How do I set up guest access for my institution?

*EBSCO Discovery Service* (EDS) and *Full Text Finder* offer the ability to grant guest access to non-authenticated users. In order to use guest access, administrators must first have an EBSCO authentication method or proxy configured in EBSCOadmin.

To enable guest access, follow this three step process:

For more information on guest access, [click here](https://help.ebsco.com/interfaces/EBSCO_Discovery_Service/EDS_Admin_Guide/set_up_guest_access_for_my_institution).

1. Configure your desired authentication method in EBSCOadmin under the Authentication tab. For detailed instructions, see this FAQ: [What authentication methods are available for accessing EBSCO interfaces?](https://help.ebsco.com/interfaces/EBSCO_Discovery_Service/EDS_Admin_Guide/set_up_guest_access_for_my_institution)

   If you are interested in using your proxy server for authentication, create a proxy prefix definition in EBSCOadmin and apply it to your persistent links. For detailed instructions, see this FAQ: [In EBSCOadmin, how can I embed my Proxy Server settings in my EBSCOhost URL?](https://help.ebsco.com/interfaces/EBSCO_Discovery_Service/EDS_Admin_Guide/set_up_guest_access_for_my_institution)

2. In EBSCOadmin, select the profile and click the Linking sub-tab. Select your desired authentication method under the Enable Guest Access and Configure an Authentication Method drop-down menu, and Submit your changes.

   **Note**: The proxy name has to be selected under Primary Proxy for Persistent Links in EBSCOadmin in order for the proxy ID to appear in the drop-down menu for Enable Guest Access and Configure an Authentication Method.

3. Provide your users with a URL that specifies guest access. You'll find a URL listed under the Enable Guest Access and Configure an Authentication Method drop-down menu, after you have submitted your changes in Step 2.

   **Example**: http://search.ebscohost.com/login.aspx?authtype=guest&custid={CUSTOMER ID}&groupid=main