What is Personal User Authentication?

Personal User Authentication allows users to create personal user accounts to access your EBSCOhost resources directly, without first having to authenticate to your institution. To create a personal user account, your patrons must first authenticate to your library to prove they have access rights to your content. Then (if you enable Personal User Authentication), when users create a My EBSCOhost account, that account will enable direct access to all your EBSCO resources via http://search.ebscohost.com/. You can control how long these personal user accounts are valid (before users have to log in via the institutional credentials again) by leveraging the Days Until Reauthorization functionality described below.

Personal User Authentication also allows administrators to create personal user accounts for members of your institution in EBSCOadmin.

From the Personal Users screen in EBSCOadmin, you can:

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

- **Days Until Reauthorization** – After you enable Personal User Authentication, you can select a number of days until users must reauthorize their Personal User Authentication logins. Select a number of days and click Submit. The default is 90 days. The recommended number of days until reauthorization is or 90 or 180 days.

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

- **Reset Selected Users to “Must Reauthorize”** – Click 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:
  - All Users - All Personal User accounts created for members of your institution.
  - Authorized - Personal User accounts that have been authorized to access EBSCO’s products and services.
  - Blocked - Personal User accounts that have been blocked from access. Administrators must contact EBSCO Technical Support to have a blocked account set to another status.
  - Must Reauthorize - Personal User accounts that must reauthorize because they have exceeded the Days Until Reauthorization setting or have been manually changed to this status. The account holder must...
reauthorize their account by logging in to EBSCOhost using their institutional login and then manually logging in to My EBSCOhost.

- **Newly Created** - Personal User accounts that have been created but not yet authorized by the patron by logging in to EBSCOhost using an institutional login and then manually logging in to My EBSCOhost.

- **Update Required** - Personal User accounts for which authorization has not been completed. This status occurs when a patron institutionally authenticates into EBSCOhost and manually logs into My EBSCOhost but does not complete the set-up of the account. This may include failure to create a permanent password, selecting a secret question and answer, or clicking the **Save Changes** button.

See also:

- How do I set up Personal User Authentication in EBSCOadmin?
- How do I authorize/reauthorize my Personal User login values?