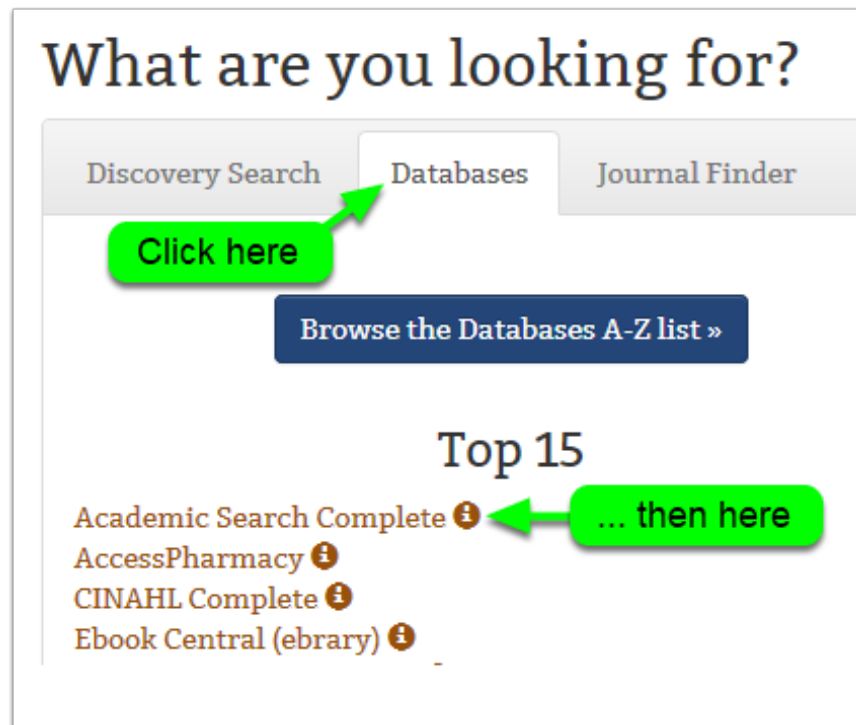# Sign Up for a My EBSCOhost Account

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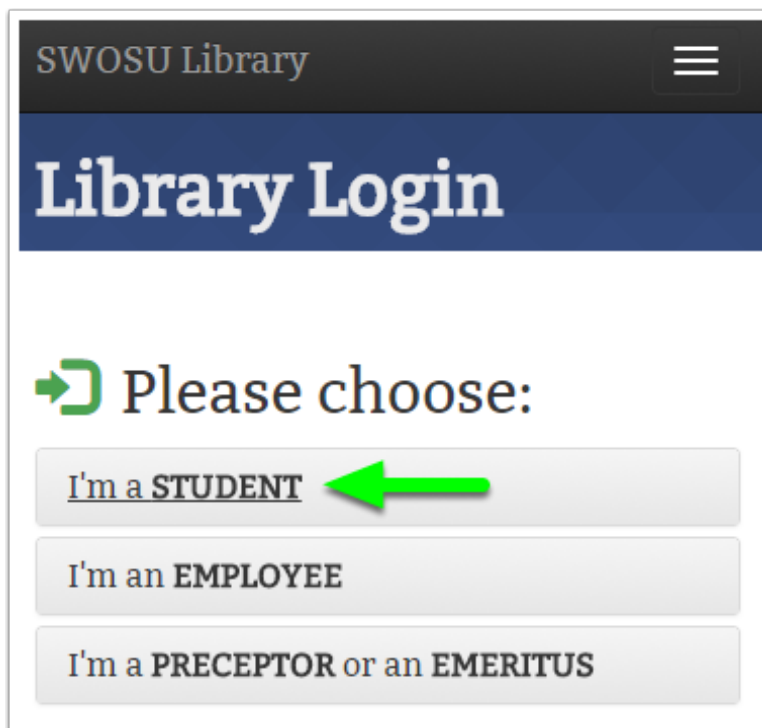
Step 1. Go to the SWOSU Library's website

The gateway to all EBSCO databases is the library's website at **library.swosu.edu**. 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*.

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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* 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.)
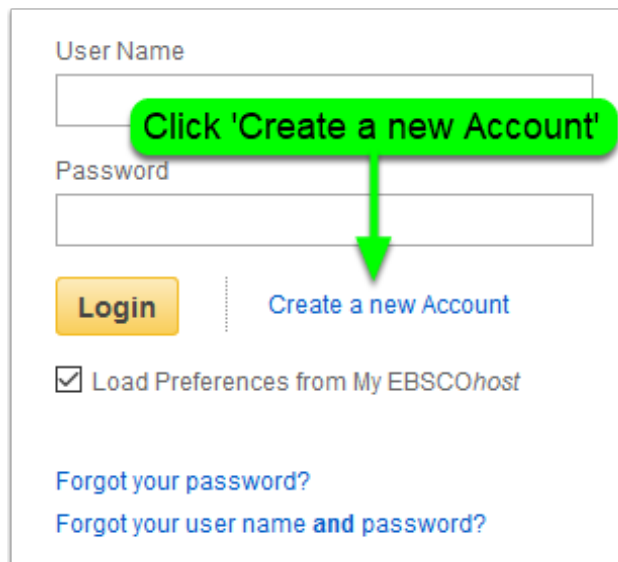
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Step 3. Sign up for a My EBSCOhost account

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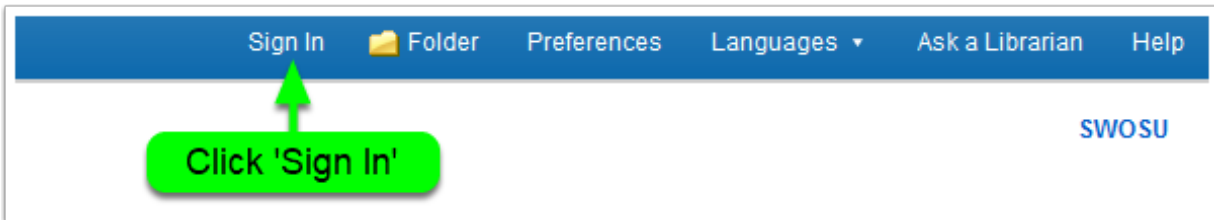
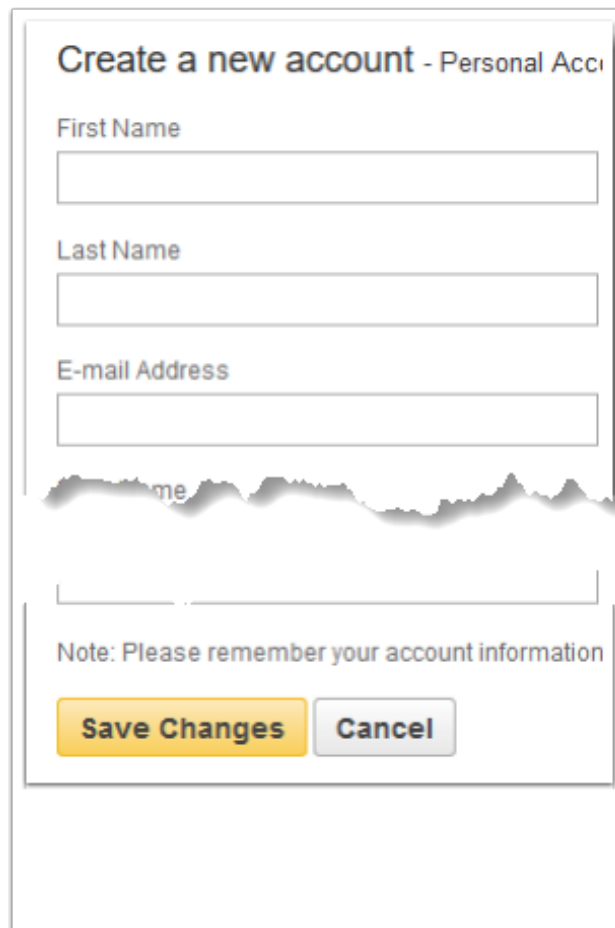

Step 4. Create a new account

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

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 Acc

First Name

Last Name

E-mail Address

me

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**.

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