

# DISCOVERY GUIDE: USING MyEBSCO ACCOUNT

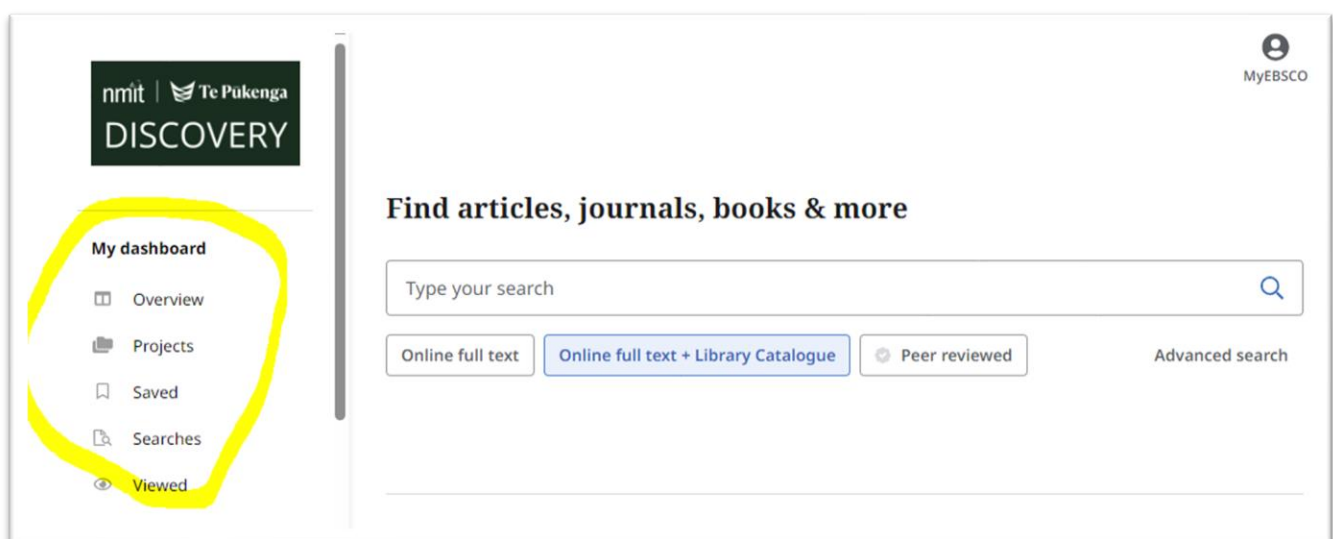
TE PUNA MĀTAURANGA - LIBRARY LEARNING CENTRE

Use MyEBSCO account to save your DISCOVERY searches and create Project folders.

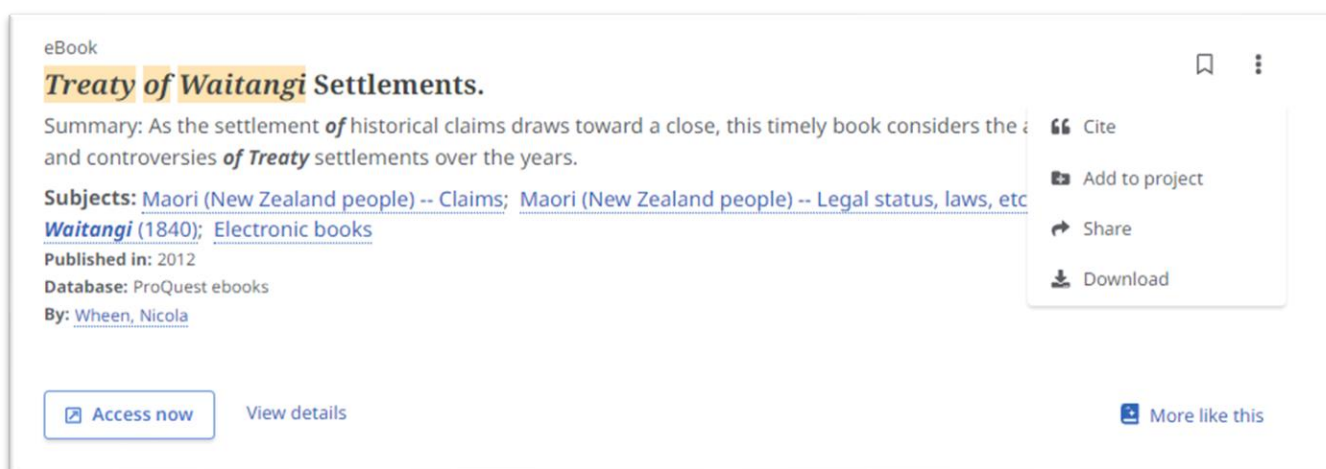
1. Go to the Library website (<https://library.nmit.ac.nz>) to find the DISCOVERY search box and click on **Search DISCOVERY** to open the DISCOVERY platform.
2. Sign into DISCOVERY to use your **MyEBSCO** account by clicking on the link '**Welcome, Guest. Sign in with your NMIT | Te Pūkenga account for full access to resources**' as below, and follow prompts.)



3. The account icon will now have a **MyEBSCO** label, as below, indicating you are signed into DISCOVERY.
4. If you click on the **MyEBSCO** icon, your NMIT account name should display. (If your name does not display, simply click on the blue **Sign in to MyEBSCO** button).
5. From the DISCOVERY menu on the left, you can now use **My Dashboard** to record and organise your DISCOVERY searches and search results.



6. From the **My dashboard** menu you can click on:
  - **Overview** - to see a summary of your **MyEBSCO** dashboard.
  - **Projects** - to create project/assignment folders for saved records or searches.
  - **Saved** - to see your saved records or searches.
  - **Searches** or **Viewed** - to see latest searches and viewed records from your current session.
7. To save a record to your **Saved** list:
  - Type in your search keywords and press Enter or **Search DISCOVERY** button to bring up some search results (See *DISCOVERY: GETTING STARTED* if you need help with searching).
  - Click on the bookmark tag icon (found at the right top of each search result, as below) of the record you want to save. This will save it to your **Saved** menu on the dashboard.
8. To save a search, click on **Searches** from the menu, and again click on the bookmark tag. When you next log in to your MyEBSCO account on DISCOVERY, see your Dashboard for you saved searches and records.
9. To see other saving options, click on the three dots (seen below) to open the menu for other options.



- **Cite** - copy and/or export the record's citation (check against [NMIT APA Referencing 7<sup>th</sup> ed guide](#)).
- **Add to project** - add the record to an existing **Project** folder or create a new one. You can include an assignment due date and notes. (see *DISCOVERY GUIDE: USING PROJECT FOLDERS* for more tips).
- **Share** -share the record to Google Drive, Google Classroom, OneDrive or create a link to share.
- **Download** - select a format to download the record data.

**Need more help?...see our other [Library Help Guides](#).**