



User Guide for EAB.com

1. How to Create an EAB.com Account

- Go to the website, at www.eab.com
- On the top right of the homepage, click the "Log in Now" bar. Select "I'm a New User."
- Clicking the link takes you to the registration page through which you will be prompted to provide your location, institution name, and your personal information and password.
- Click "submit" and you'll receive an email in your university inbox containing a confirmation code and a link to login to the website.

2. How to Manage Your Account Settings

- Log into your account on EAB.com
- On the top bar there is a drop down menu that reads "Welcome, [Name]"
- This tab gives you the option to:
 - Update your *Personal Information* (Name, Title, etc)
 - Update your *Subscriptions*- This allows you to register for the EAB Daily Briefing email and register to receive Forum-specific updates directly from the research team.
 - Access your *Saved Webpages and Saved Searches*- This allows for you to create your own personal library of EAB resources that you frequently use.
 - *Invite Colleagues* to Register for EAB.com- You can have an unlimited number of website users, so feel free to encourage others to register!
 - Manage your upcoming events: click here to see your registration for upcoming webinars and other events.

3. How to Register for a Webinar

- Click the direct link provided or go to "Upcoming Events" from the EAB.com homepage
- Select the webinar of your choice and click the Title
- Click the blue "Register" Button provided and fill out required information. Click "Submit".
- You will receive a confirmation email in the next 24 hours
- You will receive link, via email, to join the webinar on the date it is presented or join by repeating the first two steps on the webinar date. (Or click "My Events" on the top of the homepage)

4. How to Access Archived Webinars

- All EAB webinars are archived and can be found under "Archived Events" on the right side of the EAB.com homepage.

5. How to Search the Library

- Using the "Search" Bar: EAB.com has a google-type search bar that can be used to type in key words or phrases. This is found on the top left-hand side of the homepage
- Using Topics:
 - Click into the "Research Briefs" or "Studies" Tab on the EAB.com homepage for white paper briefs and best practices, respectively.
 - Select "Topics", "Products", and/or "Dates" on the left-hand side of the page to filter as desired,

Questions or Trouble Navigating the Website? Reach out to your Dedicated Advisor.