How do I set up Personal User Authentication in EBSCOadmin?

Personal User Authentication allows users to create personal user accounts to access your EBSCOhost resources directly, without first having to authenticate to your institution. It also allows administrators to create personal user accounts for members of your institution in EBSCOadmin.

If your institution has enabled Personal User Authentication, users can log in with their Personal User credentials at http://search.ebscohost.com. However, if your institution has also enabled IP authentication, your users will be logged in anonymously unless your URL includes &authtype=user, which will prompt for Personal User Authentication credentials on the log in screen.

For example, the URL to access EBSCOhost should look like: http://search.ebscohost.com/login.aspx?authtype=user

If you would like to limit access to EBSCO by means of My EBSCOhost personal account credentials only, your patrons should use http://search.ebscohost.com/login.aspx?authtype=userOnly

From the Personal Users screen in EBSCOadmin, you can:

- **Enable Personal User Authentication** – Set to Yes to enable Personal User Authentication for your users.

- **Add Personal User** – Click to add Personal User accounts for your institution.

- **Reset Selected Users to “Must Reauthorize”** – Click to this link to force selected users to reauthorize their personal accounts. Users will receive an email with instructions to log in to reauthorize.

- **Reset All Users to “Must Reauthorize”** – Click this link to force all users to reauthorize their personal accounts. Users will receive an email with instructions to log in to reauthorize.

- **Account Status Filter By** – Use this drop-down to filter the list of Personal User accounts by:
Creating Personal User Accounts

To create a new Personal User account:


2. Select the **Authentication** tab, then select the **Personal Users** sub-tab.

3. **Site Name** – Select the site with which the new user account should be associated with (Consortium only).

4. **Group ID** – Select the User Group with which the new user account should be associated.
   
   *Note:* User groups cannot be deleted if Personal User Accounts are associated with it.

5. **Profile** – Select the Profile with which the new user account should be associated.
   
   *Note:* Profiles cannot be deleted if Personal User Accounts are associated with it.

6. **Account Type** – Select **Personal Account**.

7. **User Name** – Enter a User Name for the new personal account.

8. **E-mail Address** – Enter the user’s e-mail address.
   
   *Required field:* An e-mail will be sent to this address with the user name and a password.

9. Click **Submit**.
Editing Personal User Accounts

To edit a personal user account:

1. On the main Personal Users page, click the User Name of the personal user you wish to edit.

2. Make your changes to the following settings:
   - **Group ID** - Select the User Group with which the new user account should be associated.
   - **Profile** - Select the Profile with which the new user account should be associated.
   - **E-mail Address** - Enter an updated e-mail address for the user (if necessary). **Note:** If you select to reset the user's password, a notification is sent to this address.
   - **Account Status** - Select an account status from the drop-down menu. If you select **Must Reauthorize**, the user must log into EBSCOhost via an institutional method (i.e. User ID/password, IP address, Library Bar Code) and then sign in to My EBSCOhost using the Personal User Account login to reauthorize the account.

3. Click **Submit** to save your changes.
   - **OR-**
   - Click **Submit and Reset Password** to save your changes and reset the user's password.
   - **OR-**
   - Click **Cancel** to cancel any changes you have made.

Finding User Accounts

EBSCOadmin lets administrators browse for existing user accounts from the Personal Users authentication screen by entering a user name in the **Browse for** field and clicking the **Browse** button.
Administrators can also filter the list of user accounts with the **Account Status Filter By** drop-down menu.

**Filter by**: All users, authorized users, blocked users, users that must reauthorize their accounts, newly created accounts, and accounts that require updates.

**Please note**: If a user authenticates with institutional login values (IP address, Library Bar Code) and then manually signs in to My EBSCOhost with their personal user credentials, the number of days until the user is required to reauthorize is automatically reset.

**See also**:
- What is Personal User Authentication?
- How do I authorize/reauthorize my personal user login values?