How do I change my EBSCOadmin password?

You can change your password from within EBSCOadmin either by using the EBSCOadmin Security link in the top tool bar, selecting your user or by clicking the Change Password link.

EBSCOadmin Security is only available for administrators who have that permission assigned. To reset a password using this feature, locate the User Name you would like to change the password for and click Reset.

If this option is not available, you can reset your password using the following instructions:

1. Log into your EBSCOadmin account at http://eadmin.ebscohost.com/.

2. Click the Change Password link at the top of the screen.

3. Enter your Old or Temporary Password.

4. Enter your New Password. Enter characters until the password is recognized as strong by the password indicator.

5. In the Confirm Password field, enter your new password again.

6. From the Secret Question drop-down list, select a question that you will answer if you forget your password.

7. In the Secret Answer field, enter the answer to your Secret Question.

8. Click Submit. The site list appears with your new administrator listed. The password expiration information is also displayed.

9. To delete an administrator, click the Delete button to the right of the administrator's display name.

Note: When resetting a lost or forgotten password, you must create a new Secret Question and Answer combination before clicking Submit.