

How to Create a My EBSCOhost Account

Whenever you sign in to any of these interfaces, you will be able to save search results, persistent links to searches, search alerts, journal alerts, and web pages to your personal My EBSCOhost folder. (For more on personal folders, [click here](#).)

Note: When setting up a personal account in EBSCO's Point-of-Care Reference Center interfaces (*Nursing Reference Center, Patient Education Reference Center, Rehabilitation Reference Center*), the screen will look slightly different than the example screenshots below. However, the steps to create an account are the same.

To set up a personal account:

1. Click the **Sign In** in the top toolbar of the screen.
2. From the Sign In Screen, click the **Create a new Account** link.

3. 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 **Save Changes**.



Create a new account - Personal Account [?](#)

First Name

Last Name

E-mail Address

User Name
 254 character maximum

Password
 Password strength: **Strong**
Include digits/symbols or make your password longer and more random. [?](#)

Retype Password

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

Secret Answer

Note: Please remember your account information for future reference.

When you create a new My EBSCOhost folder account, or are updating the existing password for your account, you are required to create a strong password.

As you begin to enter a new value into the password field, the strength indicator will reflect how strong your password is using both color and strength value (red=weak vs. green=strong).

When your password meets the requirements, the indicator displays that your password is strong and you can retype the password in the next field to confirm it.

4. 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.

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 **Forgot your 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 **Forgot your 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.

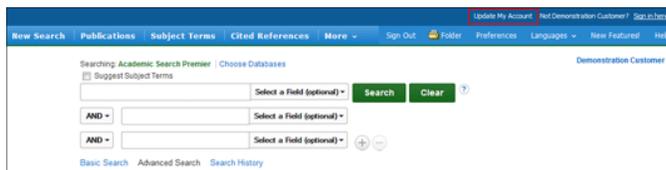
To Load Preferences from My EBSCOhost:

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.

If your information has changed, you can update your My EBSCOhost account with the new information.

To update your My EBSCOhost account

1. Sign in to your personal My EBSCOhost folder by clicking **Sign In** in the toolbar at the top of the interface screen.
2. Click the **Update My Account** link found in the personalized toolbar at the top of the screen



3. Use the options on the page to update your account - such as change your e-mail address.
Note: You cannot change your User Name.
4. Click **Submit** to save your changes. a message is displayed confirming that your account has been updated.

Notes:



- When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. This information is only used to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information.
- Items in your personal folder will automatically be discarded if you have not logged into the folder for an 18 month period. The exception to this policy is Page Composer. The web pages that you create in Page Composer and save to your personal folder are saved indefinitely.
- Once a personal My EBSCO*host* folder has been created, it cannot be deleted.
- Due to EBSCO's privacy policy, we are unable to obtain and give out user ID and password information. If you have created multiple accounts associated with one e-mail address, you may be seeing an error when using the user ID and password lookup tool provided to our customers that states "Sorry, several users have provided the same personal information as yours. We cannot recover your user name automatically". In this case, we advise to you create a new account. You should associate these new logins with a different e-mail address so that you will be able to use our lookup tool.

