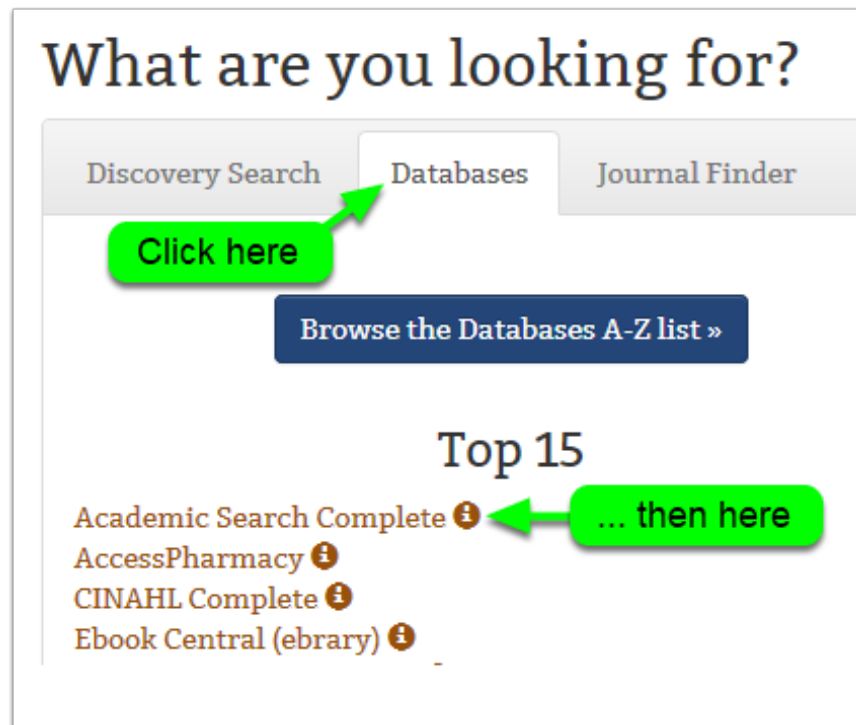


# Sign Up for a My EBSCOhost Account

**It's easy to sign up!** Use your *My EBSCOhost* account to save articles and searches from any of the SWOSU Library's EBSCO databases, such as *Academic Search Complete*, *Literary Reference Center*, *MEDLINE Complete*, and *CINAHL Complete*. You only need a single *My EBSCOhost* account for all of your EBSCO database research.

## Step 1. Go to the SWOSU Library's website

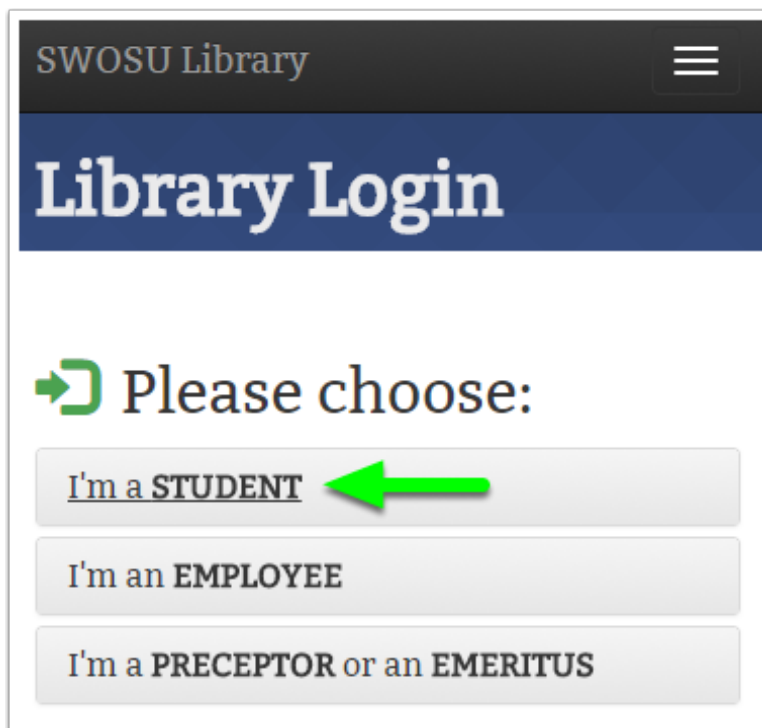
The gateway to all EBSCO databases is the library's website at [library.swosu.edu](http://library.swosu.edu). For this example we'll use *Academic Search Complete* to create our EBSCO account. To begin, go to the library's homepage and click the **Databases** tab. Next, click *Academic Search Complete*.



# Sign Up for a My EBSCOhost Account

## Step 2. Are you off-campus? If you are, keep reading. Otherwise, jump ahead to Step 3

You'll need to use your Library Login to access *Academic Search Complete* when you're off-campus. As a student, your Library Login is your [@student.swosu.edu](mailto:@student.swosu.edu) email address and password. (If you're having trouble with your Library Login read the tips at <https://library.swosu.edu/services/remote-access.html>.)



SWOSU Library

## Library Login

➡ Please choose:

I'm a STUDENT ←

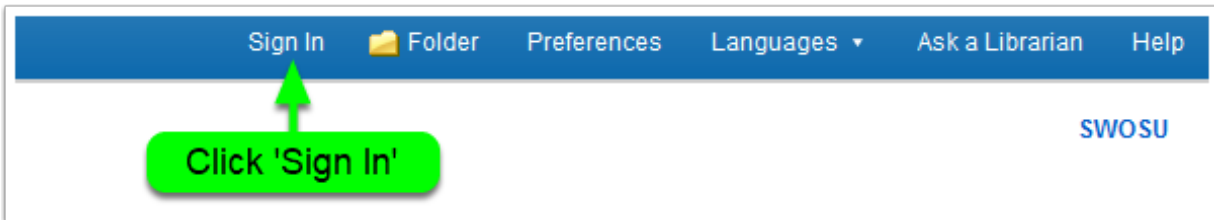
I'm an EMPLOYEE

I'm a PRECEPTOR or an EMERITUS

# Sign Up for a My EBSCOhost Account

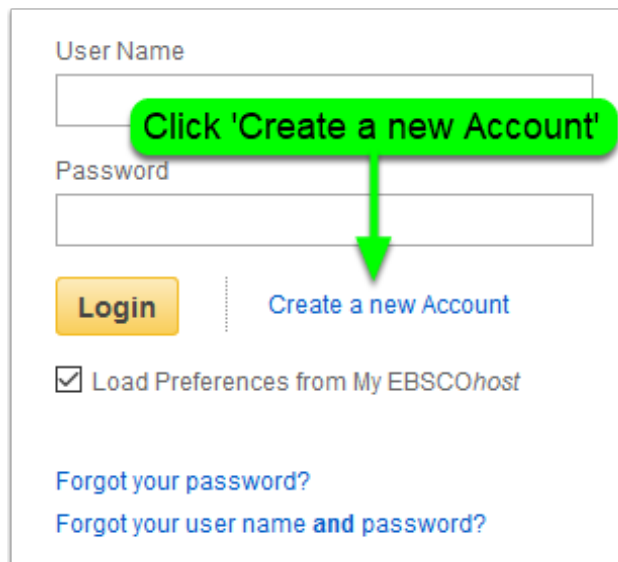
## Step 3. Sign up for a My EBSCOhost account

Click **Sign In** on the menu at the top of the *Academic Search Complete* homepage.



## Step 4. Create a new account

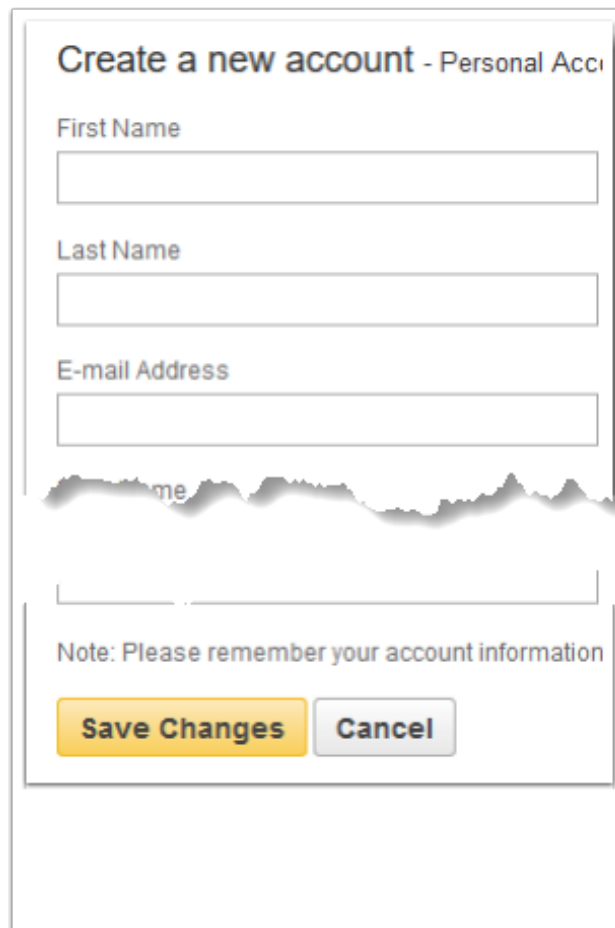
Click **Create a new Account** when you're asked for your user name and password.

A screenshot of the EBSCOhost login page. It features two input fields: 'User Name' and 'Password'. Below these fields are two buttons: a yellow 'Login' button and a blue 'Create a new Account' link. A green rounded rectangle with the text 'Click 'Create a new Account'' and a green arrow pointing downwards is positioned over the 'Create a new Account' link. Below the buttons, there is a checked checkbox labeled 'Load Preferences from My EBSCOhost'. At the bottom, there are two links: 'Forgot your password?' and 'Forgot your user name and password?'.

# Sign Up for a My EBSCOhost Account

## Step 5. Complete the sign-up form

Your *My EBSCOhost* account user name can be anything you want. You can use your SWOSU student email address or any other email address. Important: *Record your new user name and password someplace where you won't lose them.* Click **Save Changes** when you're done.



**Create a new account - Personal Account**

First Name

Last Name

E-mail Address

Name

Note: Please remember your account information

**Save Changes** **Cancel**

# Sign Up for a My EBSCOhost Account

## Step 6. Make the most of your new My EBSCOhost account

Your new *My EBSCOhost* account gives you lots of ways to manage your articles and searches. With your account you can do all of these things:

- Organize your research with folders
- Save and retrieve your searches
- Share your folders with others
- Save your search preferences
- View folders other EBSCO users share with you
- Create email alerts and RSS feeds for your saved searches
- Access your saved research from anywhere

Learn more about using your *My EBSCOhost* account by visiting the tutorial at [bit.ly/ebscoaccounttutorial](http://bit.ly/ebscoaccounttutorial).

[ Get the latest version of this handout at <http://libanswers.swosu.edu/faq/204258>.]