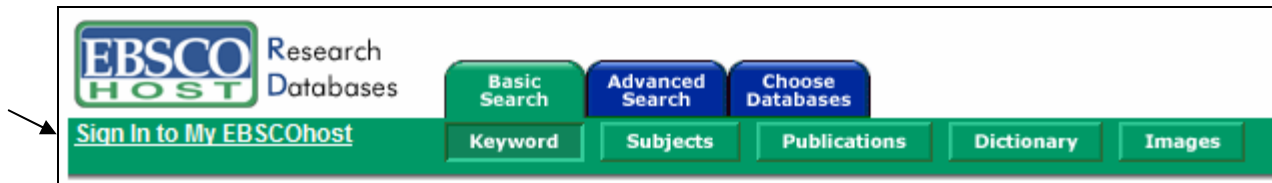


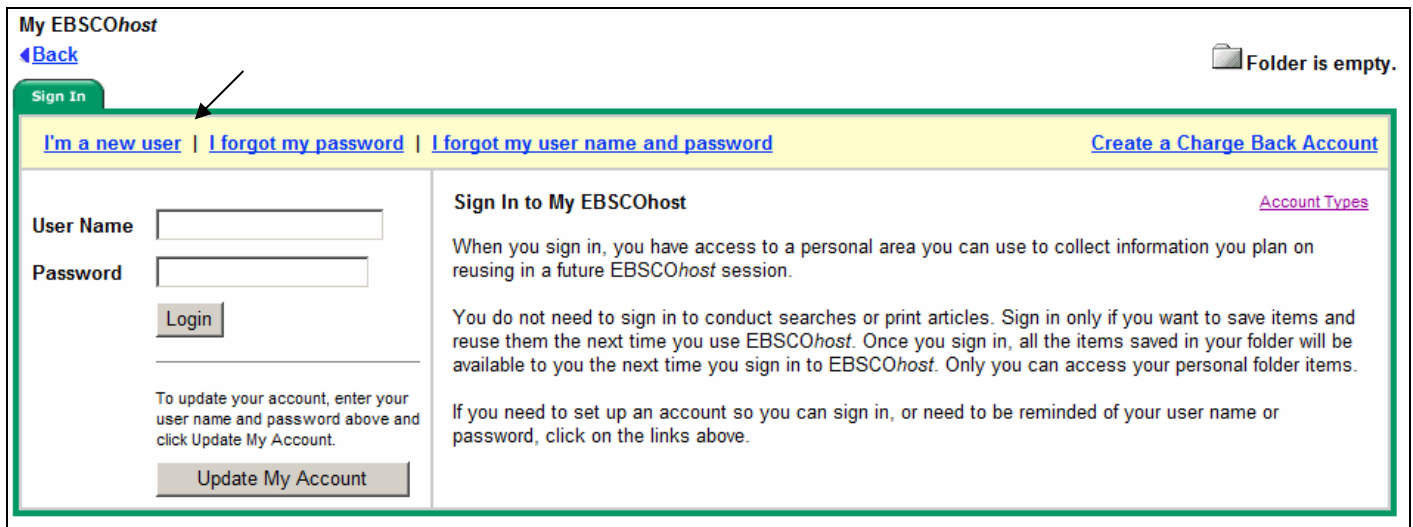
Magazines Online (EBSCOHost) Alert Services

Receive notification when a new issue of your favorite journal or a new article in your subject area of interest is published.

1. Connect and Login to any database in Magazines Online
2. Set up a Personal Account EBSCOhost.
 - Click on “Sign in to MyEBSCOhost”



3. Click on “I’m a new user” to sign up for MyEBSCO



My EBSCOhost

[Back](#) Folder is empty.

Sign In

[I'm a new user](#) | [I forgot my password](#) | [I forgot my user name and password](#) [Create a Charge Back Account](#)

User Name

Password

To update your account, enter your user name and password above and click Update My Account.

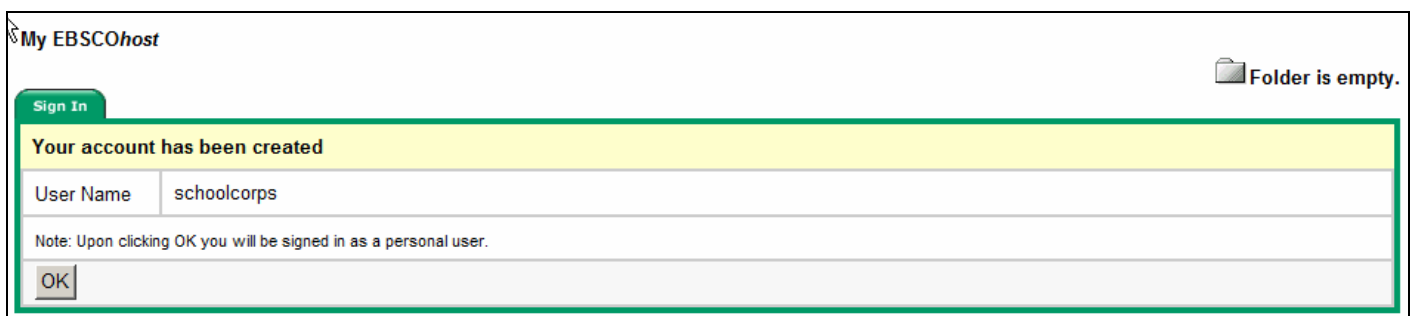
Sign In to My EBSCOhost [Account Types](#)

When you sign in, you have access to a personal area you can use to collect information you plan on reusing in a future EBSCOhost session.

You do not need to sign in to conduct searches or print articles. Sign in only if you want to save items and reuse them the next time you use EBSCOhost. Once you sign in, all the items saved in your folder will be available to you the next time you sign in to EBSCOhost. Only you can access your personal folder items.

If you need to set up an account so you can sign in, or need to be reminded of your user name or password, click on the links above.

4. Sign up and then click “Submit.”
5. The screen below will appear with your user name. Click “Ok.”



My EBSCOhost Folder is empty.

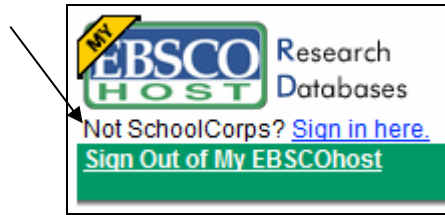
Sign In

Your account has been created

User Name schoolcorps

Note: Upon clicking OK you will be signed in as a personal user.

6. You will be redirected to a basic search screen, but now you are logged in to MyEBSCO.



Set Up Search Alerts

At regular intervals, EBSCO will repeat your search and email you with the results. If you are setting up the Search Alert for someone else, you can have the results sent to his or her email address. At any time you may access, edit or retrieve any saved Search Alert by logging in and selecting the My Folder link.



Therefore, you can set up Search Alerts so that specific educators or administrators receive periodic emails with new articles on a specific subject.

Search Alert can only query one database at a time. If you'd like to have Search Alerts for more than one database using the same search terms, you will need to set up a Search Alert separately for each database. Once you've saved an alert, you can run it against a different database by selecting the database from a drop-down box and then save it as an additional Search Alert.

1. Click on "Choose Databases" tab to select the database you want your search alert to cover.
2. Click the Advanced Search tab.
3. Do your search by entering keywords and/or selecting fields (full text only or peer reviewed journal articles, etc).
4. Click "Search" and then your results list will appear like below.
5. To create a Search Alert, click the "Search History/Alerts" tab.

The image is a screenshot of the EBSCO search results page. At the top, it shows the search criteria: 'EBSCO Animals; MasterFILE Premier; Middle Search Plus; Primary Search for snow leopard and Full Text'. Below this, there are search fields with 'snow leopard' entered. A 'Search' button is visible. Annotations include: 1. A box pointing to the search criteria with the text 'Click on the My Folder link to review, edit or retrieve Saved Searches and Saved Search Alerts.' 2. A box pointing to the search results with the text 'The database and the search terms you chose are listed here! This also lists any other fields you selected, such as Full Text.' 3. A box pointing to the 'Search History/Alerts' tab with the text 'Search History/Alerts Tab'. At the bottom, there are navigation links like 'Refine Search', 'Search History / Alerts', and 'Results'. A list of results is shown, including 'Snow Leopards, Parenting, Dec/Jan2005 Supplement, Vol. 18, p18, 2p, 5c; (AN 15266787)' with an 'HTML Full Text' link and an 'Add' button.

6. You can add a search or revise it from here.
7. To permanently save this search, click the Save Searches/Alerts link.

✓ **Limiters set**

Refine Search | **Search History / Alerts** | Results

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#) | [Clear Search History](#)

Add using: and ▾ Add

Add to Search	Search ID #	Search Terms	Limiters and Expanders	Last Run Via	Results	Revise Search	Delete
<input type="checkbox"/>	S1	snow leopard	Limiters - Full Text	Interface - EBSCOhost Database - EBSCO Animals, MasterFILE Premier, Middle Search Plus, Primary Search	74	Revise	<input type="button" value="X"/>

8. To send this search as an emailed Search Alert, click the button next to “Alert.”

Saved Search/Alert [My Folder has items.](#)

Name	<input type="text"/>
Description	<input type="text"/>
Date Created	2/16/2005
Database:	MasterFILE Premier, Middle Search Plus, Primary Search, EBSCO Animals
Interface	EBSCOhost
Save Search As	<input checked="" type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input type="radio"/> Alert
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

#	Query	Limiters/Expanders	Results
S1	snow leopard	Limiters - Full Text	Display

A new screen will automatically load. (See the next page for screen shot)

Name	<input type="text"/>	Choose the name and description you want for this search alert.
Description	<input type="text"/>	
Date Created	2/16/2005	
Database:	MasterFILE Premier	A search can only be done in one database at a time. You can set up multiple Search Alerts for additional databases.
Interface	EBSCOhost	
Save Search As	<input type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input checked="" type="radio"/> Alert Frequency: <input type="text" value="Once a month"/> Articles published within the last <input type="text" value="No Limit"/> Run Alert for: <input type="text" value="One Year"/>	Choose the frequency of the search (once a month, once a week, biweekly, daily). Limit to articles published within the last year, 6 months, two months, one month or no limit. Set how long to run the alert.
E-mail Properties	<input checked="" type="checkbox"/> E-mail notification E-mail Address (please separate e-mail addresses with a semicolon) <input type="text"/> Subject <input type="text"/> Title <input type="text" value="EBSCOhost Alert Notification"/> E-mail [From] address <input type="text" value="EPAAlerts@EPNET.COM"/> E-mail format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML E-mail Results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent Include in e-mail <input checked="" type="checkbox"/> query string <input checked="" type="checkbox"/> frequency	Enter your email address (or the addresses of the people you want to be notified) for this search alert. Enter the text that will appear in the subject line of the Subject Alert e-mail. You can optionally enter a title for the e-mail. This is the default title. You can change the From email to your own email address if you are sending this alert to other people. You may choose to check mark this if the person you send this to doesn't have database access. Check mark this if you want to include your search string in the email. Check mark frequency if you want to include the alert frequency in the email.
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

9. Click on the Save button and now your Search Alert is saved!

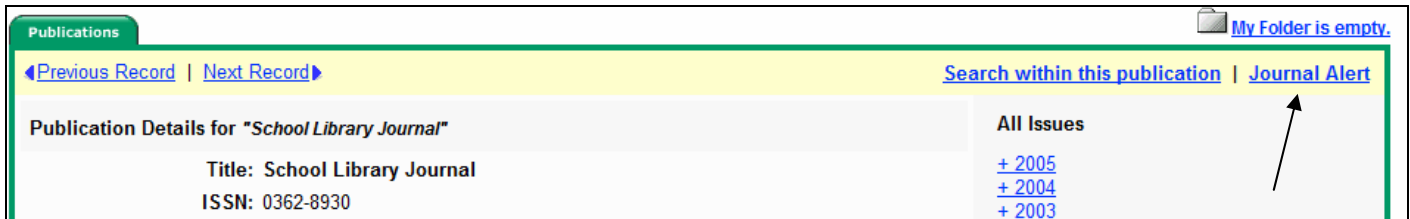
10. **Be sure to log off MyEBSCO or close the browser window when you are finished!**

Set Up Journal Alerts (Sends you email each time a new journal issue becomes available in EBSCO.)

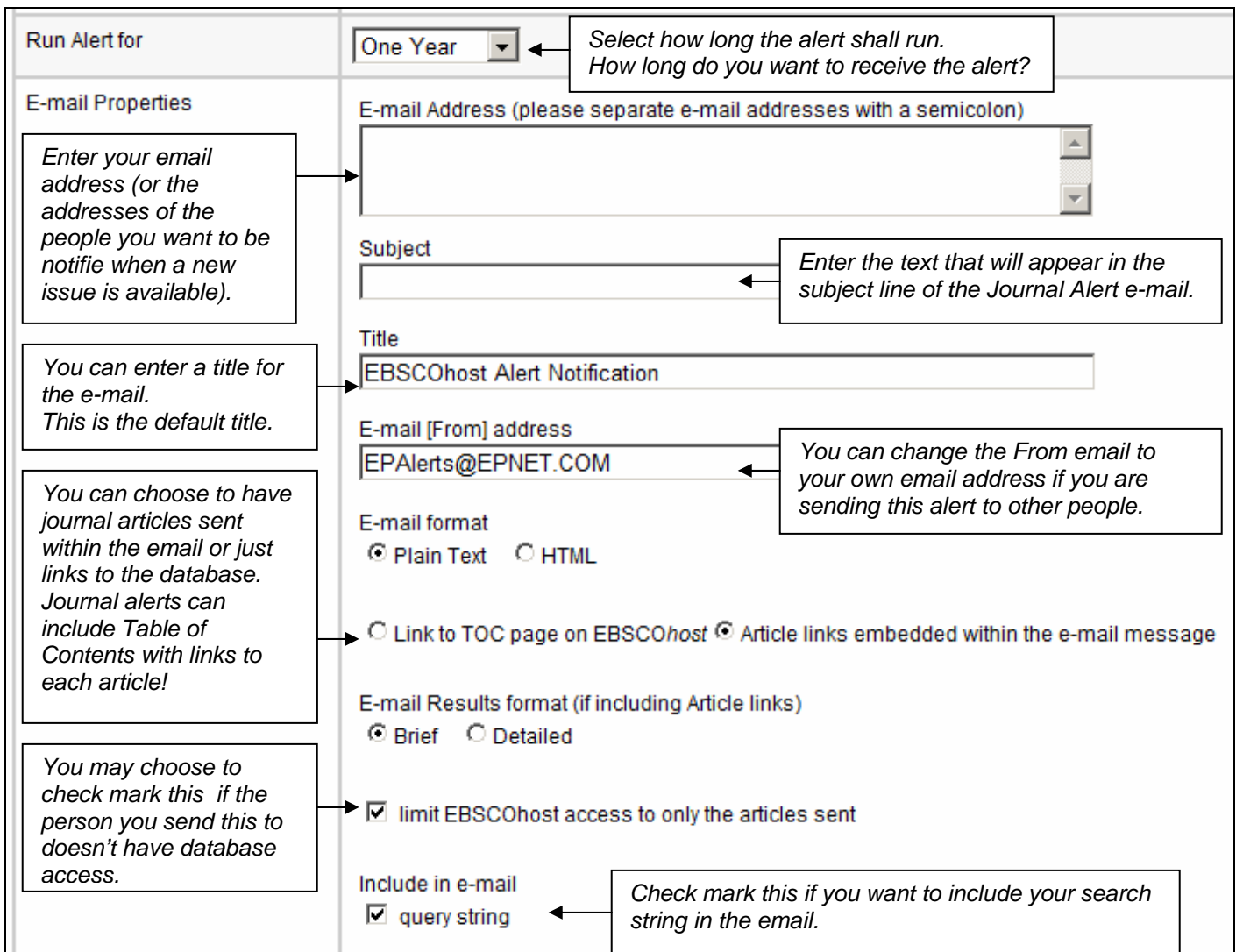
1. Click on the “Publications” button and either search or browse for the journal title of your choice.



2. Click on the journal title link to view the journal’s bibliographic information.
3. Click on the “Journal Alert” link in the upper right corner.



4. The next screen asks for your alert preferences.
5. Learn what each option means by reading the text boxes on the screen capture below.



6. Once you make your selections, click “Save” and your Journal Alert is saved!
7. **Be sure to log off MyEBSCO or close the browser window when you are finished!**

Set Up Saved Search

Unlike Search Alert, you may search multiple databases at one time with a Saved Search.

A Saved Search is different than a Search Alert.

A **Saved Search** can be permanently saved in your “My Folder” and the query is run only when you log in to your MyEBSCO account, click on My Folder and then click on Retrieve Saved Search. Saved searches can search multiple databases with one search query.

1. Click on “Choose Databases” tab to select the databases you want your search alert to cover. (Multiple databases can be selected for one Saved Search. Do this by holding down the CTRL key and clicking on the different databases.)
2. Click the Advanced Search tab.
3. Do your search by entering keywords and/or selecting fields (full text only or peer reviewed journal articles, etc).
4. Click “Search” and then your results list will appear like below.

EBSCO Animals; MasterFILE Premier; Middle Search Plus; Primary Search for *snow leopard* and Full Text [Add this search to](#)

Searched: folder | [Display link to this search](#)

[Database Help](#)

Find: snow leopard in Default Fields

and in Default Fields

and in Default Fields

[Search Tips](#) [My Folder has items.](#)

✓ Limiters set

[Refine Search](#) [Search History / Alerts](#) [Results](#) To print, e-mail, or save an article or citation, add it to your folder.

1 - 10 of 74 Pages: 1 [2](#) [3](#) [4](#) [5](#) [Next](#) [Add \(1-10\)](#)

1. [Snow Leopards](#). Parenting, Dec/Jan2005 Supplement, Vol. 18, p18, 2p, 5c; (AN 15266787)
[HTML Full Text](#) [Add](#)

5. To create a Saved Search, click the “Search History/Alerts” tab.
6. You have now saved a search query only for this login session.
7. You can add a search or revise it from here.
8. To permanently save this search, click the “Save Searches/Alerts” link.

✓ Limiters set

[Refine Search](#) [Search History / Alerts](#) [Results](#)

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#) | [Clear Search History](#)

Add using: and

Add to Search	Search ID #	Search Terms	Limiters and Expanders	Last Run Via	Results	Revise Search	Delete
<input type="checkbox"/>	S1	snow leopard	Limiters - Full Text	Interface - EBSCOhost Database - EBSCO Animals, MasterFILE Premier, Middle Search Plus, Primary Search	74	Revise	<input type="button" value="X"/>

9. To create a Saved Search for this query, click the button next to "Saved Search (Permanent)."

Name	<input type="text" value="Snow Leopard Search"/>
Description	<input type="text" value="For Ms. Hamilton's 5th grade animal reports."/>
Date Created	3/1/2005
Database:	MasterFILE Premier, Middle Search Plus, Primary Search, Newspaper Source, ERIC
Interface	EBSCOhost
Save Search As	<input checked="" type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input type="radio"/> Alert
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

#	Query	Limiters/Expanders	Results
S1	snow leopard	Limiters - Full Text	Display

10. After filling in the blanks, click the Save button.

11. Now your search is permanently saved!

To view your Saved Search, click on  [My Folder has items.](#) and then click on the Saved Searches link.

My Folder

- ▶ [Result List Items](#) (0)
- ▶ [Images](#) (0)
- ▶ [Videos](#) (0)
- ▶ [Persistent Links to Searches](#) (1)
- ▶ [Saved Searches](#) (1) ←
- ▶ [Search Alerts](#) (1)
- ▶ [Journal Alerts](#) (0)
- ▶ [Web Pages](#) (0)

Saved Searches

1 - 1 of 1 Pages: 1

1.	Snow Leopard Search Properties: Saved Search (Permanent) <input type="button" value="Retrieve Saved Search"/>	<input type="button" value="X"/>
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1 - 1 of 1 Pages: 1

At any time you can retrieve, review, delete or revise a saved search by logging in to MyEBSCO and clicking on the Search History/Alerts tab at any time.

✓ **Limiters set**

[Refine Search](#) | **[Search History / Alerts](#)** | [Results](#)

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#) | [Clear Search History](#)

Add using:

Add to Search	Search ID #	Search Terms	Limiters and Expanders	Last Run Via	Results	Revise Search	Delete
<input type="checkbox"/>	S1	snow leopard	Limiters - Full Text	Interface - EBSCOhost Database - EBSCO Animals, MasterFILE Premier, Middle Search Plus, Primary Search	74	Revise	<input type="button" value="X"/>

Click this link to modify search terms, or other search options.

Be sure to log off MyEBSCO or close the browser window when you are finished!