

How to Create an EBSCO Folder

1. Go to the library home page (<http://www.kcu.edu/library>)
2. Click on the word “Research” in the column on the left
3. Click on “Databases”
4. Click on “Academic Search Complete” under the topic heading **General Studies**

***NOTE: You can open any EBSCO database and create this account. Academic Search Complete is easy because it is at the top of the list.

5. On the bar at the top of the page click on “Sign in” at the top right:

Search Publications Subject Terms Cited References More Sign In Folder Preferences Languages Ask-A-Librarian Help

EBSCO
10317

Searching: Academic Search Complete | Choose Databases

KENTUCKY CHRISTIAN UNIVERSITY

Select a Field (optional) Search Clear ?

AND Select a Field (optional)

AND Select a Field (optional) Select a Field (optional) + -


Basic Search Advanced Search Search History

Search Options Reset

Search Modes and Expanders

6. On the new screen, next to the Login button, you should click on “Create a new account”.

New Search Publications Subject Terms Cited References More Sign In

 Sign In to My EBSCOhost

[Back](#)

User Name

Password

[Create a new Account](#)

Load Preferences from My EBSCOhost

[Forgot your password?](#)
[Forgot your user name and password?](#)

Sign in to access your personalized account.

- ✓ Save preferences
- ✓ Organize your research with folders
- ✓ Share your folders with others
- ✓ View others' folders
- ✓ Save and retrieve your search history
- ✓ Create email alerts and/or RSS feeds
- ✓ Gain access to your saved research remotely

7. Fill in the information requested
8. Record your user name and password that you have created in a safe place
9. Click on “Save Changes at the bottom of the page.
10. Once you have signed in you should see a yellow ribbon that says “MY” across the EBSCOhost logo. This will always tell you if you are signed in.

