

Creating an E-Mail Journal Alert in an EBSCO Database

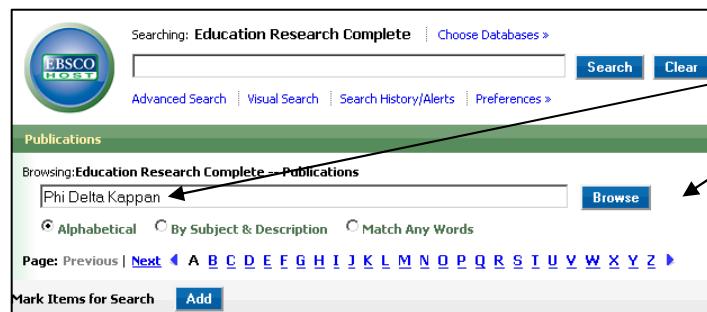
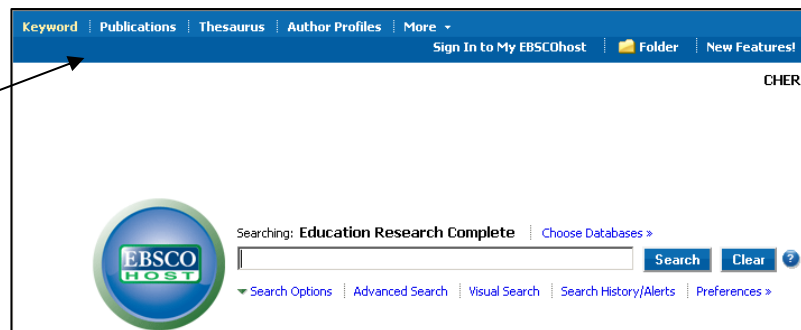
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You can create alerts to automatically notify yourself by e-mail each time a new issue of one of your favorite journals becomes available in an EBSCO database. Follow the instructions below to locate a journal online, create a My EBSCOhost account, and create an alert. It is recommended that you print these instructions and refer to them as you create an alert.

1. At the District Library & Visual Media Services website, click on the EBSCO professional development database that interests you: **Academic Search Elite; Academic Search Premier; Education Research Complete; Library, Information Science & Technology Abstracts with Full Text; or Teacher Reference Center.**
2. If you have an Ebscohost account, sign-in, or **create a new account**. Fill in the requested information and click on the **Submit** button to create your account. Then, on the next screen, click on the **Continue** button to sign in. When you're successfully signed in, a small yellow banner reading "MY" should appear above the EBSCOhost logo.



3. On the database's opening search page, click on the **Publications** link.

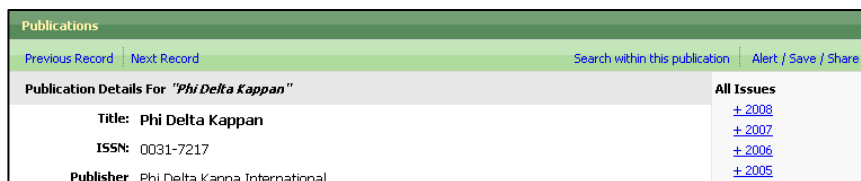


4. To locate a journal, type its title in the Browsing field and click on the **Browse** button. Or, use the **A-Z links** to browse through the list of titles.

5. When you've located the journal you want, click on its title link.



6. From the Publications screen, click on the **Alert/Save/Share** link on the right. In the popup, click on the **Email alert link**.



7. On the Create Alert screen, you will see the journal name and date created at the top. Complete the rest of the form as required.
8. When you are finished, click on the **Save Alert** button and you will be returned to the Publication Details Screen. There is no limit to the number of alerts that you can create.