




**My EBSCOhost** is a *free service* -- create a personalized folder account  
**Save:** ■ individual search results ■ search histories ■ persistent links to searches  
■ Search Alerts ■ Journal Alerts ■ web pages created  
using Page Composer, across multiple sessions, for use in future sessions.



- ▶ **Start at the Library Home Page** >> <http://library.neit.edu>
- ▶ Click on **Search Articles**. ▶ Click on the EBSCOhost link under **Helpful Links**
- ▶ Click on Search all EBSCOhost Databases ▶ and title of the database you need.

**Saving Articles in Folders\***: simply by clicking on " **Add to folder**" below each entry in the Results List or in the Tools column on the right of the screen. You should be in the Detailed Record for the article. To view items in the folders, click on "Folder View" in the gold titled box below the Tools box or on the Folder Icon at the top of the screen. **NOTE:** articles are saved only until you close the browser tab.  
**Save for another session?** >> "Create an My EBSCOhost Account" below.

**Creating a My EBSCOhost Account\***: Access articles that have been saved in folders *from any computer that you use*. To store items for a future session, open the folder and click on "**Sign In to My EBSCOhost**." Click on "Create a New Account," follow the on-screen prompts, and click on SUBMIT.

After you have created an account, you can access your folder from any computer by typing in the user name or password you created. You can customize your account by creating file folders to keep track of your research. **Reminder:** be sure to click on *Sign Out* at the top of the screen or close the browser tab before you exit EBSCOhost.

### Additional Resources:

- ▶ **EBSCOhost Help:** click on "Help" on the top right of the screen to access all of EBSCOhost's help topics. "Using Folders" contains help with ■ Using the Folder ■ Managing Custom Folders ■ Sharing a Folder and ■ Accepting a Shared Folder.
- ▶ **EBSCOhost tutorial** on setting up personalization features in My EBSCOhost:  
[http://support.epnet.com/training/flash\\_videos/my\\_ebscohost/myehost.html](http://support.epnet.com/training/flash_videos/my_ebscohost/myehost.html)

**\*NOTE:** Folders and My EBSCOhost accounts are accessible from all EBSCOhost databases.