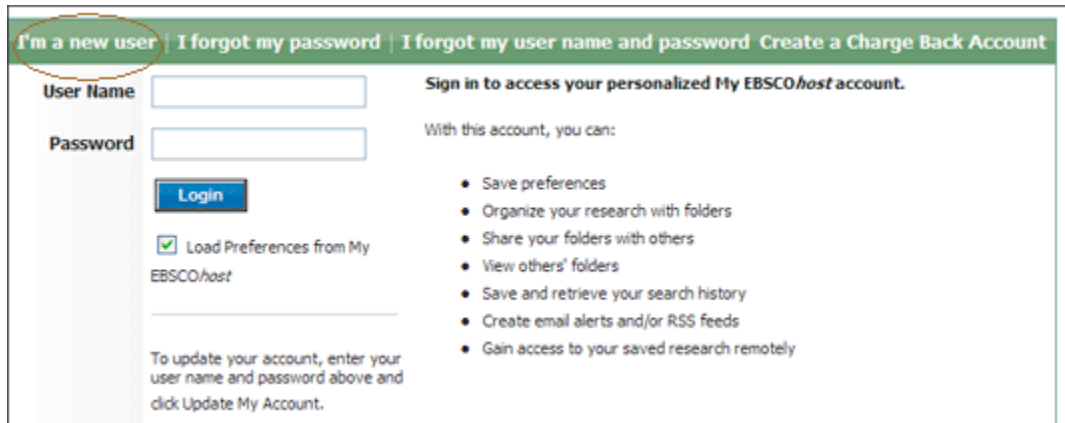


# Personal Account

If provided by your library administrator, you can set up a *personal account* that you can use to save search results, persistent links to searches, saved searches, search alerts, journal alerts and web pages to your personal folder.

## To set up a personal account:

1. From the Sign In Screen, click the **I'm a new user** link.



The screenshot shows the EBSCO Sign In interface. At the top, there is a green navigation bar with four links: "I'm a new user" (circled in red), "I forgot my password", "I forgot my user name and password", and "Create a Charge Back Account". Below the navigation bar, there are two input fields: "User Name" and "Password". A blue "Login" button is positioned below the password field. To the right of the input fields, the text reads "Sign in to access your personalized My EBSCOhost account." Below this, it says "With this account, you can:" followed by a bulleted 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". At the bottom left, there is a checkbox labeled "Load Preferences from My EBSCOhost" which is checked. Below the checkbox, there is a text prompt: "To update your account, enter your user name and password above and click Update My Account."

2. The Create a New Account Screen appears with Personal Account entered in the Account Type field. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Submit**.

**Create a new account**

**Account Type** Personal Account [More Info](#)

First Name

Last Name

E-mail Address

User Name  This is the user name you will use to sign in to My EBSCOhost.

Password  Five-character minimum, no spaces

Retype Password

Secret Question  Used to help identify your account if you forget your user name

Secret Answer

Note: Please remember your account information for future reference.

3. If all the information was accepted, a message appears that provides your user name and password. Click **OK**. You will be automatically logged in as a personal user. You should note the user name and password you created so you can log in at a future session.

When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. EBSCO uses this information only to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information. Click on our [privacy policy](#) for more information.

If you have forgotten your password, you can submit your user name to retrieve your password.

#### **To reset your password:**

1. From the Sign In Screen, click **I forgot my password**. A screen appears.
2. Enter your user name and click **Continue**. You are prompted to answer the question you entered as a password hint.
3. Enter your new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

If you have forgotten your user name and password, you can submit information to retrieve your user name and password.

#### **To retrieve your user name and password:**

1. From the Sign In Screen, click **I forgot my user name and password**. A screen appears.
2. You are prompted to enter your first name, last name and e-mail address. Click **Continue**. The Reset your Password Screen appears with your user name displayed.
3. You are prompted to answer the question you entered as a password hint, enter a new password twice.
4. Click **Continue**. You are automatically logged in as a personal user based on your new password. You should note the new password so you can log in at a future session.

If desired, when you sign in to My EBSCOhost, you can retrieve Preferences settings that you selected and saved in a previous session.

**To load Preferences from My EBSCOhost:**

1. From the Sign In Screen, enter your **user name** and **password**.
2. Mark the **Load Preferences from My EBSCOhost** check box.
3. Click the **Login** button. Any Preferences that you set during the session are replaced with your saved Preferences settings.