Create a Personal Account in EBSCO

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 **Create a new Account** link.

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**.
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.