How to Create a New Profile in EBSCOadmin

A profile defines the databases, collections, limiters, search screens, and other features end-users see when using EBSCOhost or other EBSCO interfaces. Profiles are set up in EBSCOadmin.

To create a new profile:

1. From the Customize Services sub-toolbar, select the group from the Current Group drop-down list with which the new profile will be associated.

2. Click the Profile Maintenance link.

3. Click the Add a New Profile link.

4. Enter a Profile ID and Description.
   Note: The Profile ID you create should be entered in all lowercase letters.

5. Select an interface, default language, and style for the profile. Click Submit.

6. Click the Back to Customize Services link.

Point to a specific profile by using this embedded URL: http://search.ebscohost.com/login.aspx?profile=profileid.

The profileid should be the profile ID you entered when you created the new profile. For a list of suggested profile IDs, see the table at the bottom of this page.

Adding Databases to the New Profile

To add databases to a new profile:

1. From the Choose Profile drop-down list, select the new profile.

2. Click the Databases sub-tab. The Databases Screen displays.

3. Enable Column – Select the On radio button for each database you would like to enable on the profile.

4. Default to Selected - Indicate whether the database should be selected by default on the Choose Database Screen.
5. Click **Submit**. Your changes have been saved.

**Note:** For more database settings, see [How do I add databases to a profile?](https://help.ebsco.com/interfaces/EBSCOadmin/Admin_User_Guide/How_to_Create_a_New_Profile_in_EBSCOadmin)

**Copying Settings from an Existing Profile**

You can copy profile settings from an existing profile to the new profile. All settings can be copied.

**To copy settings from an existing profile:**

1. Click the **Profile Maintenance** link. Click the **Copy Profiles** link.

2. In the **From Source Profile** area, select the **Site**, **Group** and **Profile ID** of the profile to be copied.

3. In the **To Target Profile** area, select the **Site** and **Group ID** that will receive the copied information.

4. Enter the **Profile ID** for the new profile.

5. Select the specific parameters to copy, or click the **Select All** button.

6. Click **Submit**. The list of profiles appears with the new profile displayed.

**Suggested Profile IDs**

The following is a list of common profile IDs you can use when creating a new profile in EBSCOadmin.

<table>
<thead>
<tr>
<th>To reach this interface</th>
<th>Use this Profile ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia/New Zealand Reference Center</td>
<td>refcentau</td>
</tr>
<tr>
<td>Biography Reference Center</td>
<td>brc</td>
</tr>
<tr>
<td>Business Book Review</td>
<td>bbr</td>
</tr>
<tr>
<td>Business Searching Interface</td>
<td>bsi</td>
</tr>
<tr>
<td>Canadian Points of View</td>
<td>pov-can</td>
</tr>
<tr>
<td>Canadian Reference Center</td>
<td>refcentca</td>
</tr>
<tr>
<td>Canadian Student Research Centre</td>
<td>src-can</td>
</tr>
<tr>
<td>Consumer Health Complete</td>
<td>chc</td>
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<tr>
<td>Service</td>
<td>Code</td>
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<td>----------------------------------------</td>
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<td>Enfermeria Al Dia</td>
<td>nrc-spa</td>
</tr>
<tr>
<td>Explora Primary Schools</td>
<td>explora-ps</td>
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<td>explora-ss</td>
</tr>
<tr>
<td>Explora Public Libraries</td>
<td>explora-pl</td>
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<tr>
<td>Explora Canadian Libraries</td>
<td>explora-can</td>
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<td>History Reference Center</td>
<td>hrc</td>
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<tr>
<td>Hobbies &amp; Crafts Reference Center</td>
<td>hcrc</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<td>Nursing Reference Center with PERC</td>
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<tr>
<td>Points of View Reference Center</td>
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See also:

How do I create a new user group?