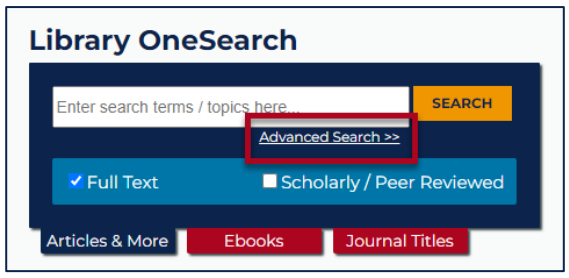
EBSCOhost/Library OneSearch Account

THE UNIVERSITY OF ARIZONA GLOBAL CAMPUS Library

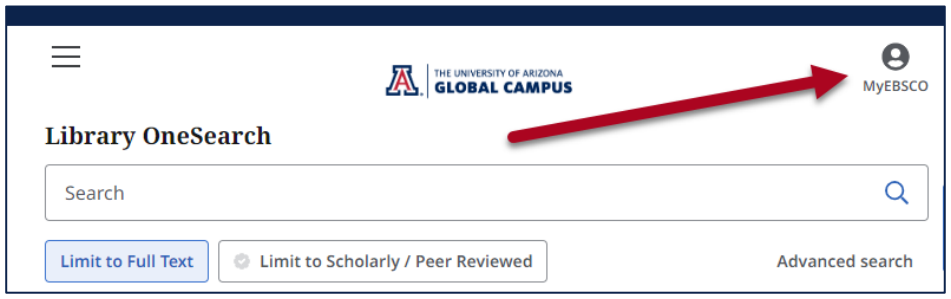
Creating an account with EBSCOhost allows users to save resources to project folders, create search alerts when new articles on a topic are published, and save searches within Library OneSearch and all the other EBSCOhost databases. While not a requirement to search within the databases, creating an account is a great way to organize your research. For more information, visit the EBSCO Connect Knowledge Base.

Creating an EBSCOhost/Library OneSearch Account

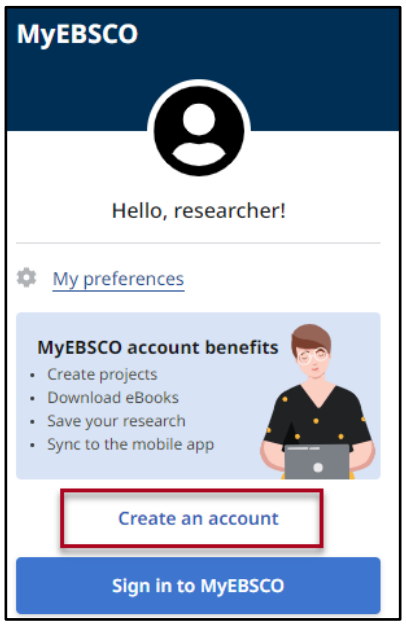
1. From the library's homepage, select the **Advanced Search** link in Library OneSearch.



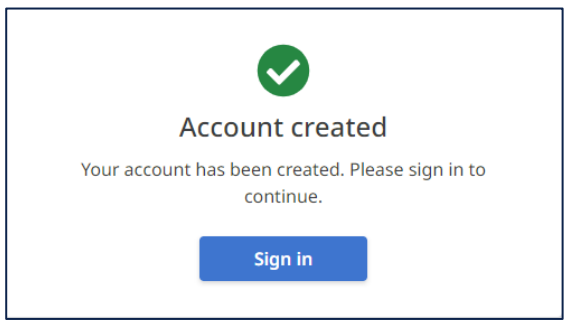
2. Select the **MyEBSCO** link in the top-right corner of the page.



3. Select **Create an account** and fill in the form to create an account. Please note you do not need to use your UAGC email to sign up.



4. You'll receive a confirmation message letting you know that your account has been created. Select the **Sign in** button and enter the email and password you used to create the account.



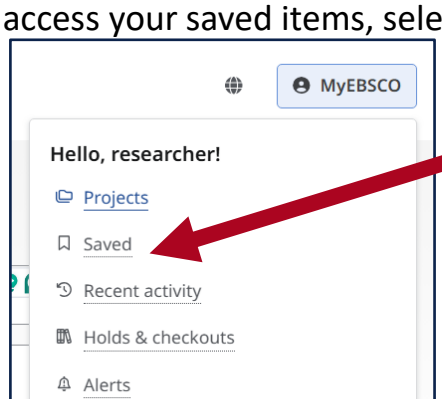
Saving Items to MyEBSCO

Bookmark articles, eBooks, etc. to save them in your account for later access.

1. When you find an item you'd like to save for later, make sure you are signed into your account, and select the **Save** icon (blue bookmark) to quickly save the article to your account.



2. To access your saved items, select the **Saved** folder from your MyEBSCO account options at the top right.



Tip: You can access and manage project folders, saved resources, saved searches and search alerts, and recently viewed items from your MyEBSCO account by logging in.

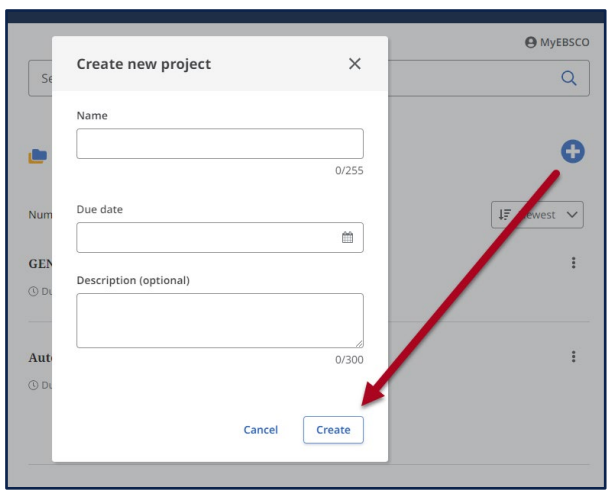
Creating and Managing Projects

Projects enable you to collect and organize the items you find in Library OneSearch and EBSCOhost.

1. To create a project, select **Projects** under **your MyEBSCO account options** at the top right.

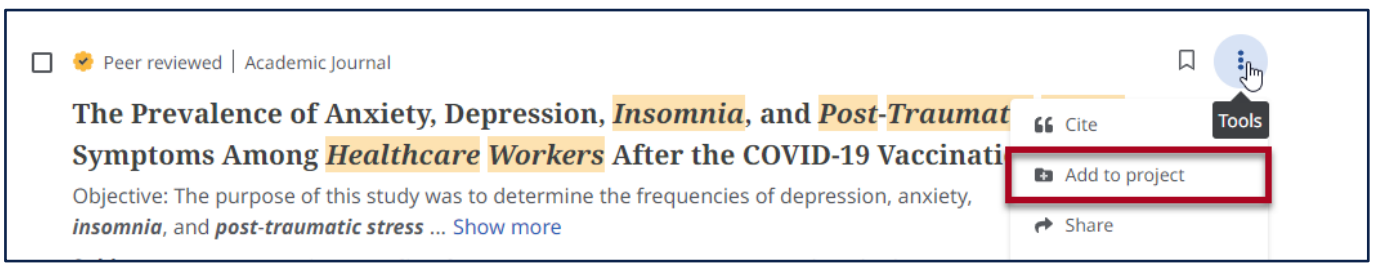


2. Select the **Plus** button to create a new project. Enter a **Name** for your project, choose a **Due Date** (optional), and select **Create**.



Tip: Creating Projects for assignments or research steps can help you stay organized and on top of deadlines!

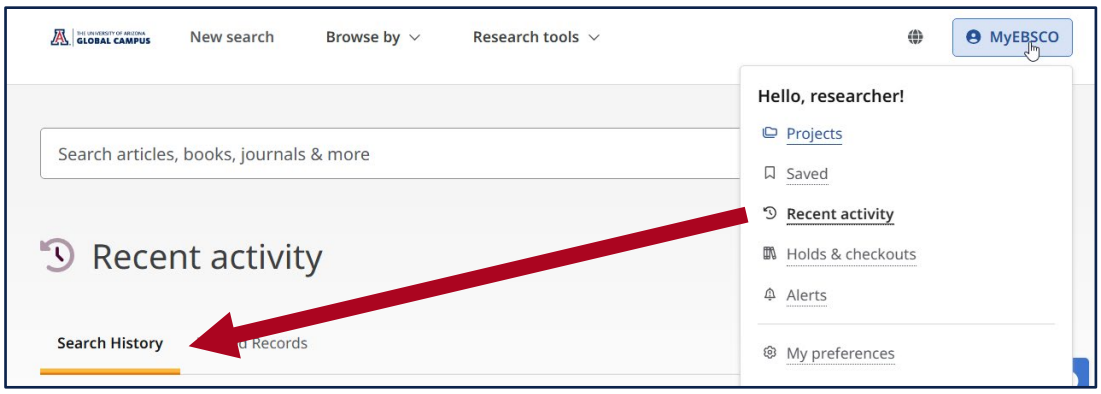
3. Once your project is created, you can add your research items to it by selecting the **Tools** menu (three dots) from your results page and selecting **Add to project**



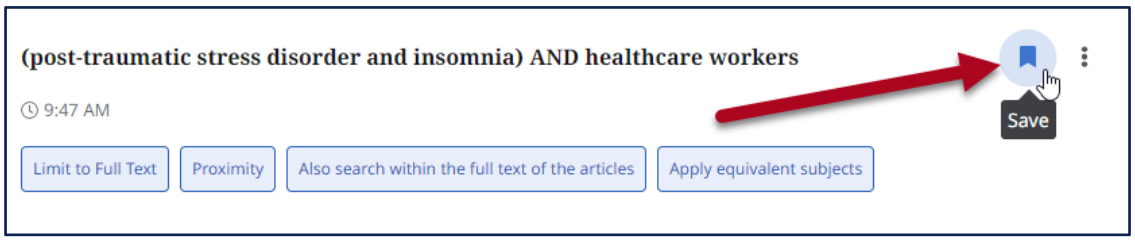
Saving Searches

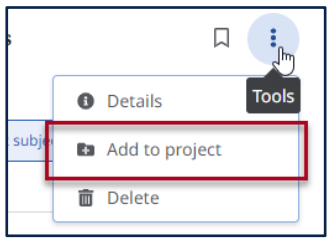
After running a search, you can save that search from your **Search history** to be able to re-run the search at any time.

1. When you are signed in to your account, you can select the **Recent Activity** option from your MyEBSCO account menu to access your **Search history.**



2. Under **Search history,** select the **Save** icon (blue bookmark) for any search you'd like to save, or you can save a search to a specific project by selecting the **Tools** icon (three dots) and selecting **Add to project.**

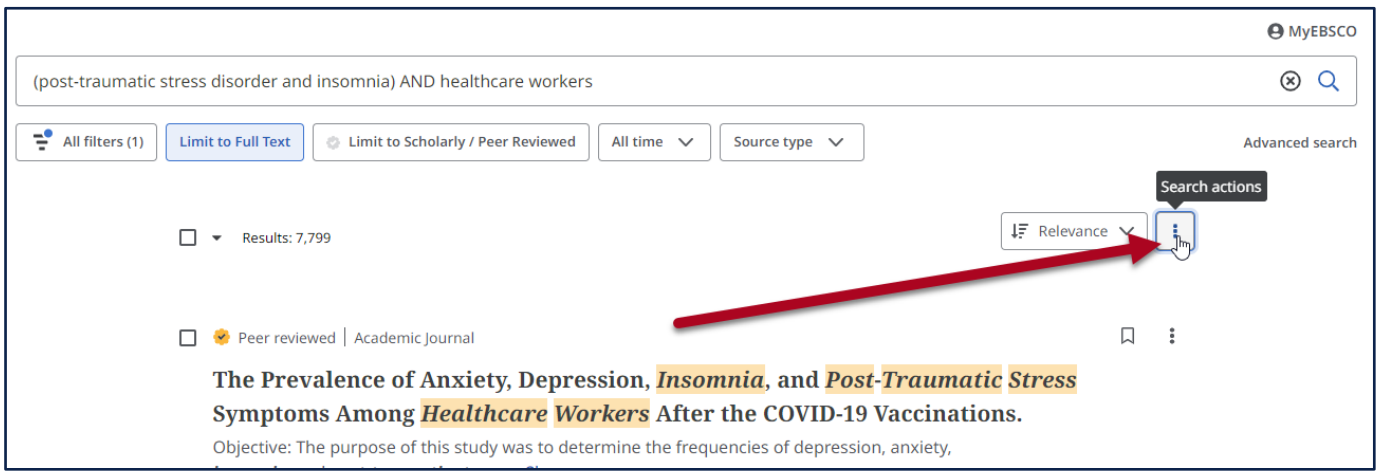




Creating Search Alerts

After running a search, you can create a Search Alert from the result list to be notified when new results become available.

1. After running a search, select the **Create Alert** option from the Search Options menu.



2. On the Create alert screen, enter the required information (Alert name, Email address, Frequency) and your notification preferences and select **Create alert.**

