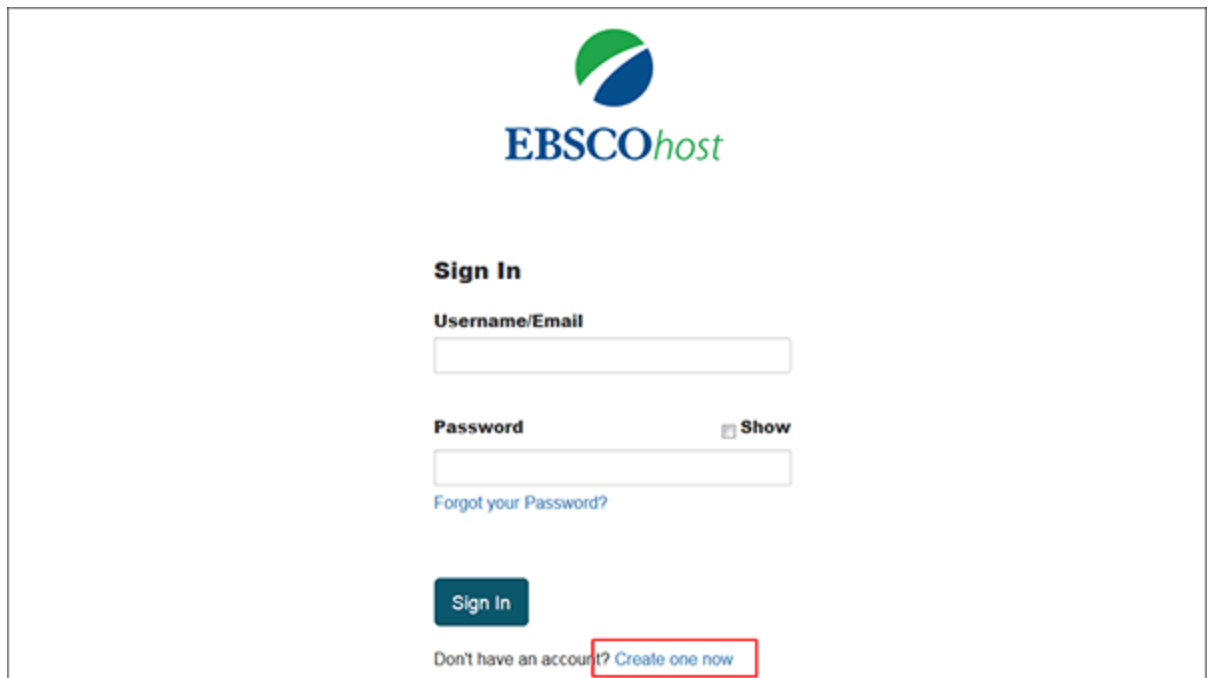# Personal Account

If permitted by your library administrator, you can set up a personal account in EBSCO*host*, *EBSCO Discovery Service*, and a number of EBSCO's unique research interfaces, such as *Literary Reference Center*, *History Reference Center* and *Science Reference Center*.

Whenever you sign in to any of these interfaces, you will be able to save search results, persistent links to searches, search alerts, journal alerts, and web pages to your personal My EBSCO*host* folder. (For more on personal folders, click here.)

Setting up a Personal Account

To set up a personal account:

1. Click the **Sign In** in the top toolbar of the screen.
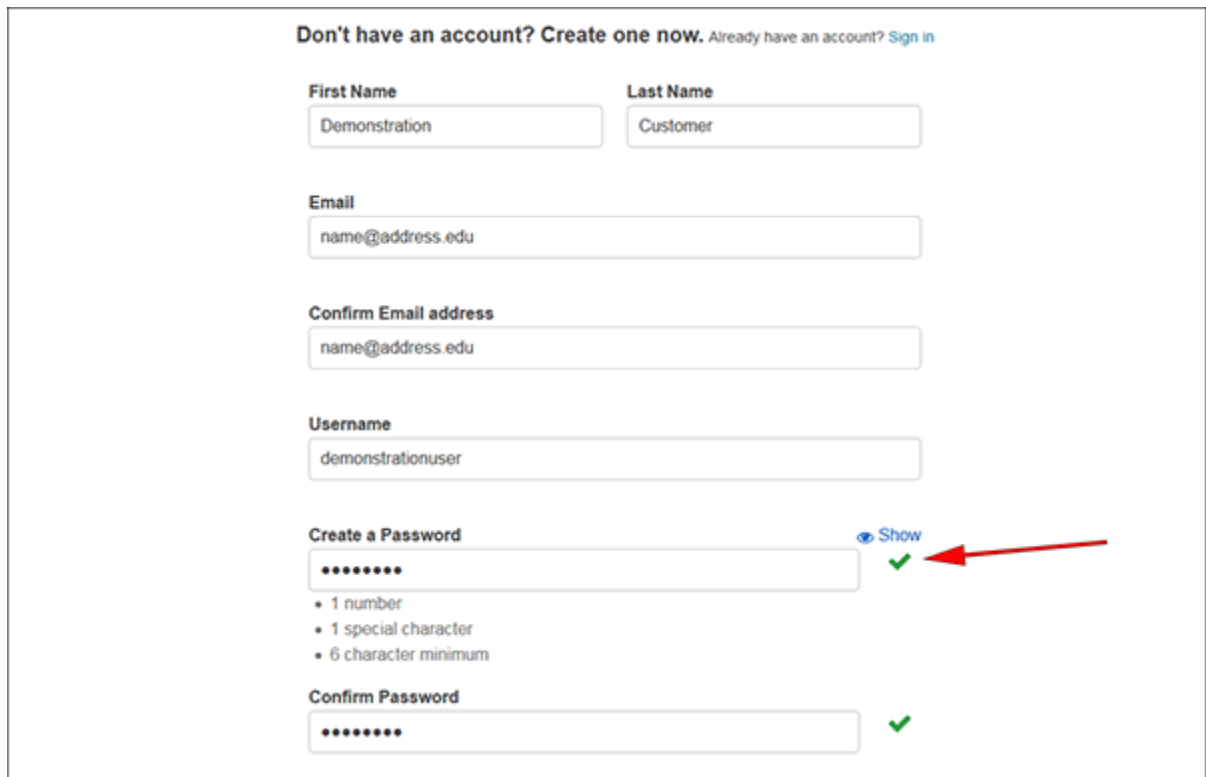2. From the Sign In Screen, click the **Create one now** link.

3. The **Create Account Screen** appears. Fill in the fields on the Create Account Screen.

   When you create a new My EBSCO*host* folder account, or are updating the existing password for your account, you are required to create a strong password.

As you begin to enter a new value into the password field, the strength indicator will reflect how strong your password is using both color and strength value (**red X**=weak vs. **green checkmark**=strong).

When your password meets the requirements, the indicator displays that your password is strong and you can retype the password in the next field to confirm it.
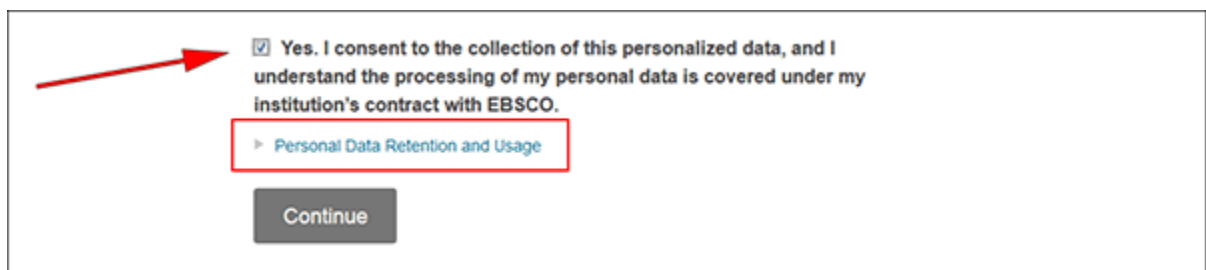
4. Check the box to consent to EBSCO's **Personal Data Retention and Usage** policy.

   You can read the Personal Data Retention and Usage policy by clicking the **link**. If you opt to not consent to the policy, you will be unable to continue creating an account.

5. When you have completed filling out your information, click **Continue**.

6. If your information was accepted, a message appears that confirms your account has been created. To log into your account, click the **Click here** link and provide your login credentials. You should note the username and password you created so you can log in at a future session.
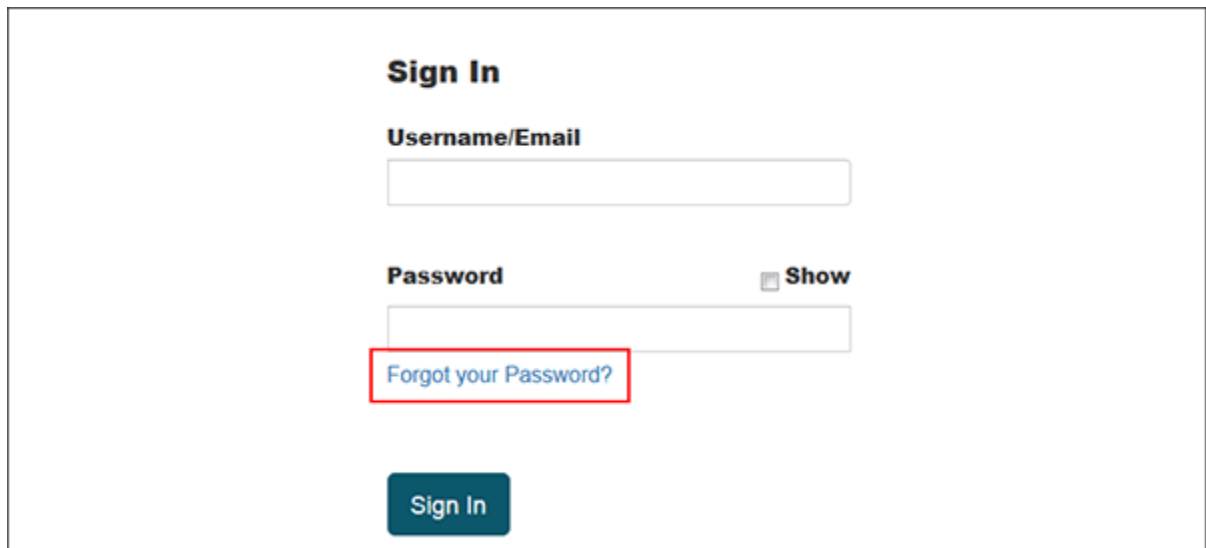
Note: When signing in to My ESBSCO*host* with your credentials, enter the **username** you created or your **email address** if you opted to use that as your username.

If you have forgotten your password, see **Resetting your Password** in the next section of this page.

Resetting your Password

To reset your password:

1. Click **Sign In** in the top toolbar of the screen.
2. From the Sign In Screen, click **Forgot your password?** The Reset Password screen appears.

3. In the **Email or Username** field:
   o If you created a **username**: Enter the username and click **Reset**.
   o If you used your **email address** as your username: Enter your email address and click **Reset**.
4. Answer the secret question and click **Continue**.
5. Create a new strong password and click **Continue**.
6. Click the **Sign In** link to sign into your My EBSCO*host* folder account.

Updating your My EBSCO*host* Account

To update your My EBSCO*host* account

1. Sign in to your personal My EBSCO*host* folder by clicking **Sign In** in the toolbar at the top of the interface screen.
2. Click the **Update My Account** link found in the personalized toolbar at the top of the screen
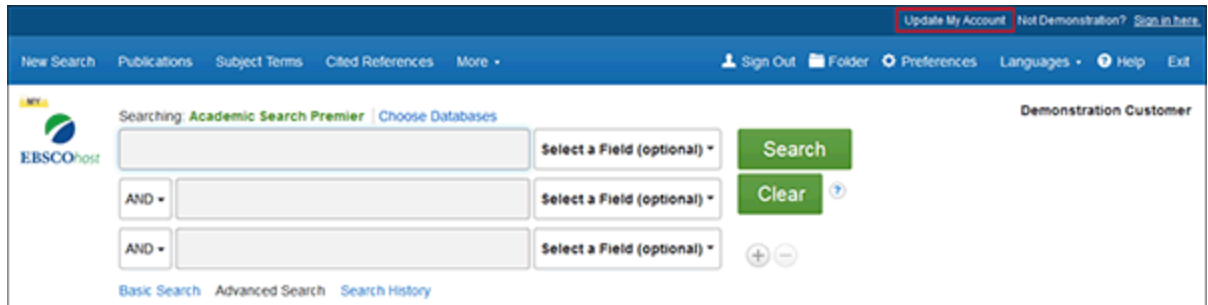
A Sign In screen opens in a new window or browser tab.

3. Re-enter your personal folder login information to confirm your identity and click **Sign In**.
4. Click the **Edit** button for the information you would like to update - such as to change your e-mail address. Enter the updated information and click **Save**.

   Note: You cannot change your Username.

5. Close the **Update my account** window or tab when you are finished updating your information.

Request Personal Information/Remove Your Account

From the My EBSCO*host* Personal Data Retention and Usage screen, you can request a report of your personal data collected within the last twelve months as well as remove your data which also removes your account.

To access the Personal Data Retention and Usage screen:

1. Sign in to your My EBSCO*host* account.
2. Click the **Update My Account** link in the top toolbar.
3. Re-enter your personal folder login information to confirm your identity and click **Sign In**.
4. Click the **Personal Data Retention and Usage** link at the bottom of the screen.

From the Personal Data Retention and Usage screen, you can:

- Review EBSCO's Personal Data Retention and Usage policy and how it pertains to your personal data.
- Request a report of your personal data collected in the past 12 months by clicking the **Request report** button.

Note: Reports take between 15-60 minutes to be generated and are available from this screen when they are ready.

- Permanently remove your data and delete your My EBSCO*host* account by clicking the **Remove my data** button and then confirming you wish to delete your account.

Remove Private Data - 'Right To Be Forgotten'

> ⚠ We support your 'Right To Be Forgotten'. By removing your personal data from EBSCO, your data and your user account will be entirely removed from our system.

If you proceed, the following will be permanently removed from your EBSCO account:

- Your browsing history, search history and saved searches
- Personal folders and their contents
- Your account will be removed

[Remove my data]

Please note, the following is permanently removed and cannot be retrieved after you click **Delete My Account**:

- ○ Your browsing history, search history and saved searches
- ○ Personal folders and their contents
- ○ Your account will be removed

After your account and personal data have been removed from EBSCO, you can set up a new account at any time using the same email address you used previously.

Notes:

- When you set up a personal account, we ask for your name, e-mail address, a unique login name, password, and password validation. This information is only used to identify you at log in so your searches are not viewed or used by anyone else. We do not share this information.
- When setting up a personal account in EBSCO's Point-of-Care Reference Center interfaces (*Nursing Reference Center*, *Patient Education Reference Center*, *Rehabilitation Reference Center*), the screen will look slightly different than the example screenshots below. However, the steps to create an account are the same.
- Items in your personal folder will automatically be discarded if you have not logged into the folder for an 18 month period. The exception to this policy is Page Composer. The web pages that you create in Page Composer and save to your personal folder are saved indefinitely.
- Due to EBSCO's privacy policy, we are unable to obtain and give out user ID and password information. If you have created multiple accounts associated with one e-mail address, you may be seeing an error when using the user ID and

password lookup tool provided to our customers that states "Sorry, several users have provided the same personal information as yours. We cannot recover your user name automatically". In this case, we advise to you create a new account. You should associate these new logins with a different e-mail address so that you will be able to use our lookup tool.