In EBSCOadmin, how do I change an EBSCOhost password?

To change the password for an EBSCOhost user ID:


2. Click the Authentication Tab from the top toolbar.

3. On the User ID/Password sub-tab, click on the hyperlinked password.

4. In the Password field enter a new strong password. Be sure your new password follows these strong password guidelines:
   ◦ Include at least one number
   ◦ Include at least one special character (!, @, #, etc. A space is not a valid special character.)
   ◦ Password must be at least 6 characters
   ◦ Password cannot include your user ID
   ◦ Password cannot include the following words or parts of words: ebsco, ehost, password, pa$$word, dynamed, admin, p@ss, p@$$, pa$$

5. Click Submit. Your changes are saved.

Note: If you need to edit a username, please contact us via Technical Support.