How to Create and Manage a My EBSCOhost Account

If permitted by your library administrator, you can set up a personal account in EBSCOhost, EBSCO Discovery Service, and a number of EBSCO’s unique research interfaces, such as Literary Reference Center, History Reference Center and Science Reference Center.

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.)

When creating an account in one of EBSCO’s COPPA-Compliant interfaces, some My EBSCOhost folder functionality is not supported. To learn more, please see: How to Create an EBSCO Account in a COPPA-Compliant Interface

**Note:** In order to create and use a personal My EBSCOhost folder account, cookies must be allowed by your browser.

Setting up a Personal Account

**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 one now** link.
3. The **Create Account Screen** appears. Fill in the fields on the Create Account Screen.

   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 X=weak vs. green checkmark=strong).

https://help.ebsco.com/interfaces/EBSCO_Guides/EBSCO_Interfaces_User_Guide/How_to_Create_a_My_EBSCOhost_Account

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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. Check the box to consent to EBSCO's **Personal Data Retention and Usage** policy.

   You can read the Personal Data Retention and Usage policy by clicking the link. If you opt to not consent to the policy, you will be unable to continue creating an account.

5. When you have completed filling out your information, click **Continue**.

6. If your information was accepted, a message appears that confirms your account has been created. To log into your account, click the **Click here** link and provide your login credentials. You should note the username and password you created so you can log in at a future session.

   **Note:** When signing in to My EBSCOhost with your credentials, enter the **username** you created or your **email address** if you opted to use that as your username.

   If you have forgotten your password, see **Resetting your Password** in the next section of this page.

**Resetting your Password**

**To reset your password:**

1. Click **Sign In** in the top toolbar of the screen.

2. From the Sign In Screen, click **Forgot your password?** The Reset Password screen appears.
3. In the **Email or Username** field:
   
   ◦ If you created a **username**: Enter the username and click **Reset**.
   
   ◦ If you used your **email address** as your username: Enter your email address and click **Reset**.

4. Answer the secret question and click **Continue**.

5. Create a new strong password and click **Continue**.

6. Click the **Sign In** link to sign into your My EBSCOhost folder account.

### Updating your My EBSCOhost Account

**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.

   ![Sign In Screen](image)

   A Sign In screen opens in a new window or browser tab.

3. Re-enter your personal folder login information to confirm your identity and click **Sign In**.

4. Click the **Edit** button for the information you would like to update - such as to change your e-mail address. Enter the updated information and click **Save**.

   **Note:** You cannot change your Username.

5. Close the **Update my account** window or tab when you are finished updating your information.
Request Personal Information/Remove Your Account

From the My EBSCOhost Personal Data Retention and Usage screen, you can request a report of your personal data collected within the last twelve months as well as remove your data which also removes your account.

To access the Personal Data Retention and Usage screen:

1. Sign in to your My EBSCOhost account.
2. Click the Update My Account link in the top toolbar.
3. Re-enter your personal folder login information to confirm your identity and click Sign In.
4. Click the Personal Data Retention and Usage link at the bottom of the screen.

From the Personal Data Retention and Usage screen, you can:

- Review EBSCO's Personal Data Retention and Usage policy and how it pertains to your personal data.
- Request a report of your personal data collected in the past 12 months by clicking the Request report button.

Note: Reports take between 15-60 minutes to be generated and are available from this screen when they are ready.

- Permanently remove your data and delete your My EBSCOhost account by clicking the Remove my data button and then confirming you wish to delete your account.
Please note, the following is permanently removed and cannot be retrieved after you click **Delete My Account**:

- Your browsing history, search history and saved searches
- Personal folders and their contents
- Your account will be removed

After your account and personal data have been removed from EBSCO, you can set up a new account at any time using the same email address you used previously.

**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.

- 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.

- 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.

*See also:*

[How to use the My EBSCOhost folder](https://help.ebsco.com/interfaces/EBSCO_Guides/EBSCO_Interfaces_User_Guide/How_to_Create_a_My_EBSCOhost_Account)