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## Setting Up a Personal Account in EBSCOhost

With a personal account, you can 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 to My EBSCOhost Screen, click the **I'm a new user** link.
2. The [Create a New Account Screen](#) displays with Personal Account entered in the Account Type field.
3. Fill in the fields on the Create a New Account Screen. When you have completed the fields, click **Continue**.
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.

When you set up a personal account, we ask for your name, email address, a unique login name, password, and password validation. EBSCOhost 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 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 email 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.

Also take a look at **Creating Search Alerts** on the next page

# Saving an EBSCOhost Search as an Alert

## To save a search as an alert:

1. From the Advanced Search Screen, with your Search History listed, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears.  
(If you have not already logged into your personal account, you will be prompted to log in. Enter your **user name** and **password**; or click **Cancel** and return to the Advanced Search Screen.)
2. To save the search as an [Alert](#) that can be automatically run, click **Alert**. The Save Alert Screen appears.
3. Enter a **Name** and **Description** for the Alert.
4. To run the Alert against a different database, select the database from the drop-down list.
5. To select how often the search will be run, from the **Frequency** drop-down list, select one:
  - Once a day
  - Once a week
  - Bi-weekly
  - Once a month (the default)
6. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
  - One month
  - Two months
  - Six months
  - One year
  - No limit (the default)
7. In the **Run Alert for** field, select one:
  - One month
  - Two months
  - Six months
  - One year (the default)
8. In the **Email Properties** section, mark the Email notification checkbox and enter your **Email Address**. If you are entering multiple email addresses, place a semicolon between each email address.
9. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert email.
10. **Title** - you can optionally enter a title for the email. The default value for the Title field is: EBSCOhost Alert Notification.
11. **Email [From] address** - Defaults to: EPAAlerts@epnet.com. You can enter a different "From" email address if desired.
12. Select the **Email format** to use: Plain Text or HTML.
13. Select the **Email Results format** to use: Brief or Detailed.
14. To **limit EBSCOhost access to only the articles sent** (rather than the entire site), mark the checkbox to the left of this field.
15. To have your search string included in the e-mail, mark the **Include query string in email** checkbox. To include the alert frequency, mark the **frequency** checkbox.
16. When you have finished making changes, click **Save**