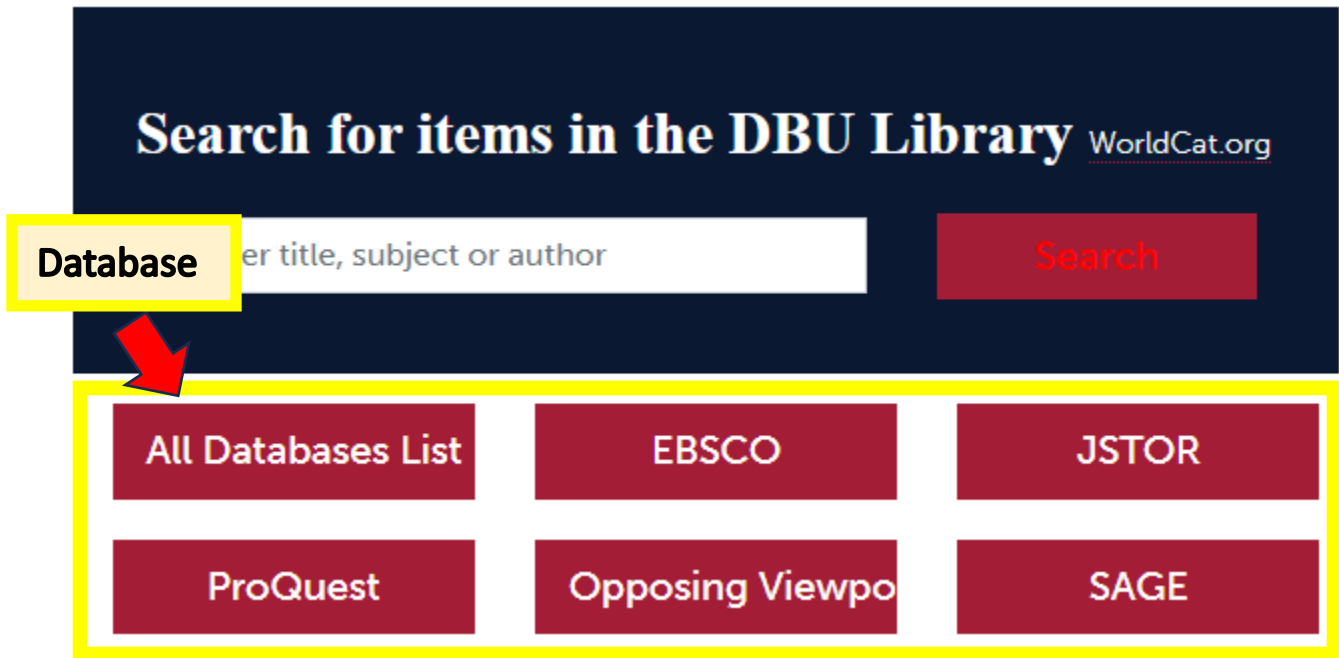


How do I log into a database from off campus?

You will need your MyDBU account information to login into a library database from off-campus.

STEP 1. First, visit the DBU Library website at dbu.edu/library. On the homepage, below the search bar are popular databases such as **EBSCO**, **JSTOR**, and **ProQuest**. Clicking on a database will prompt a login screen (see Step 2). **Tip:** Click **All Databases List** to view our full list!



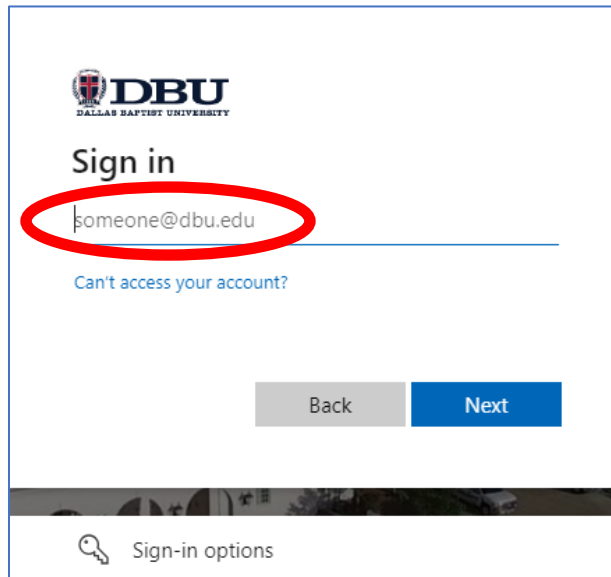
STEP 2. Click **DBU LOGIN**.

The image shows a login screen with the heading "Select a service to sign into." Below this is a checkbox labeled "Remember my selection". There are two buttons: "DBU LOGIN" and "GUEST LOGIN". The "DBU LOGIN" button is circled in red.

STEP 3. Enter full **DBU email** username and click **Next**. See example below:

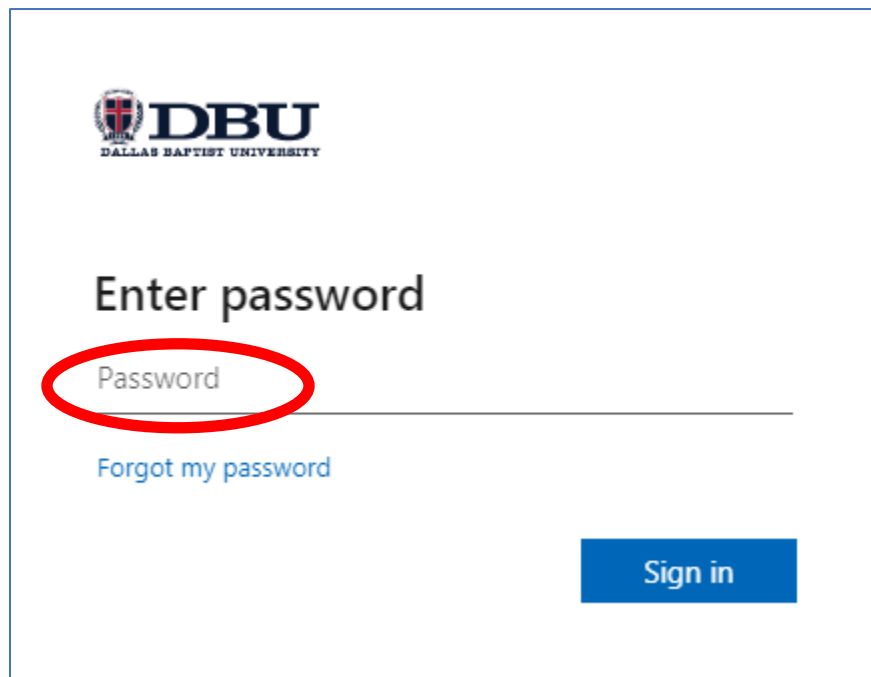
Username is your full DBU email. For example, DBU username: **jdoh4567@mail.dbu.edu**

Password is the same password that you type to access your DBU email. If you need to reset your password, visit password.dbu.edu or call IT at 214-333-5500.



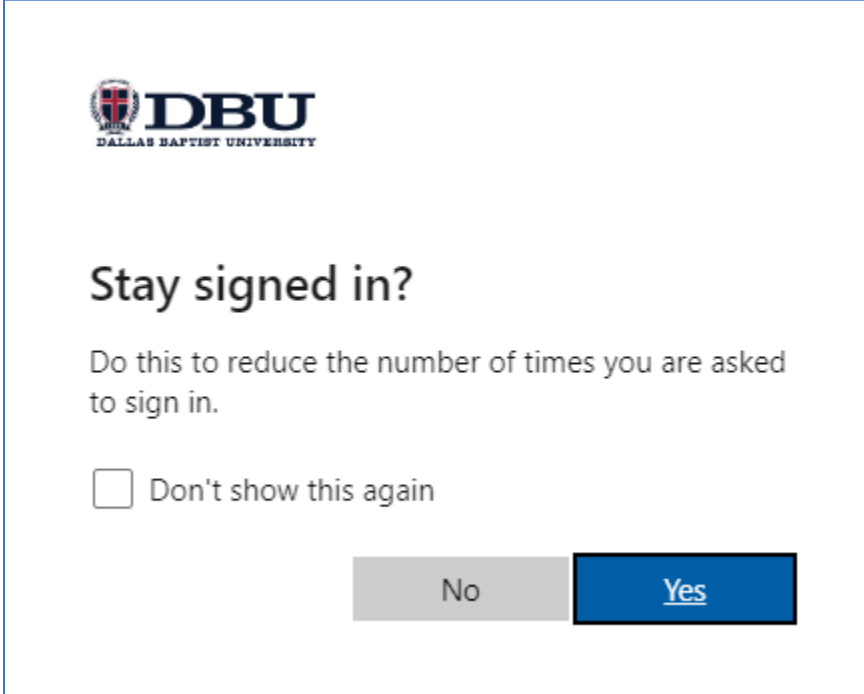
The screenshot shows the DBU Sign in page. At the top left is the DBU logo (Dallas Baptist University). Below the logo is the text "Sign in". A text input field contains the email address "someone@dbu.edu", which is circled in red. Below the input field is a blue link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. Below the main form area is a section titled "Sign-in options" with a key icon.

STEP 4. Enter your password and click **Sign in**. If are prompted to verify your account, you may choose to have a code texted to your phone or an automated call.



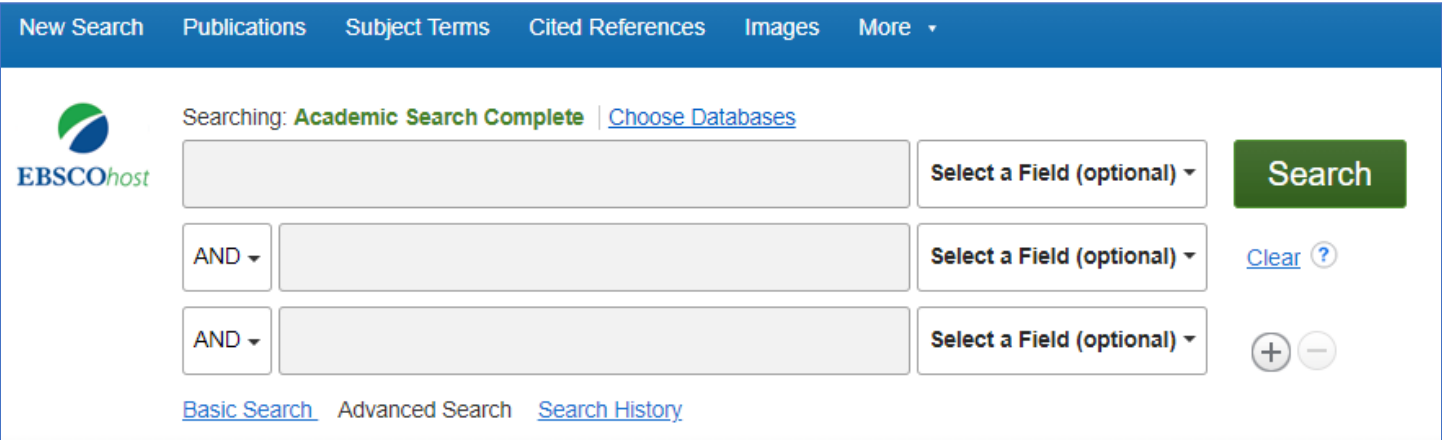
The screenshot shows the DBU Enter password page. At the top left is the DBU logo (Dallas Baptist University). Below the logo is the text "Enter password". A text input field contains the word "Password", which is circled in red. Below the input field is a blue link that says "Forgot my password". At the bottom right of the form is a blue "Sign in" button.

STEP 5. Click **Yes** or **No** to proceed.



The image shows a dialog box from Dallas Baptist University (DBU). At the top left is the DBU logo, which includes a shield with a cross and the text "DBU DALLAS BAPTIST UNIVERSITY". The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom right are two buttons: a grey "No" button and a blue "Yes" button.

STEP 6. Congratulations! You can now access DBU library's databases. Your login is stored during a session, you don't have to re-enter your login to access other databases.



The image shows the EBSCOhost search interface. At the top is a blue navigation bar with links for "New Search", "Publications", "Subject Terms", "Cited References", "Images", and "More". Below this is the EBSCOhost logo and the text "Searching: Academic Search Complete | Choose Databases". The search area contains three input fields, each with a dropdown menu labeled "AND" and a "Select a Field (optional)" dropdown. To the right of the search fields are a green "Search" button, a "Clear" button with a question mark, and plus/minus buttons. At the bottom are links for "Basic Search", "Advanced Search", and "Search History".

Troubleshooting steps:

- Try a different browser.
- Clear your browser.
- Test your password by logging into your DBU email.

You may always call the library at (214) 333-5221 to help you resolve the problem.