

My EBSCOhost

First Steps and Helpful Resources

EBSCO allows any user, including students, to set up personal accounts and store information there such as *Alerts*, *Page Composer* pages in process, search histories and so forth. Users can have multiple folders if they set up multiple personal accounts. Contents are stored in your folder until you delete them.

The following instructions walk you through setting up a personal account. Be sure to write down your username and password -- without them you will not be able to access your folder. Following the instructions you'll find helpful resources for using *Page Composer* and *Alerts*.

Setting up your personal *My EBSCOhost* folder

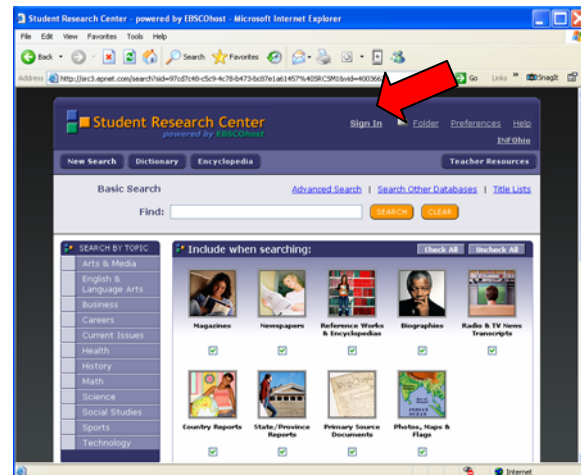
Step 1

- Go to www.infohio.org and click Core Collection.
- Select *EBSCOhost* opening screen.
- Select a button (not *Searchasaurus* or *Kids Search*).



Step 2

- Click *Sign In*.
- *Sign In* appears on most screens in EBSCO.

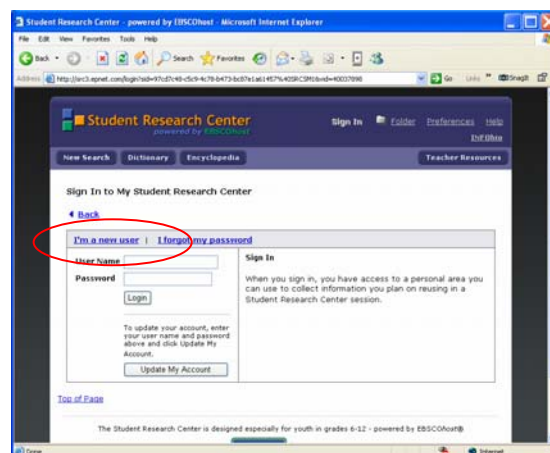


Step 3

- Once you have established a profile in EBSCO, clicking on *Sign In* lets you enter your user name and password.
- If you are just getting started you must set up your personal profile. To do that, go to Step 4.

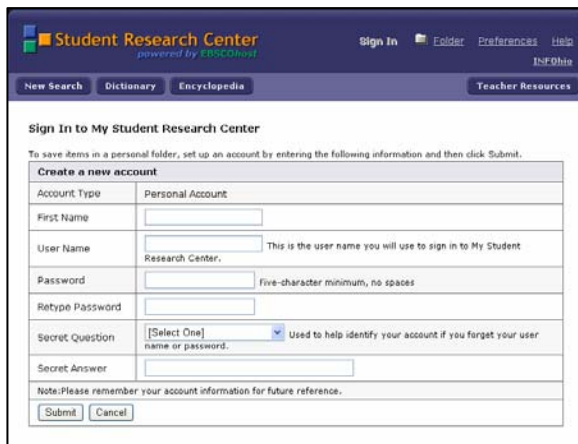
Step 4

- Click *I'm a New User*.



Step 5

- Fill in the form.
- Your User Name may need to be a combination of letters and numbers (your e-mail address makes a good user name--unique and easy to remember).
- Print the page for reference or write down the information.
- Click *Submit* when you are finished.



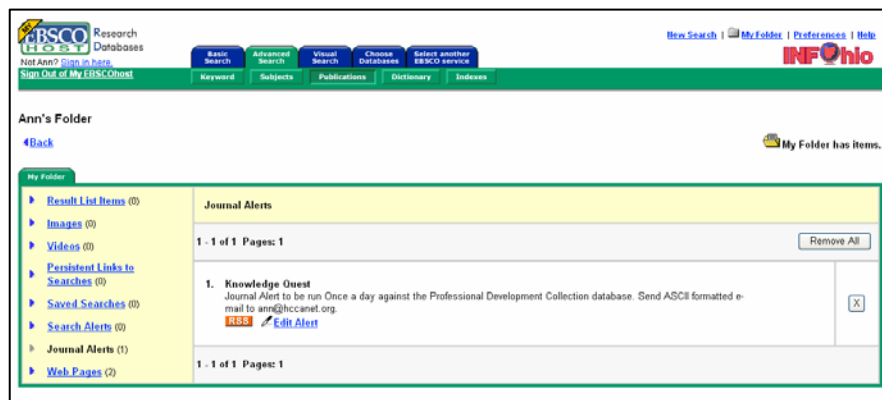
Step 6

- EBSCO will tell you your account has been created.
- Click *okay* and you are ready to go.



- When you are in your personal area of EBSCO you will see a little tag on the EBSCO logo saying *MY* and indicating your personal folder is open for you to access and use. Also, *Sign In* has changed to *Sign Out*.


- Once you have created your folder, you can access it any time by clicking on *Sign In*.
- Saved searches, *Alerts* and *Page Composer* pages under construction, etc. are stored in your folder.



The screen may look different depending on the EBSCO database you are working in, but your folder always shows the entire contents you have stored there.

Helpful Resources for *Page Composer* and *Alert*



The INFOhio Web site has Help Resources for EBSCOhost. Click on the  button on the EBSCOhost entry page or under Core Resources. Or go directly to <http://www.infohio.org/ER/EBSCOhelp.html>

You will find these helpful resources....

Page Composer Resources

[Creating a Web Page With EBSCO Page Composer.](#)

By Sheila Benedum, Bay Village High School Library Media Specialist, and Linda Ehrnschwender, LEECA, April 2006 [PPT 35 slides]

This excellent *PowerPoint* walks you through setting up your EBSCOhost account and shows you how to get started with *Page Composer*.

EBSCOhost Page Composer Tip Sheet. By Sheila Benedum, Bay Village High School Library Media Specialist, June 2005. [[MS Word](#) OR [PDF](#) 1 pg]

Be sure to read these great tips from an experienced *Page Composer* user.

My EBSCOhost and Page Composer User Guide

February 2006

http://support.ebscohost.com/uploads/kb/ebs_2564.doc

If you like to have printed manuals, this guide from EBSCO will be worth printing.

[Sample Page Composer applications](#), created by INFOhio users.

If you create *Page Composer* Web pages, please consider submitting them to INFOhio to be shared.

Alert Resources

[Keeping Up: EBSCOhost's "Alert" Feature.](#) By Ann Tepe, INFOhio Consultant, revised June 2006 [17 slides]

A *PowerPoint* presentation to help you with *Search and Journal Alerts*.

How to Create Search and Journal Alerts.

http://support.ebscohost.com/training/flash_videos/How_to_Create_Search_and_Journal_Alerts.html

Created by EBSCO, this Macromedia *Flash* tutorial is a very helpful tool.

To provide access to your *Page Composer* pages, it is best to work with your technology people to store the pages on your school/district server and link them to your library or school Web page. If this option is not available, you may want to check out <http://geocities.yahoo.com> and <http://www.tripod.lycos.com/> These sites have a free option, but may include advertising. They also have fee-based options with no advertising.