. EBSCOhost displays the **Create a New Account** screen with **Personal Account** entered in the **Account Type** field.

The screenshot shows the 'Create a new account' page. At the top, there are navigation links: 'I'm a new user' (circled in red), 'I forgot my password', and 'I forgot my user name and password'. On the right of the banner is a link for 'Create a Charge Back Account'. The main content area has a form with the following fields: 'Account Type' (set to 'Personal Account' with a 'More Info' link), 'First Name', 'Last Name', 'E-mail Address', 'User Name' (with a note: 'This is the user name you will use to sign in to My EBSCOhost.'), 'Password' (with a note: 'Five-character minimum, no spaces'), 'Retype Password', 'Secret Question' (a dropdown menu set to '[Select One]'), and 'Secret Answer'. At the bottom, there is a 'Note: Please remember your account information for future reference.' and two buttons: 'Submit' (circled in red) and 'Cancel'.

3. Complete the fields on the **Create a New Account** screen and then click **Submit**. If all the information is accepted, EBSCOhost displays a message informing you that your account has been created.



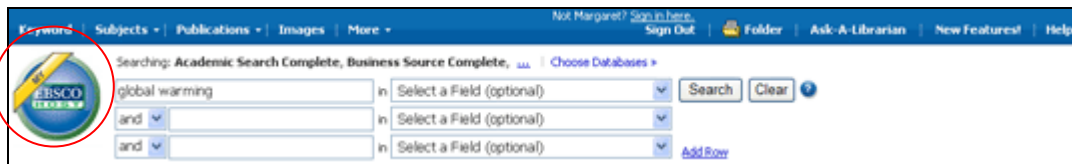
4. Click **Continue** to complete the account creation and log in to your My EBSCOhost account.

Notes:

- Due to EBSCO Publishing's privacy policy, we are unable to obtain and give out user ID and password information. You should record your user name and password immediately after you create it.
- Your personal account (My EBSCOhost) can be used across interfaces. If you have set up an account on EBSCOhost, the same account can be used on the *Business Searching Interface*.

Logging in to Your My EBSCOhost Account

1. Click the **Sign In to My EBSCOhost** link. EBSCOhost displays the **Sign In** screen.
2. Enter your User Name and Password in the **User Name** and **Password** text boxes, and then click **Login**.
3. Confirm that you are logged in to your account by viewing the **My** banner displayed across the top left corner of the page and your first name above the **Sign Out** link.





Modifying My EBSCOhost Account User Information

You might need to change some of the information stored with your account (such as your password) or you might want to delete your account. Use **Update My Account** to make these changes.

1. Click **Sign In to My EBSCOhost** at the top of the EBSCOhost home page. **Note:** If you are already signed in to your account, you need to sign out to modify your account.
2. Type your user name and password in the **User Name** and **Password** boxes, and then click **Update My Account**.

The screenshot shows the EBSCOhost Sign In page. At the top, there are navigation links: Keyword, Subjects, Publications, Images, More, Sign In to My EBSCOhost, Ask-A-Librarian, New Features, and Help. Below the navigation is the EBSCOhost logo and the text "Sign In to My EBSCOhost" with a "Back" link. There are three links: "I'm a new user", "I forgot my password", and "I forgot my user name and password", along with a "Create a Charge Back Account" link. The main form has a "User Name" field with "kimy" entered and a "Password" field with "*****" entered. There is a "Login" button and a checkbox for "Load Preferences from My EBSCOhost". Below the password field, there is a link "To update your account, enter your user name and password above and click Update My Account." and a red circle around the "Update My Account" button. To the right, there is a section titled "Sign in to access your personalized My EBSCOhost account. To create a new, free My EBSCOhost account, click on the 'I'm a new user' link above." followed by a list of benefits: Save preferences, Organize your research with folders, Share your folders with others, View others' folders, Retrieve search history, Create email alerts and/or RSS feeds, and Gain access to your saved research remotely. At the bottom, there are links for "Top of Page", "EBSCO Support Site", "Privacy Policy", "Terms of Use", and "Copyright", and a copyright notice for EBSCO Industries, Inc. All rights reserved. There is also a logo for "EBSCO Publishing Green Initiatives".

3. Use the options on the page to update your account - such as change your password. **Note:** You cannot change your **User Name**.

The screenshot shows the "Create a new account" page. At the top, there are links: "I'm a new user", "I forgot my password", "I forgot my user name and password", and "Create a Charge Back Account". Below the links is the text "Create a new account". The form has several fields: "Account Type" set to "Personal Account" with a "More Info" link; "First Name" field with "Kim" entered; "Last Name" field; "E-mail Address" field; "User Name" field with "kimy" entered; "Password" field with a note "Five-character minimum, no spaces"; "Retype Password" field; "Secret Question" dropdown menu with "Favorite Pet's name?" selected; and "Secret Answer" field with "Sam" entered. At the bottom, there is a "Note: Please remember your account information for future reference." and "Submit" and "Cancel" buttons.

4. Click **Submit** to save your changes.