



# My EBSCOhost Account Set-Up

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.

2. Click the **Create a new Account** link. EBSCOhost displays the **Create a New Account** screen with **Personal Account** entered in the **Account Type** field.

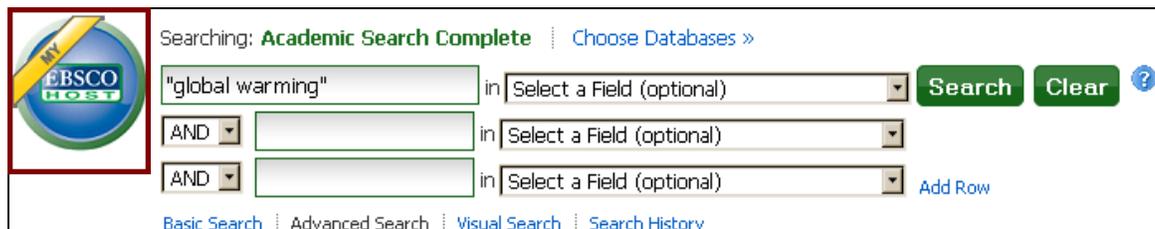
3. Complete the fields on the **Create a New Account** screen and then click **Submit**. If all the information is accepted, EBSCOhost displays a message informing you that your account has been created.

## Logging in to Your My EBSCOhost Account

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

Enter your User Name and Password in the **User Name** and **Password** text boxes, and then click **Login**.

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.



The screenshot shows the EBSCOhost search interface. At the top left, there is a circular banner with a yellow ribbon that says "MY EBSCOHOST". The search bar contains the text "global warming" and "in Select a Field (optional)". There are "Search" and "Clear" buttons. Below the search bar, there are three rows of "AND" dropdown menus and "in Select a Field (optional)" dropdown menus. At the bottom, there are links for "Basic Search", "Advanced Search", "Visual Search", and "Search History".

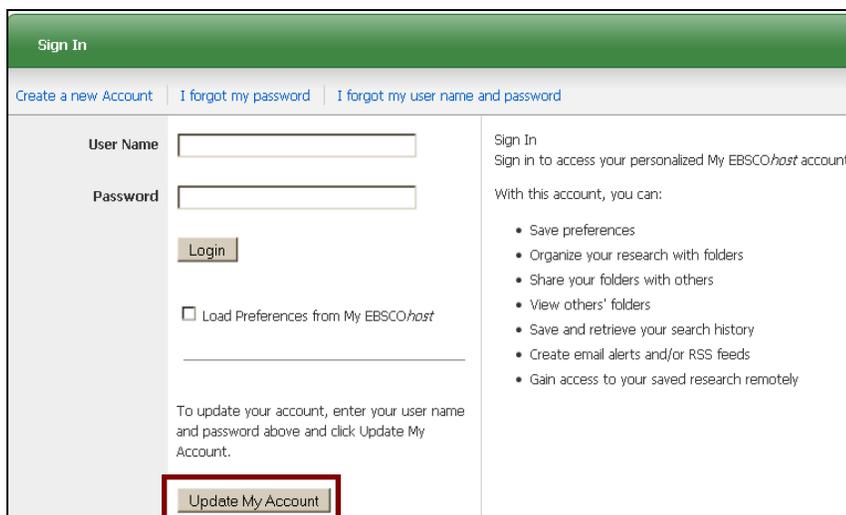
## Modifying My EBSCOhost Account User Information

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.

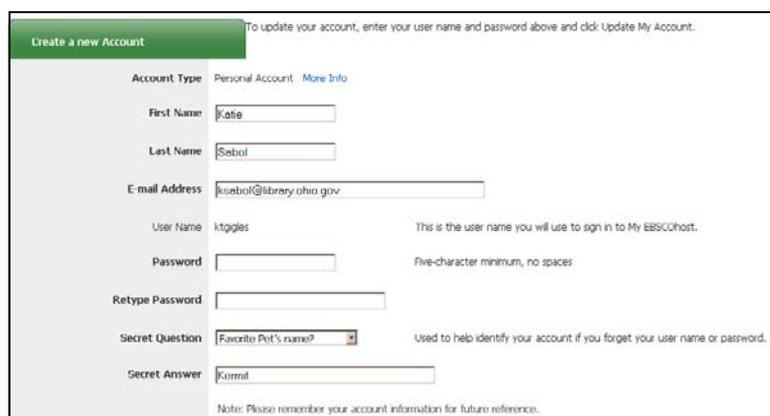
**Note:** If you are already signed in to your account, you need to sign out to modify your account.

2. Type your user name and password in the **User Name** and **Password** boxes, and then click **Update My Account**.



The screenshot shows the "Sign In" page. At the top, there is a green header with "Sign In". Below it, there are links for "Create a new Account", "I forgot my password", and "I forgot my user name and password". The main form has "User Name" and "Password" text boxes, a "Login" button, and a checkbox for "Load Preferences from My EBSCOhost". Below the form, there is a link for "Update My Account" which is highlighted with a red box. To the right, there is a section titled "Sign In" with a description and a list of features: "Save preferences", "Organize your research with folders", "Share your folders with others", "View others' folders", "Save and retrieve your search history", "Create email alerts and/or RSS feeds", and "Gain access to your saved research remotely".

3. After editing your information, click **Submit** to save your changes.



The screenshot shows the "Update My Account" form. At the top, there is a green header with "Create a new Account" and a note: "To update your account, enter your user name and password above and click Update My Account." The form has several fields: "Account Type" (Personal Account), "First Name" (Katie), "Last Name" (Sebol), "E-mail Address" (ksebol@library.ohio.gov), "User Name" (ktgiles), "Password" (Five-character minimum, no spaces), "Retype Password", "Secret Question" (Favorite Pet's name?), and "Secret Answer" (Kornel). There is also a "More Info" link and a note at the bottom: "Note: Please remember your account information for future reference."