

Creating a Personal Account and Setting Up Journal Alert Services in EBSCOhost Databases.

Step 1: Create a Personal Account

The Duggan Library's EBSCO account allows Hanover-affiliated users the ability to 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 Create a New Account Screen appears with Personal Account entered in the Account Type field.

My EBSCOhost
Back Folder is empty.

Sign In To save items in a personal folder, set up an account by entering the following information and then click Submit.

Create a new account

Account Type	Personal Account More Info
First Name	<input type="text"/>
Last Name	<input type="text"/>
E-mail Address	<input type="text"/>
User Name	<input type="text"/> This is the user name you will use to sign in to My EBSCOhost.
Password	<input type="text"/> Five-character minimum, no spaces
Retype Password	<input type="text"/>
Secret Question	[Select One] Used to help identify your account if you forget your user name or password.
Secret Answer	<input type="text"/>

Note: Please remember your account information for future reference.

Submit Cancel

2. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
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, EBSCO will ask for your name, e-mail address (please use your Hanover College email 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. Click on EBSCO's 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 Login 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 Login 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.

Step 2: Setting Up a Journal Alert

To set up a journal alert:

1. From the title's Publication Overview Screen, click the **Journal Alert** link. If you have not already signed in to My EBSCOhost, you will be prompted to do so.
2. The Save Journal Alert Screen appears. The Journal Alert name, Date Created, and Database name are automatically filled in.
3. In the **Run Alert for** field, select how long the journal alert should run:
 - One month (the default)
 - Two months
 - Six months
 - One year
4. Select the **Results content** - indicate whether you want to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the results**.
5. Select the **Results format (if including Article links)**: Brief or Detailed.
6. To **limit EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the checkbox to the left of this field.
7. In the **E-mail Options** section, indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only)
8. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
9. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
10. **Title** - you can optionally enter a title for the e-mail. The default value for the title field is: EBSCOhost Alert Notification.
11. **E-mail [From] address** - defaults to *EPAalerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
12. Select the **E-mail format** to use: Plain Text or HTML.
13. To have your search string included with your results, mark the **Include query string in results** checkbox.
14. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.