Step by Step Guide: Accessing EBSCO from Off Campus
-- A video of this process is available from http://youtu.be/GXcWEJY3460--

Step 1: Click on the EBSCO tag on the Library’s tag cloud at http://tinyurl.com/MUIH-Sherman-Cohn-Library/research-tools
Step 2:  From this Diigo page you can read the instructions informing you that you’ll need to log in to your Library Catalog account in order to access EBSCO.

Step 3:  Assuming that you have already created your Library Catalog account, enter your first and last name in the Name field. Current students, faculty and staff will enter their SIS ID number in the SIS ID or Barcode Number field. Enter your PIN in the PIN field.

NOTE: Our license agreement with EBSCO does not permit alumni and community patrons to access EBSCO from off campus.

If you have accomplished all of the preceding the move ahead to Step 4. If you need help with Step 3, keep reading:

NO ACCOUNT? Did you forget to create an account for the online catalog? Access the Step by Step Guide at http://muih.iii.com/record=b1009865 to learn how. As illustrated on the right, it is accessible from the main page of the catalog at http://muih.iii.com
DON’T KNOW YOUR SIS ID?
Click on “MyMUIH” from http://www.muih.edu and use your “@muih.edu” email login and password to log into your Data Portal to learn this number. You’ll be able to it by clicking on My Contact Information on the menu at the left hand side of the page.

Step 4: Once you have entered your Name, SIS ID and PIN into the “Library Account Login” screen, the page depicted on the right will load. You will need to choose EBSCOhost Web in order to access EBSCO.
Step 5:

This EBSCO “Choose Databases” screen contains a list of 20 databases that can be searched simultaneously by clicking “Select.” We recommend this approach to get the broadest results.

TIPS FOR CONDUCTING SEARCHES

When formulating your SEARCH QUERY, keep in mind that you can limit your results to FULL TEXT. You can also employ the limit to see only results from SCHOLARLY/PEER REVIEWED JOURNALS. Aside from keyword searching you may wish to use BOOLEAN/PHRASE searching.
**Booleans**

Boolean logic defines logical relationships between terms in a search. The *Boolean search operators* are *and*, *or*, and *not*. You can use these operators to create a very broad or very narrow search.

- **And** combines search terms so that each search result contains all of the terms. For example, *travel and Europe* finds articles that contain *both* travel and Europe.
- **Or** combines search terms so that each search result contains at least one of the terms. For example, *college or university* finds results that contain *either* college or university.
- **Not** excludes terms so that each search result does not contain any of the terms that follow it. For example, *television not cable* finds results that contain television but *not* cable.

**Note:** When executing a search, **And** takes precedence over **Or**.

The following table illustrates the operation of Boolean terms:

<table>
<thead>
<tr>
<th>And</th>
<th>Or</th>
<th>Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each result contains all search terms.</td>
<td>Each result contains at least one search term.</td>
<td>Results do not contain the specified terms.</td>
</tr>
<tr>
<td>The search <em>heart and lung</em> finds items that contain <em>both</em> heart and lung.</td>
<td>The search <em>heart or lung</em> finds items that contain <em>either</em> heart or items that contain lung.</td>
<td>The search <em>heart not lung</em> finds items that contain heart but do not contain lung.</td>
</tr>
</tbody>
</table>

**FULLTEXT TYPES**

Aside from records that contain citations or citation and abstracts, some EBSCO records contain links to the fulltext of an article. There are 3 types of fulltext available via EBSCO:

<table>
<thead>
<tr>
<th>Full Text</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="PDF Full Text" /></td>
<td>These are PDFs which may open from the EBSCO browser window and will open through program called Adobe Reader.</td>
</tr>
<tr>
<td><img src="image" alt="HTML Full Text" /></td>
<td>This is an HTML document which will be accessible from the EBSCO browser window.</td>
</tr>
<tr>
<td><img src="image" alt="Full Text from Publisher’s site" /></td>
<td>This indicates that the Sherman Cohn Library has an online subscription to the journal that carries this article. You will need to follow the link to the journal’s site in order to obtain the full text.</td>
</tr>
</tbody>
</table>

**NEED ASSISTANCE?**

Call us at extension 6644 from any of these phone numbers for the Maryland University of Integrative Health: (410) 888-9048 or (301) 725-1674 or (800) 735-2968 during open hours (shown at [http://tinyurl.com/MUIH-Sherman-Cohn-Library/library-hours-services](http://tinyurl.com/MUIH-Sherman-Cohn-Library/library-hours-services)). Students may also log in to their Online Learning account to “Ask a Librarian” at [http://tinyurl.com/askshermancohnlibrary](http://tinyurl.com/askshermancohnlibrary).