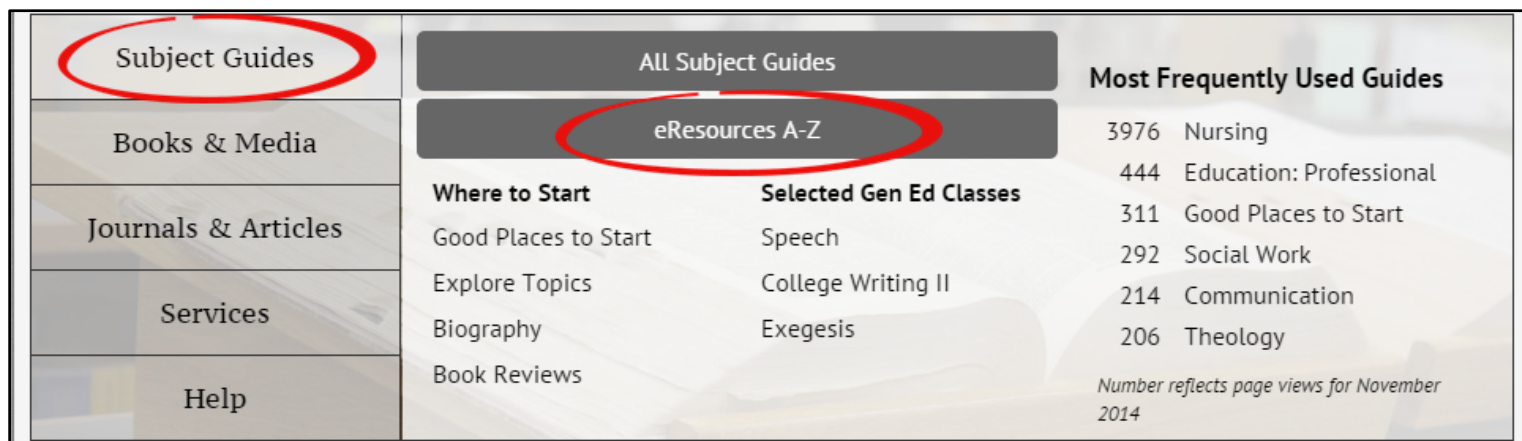# Creating an Account in ProQuest

Navigation
Step One: Access the Benner Library homepage at library.olivet.edu.
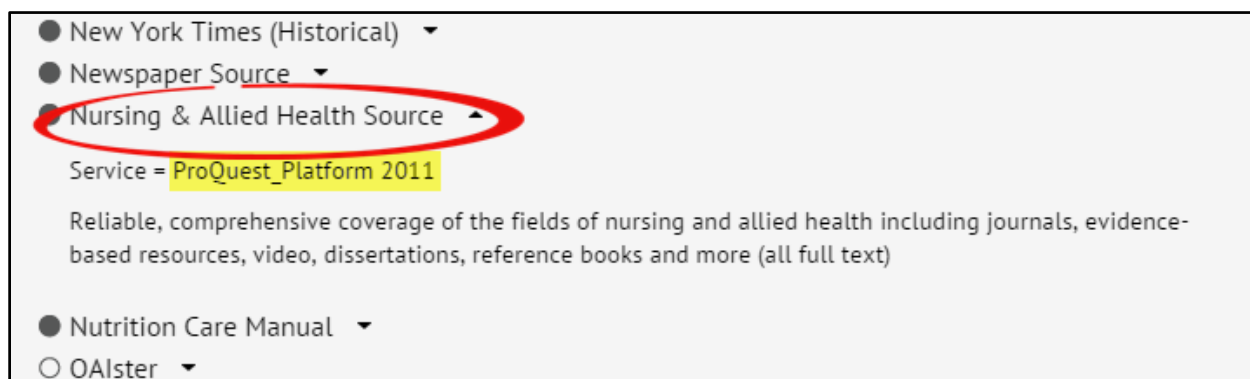**Step Two:** Click on "Subject Guides" on the home page.
Step Three: Click on "eResources A-Z".

Step Four: Hover over the arrow beside a database to see it's specifics as well as the database provider.
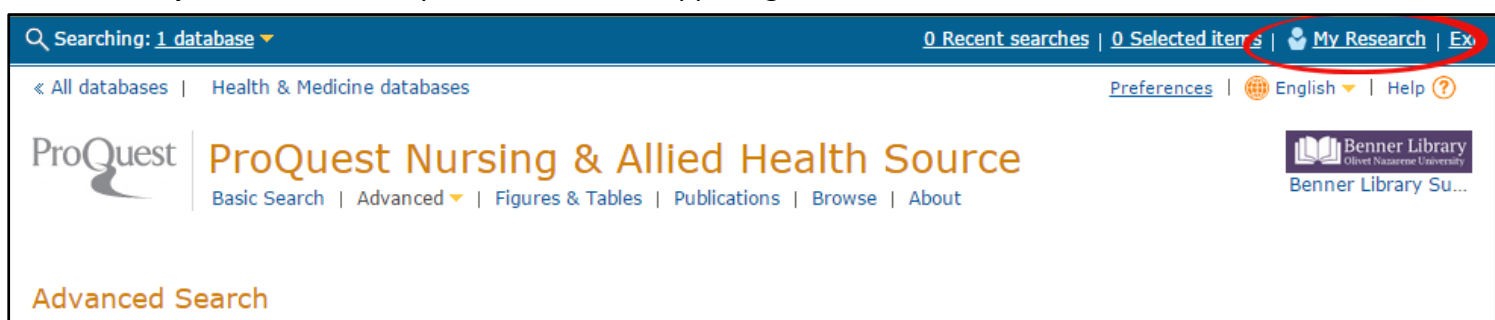**Step Five:** Select a ProQuest database.

Note: For this tutorial, we will be using the ProQuest database Nursing and Allied Health Source. However, these strategies can be applied to most ProQuest databases covering any subject.

Creating an Account in ProQuest

Step One: Click on "My Research" in the upper right hand corner.

Step Two: Click on "Create my Research Account"

Step Three: Create a username, password, and fill out all of the information.
Step Four: Click "Create Account".

Saving Research in ProQuest

Step One: Click on "Search" at the top of the page.

Step Two: Type in your search terms.

Step Three: Limit your search by selecting peer reviewed and scholarly articles, as well as setting a publication date that corresponds with your assignment.

Step Four: Then Click "Search".

Step Five: Once you find an article you want to use, click the Full Text Link.

Step Six: Save the article to your account by clicking "Save to My Research".

Step Seven: Choose a folder to save it to, or create a new folder.

Saving a Search in ProQuest

Step One: Click on "Search" at the top of the page.
Step Two: Type in your search terms.
Step Three: Limit your search by selecting peer reviewed and scholarly articles, as well as setting a publication date that corresponds with your assignment.
Step Four: Then Click "Search".
Step Five: Click on "Save Search" at the top of the page.

Step Six: Title your search and click "Save"

Creating an Alert in ProQuest

Step One: To receive an email alert when new articles in this search are added, click on "Create an Alert" at the top of the page.
Step Two: Fill out all the fields and click "Create Alert"

Retrieving Saved Searches in ProQuest

Step One: Click on "My Research" at the top of the page.
Step Two: Toggle through the different tabs to view and edit your saved documents, searches, and alerts.

Questions?

Contact Pam Greenlee through the SGCS Librarians link under the "Help" tab on the Benner Library Homepage!