



# User Guide for EAB.com

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## 1. How to Create an EAB.com Account

- Go to the website, at [www.eab.com](http://www.eab.com).
- On the top right of the homepage, click "Log in now" and 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 school inbox containing a confirmation code and a link to login to the website.

## 2. How to Manage Your Account Settings

- Log into your account at [www.eab.com](http://www.eab.com).
  - EAB recommends that you check the "Remember me" box, so that you do not have to submit your password every time you access [www.eab.com](http://www.eab.com).
- Click on "Welcome NAME" in the top right of the page to see a drop down menu that shows your memberships and your account information. Your account information includes:
  - [Saved webpages and searches](#) – Allowing you to create your own personal library of EAB resources that you frequently access.
  - [Manage your subscriptions](#) – Allowing you to register for the EAB Daily Briefing email and register to receive Forum-specific email updates sent directly from our research experts.
  - [Update personal information](#) (Name, Title, etc.).
  - [Invite a colleague](#) to register for EAB.com – There is no limit to the number of people who can register for the website, so feel free to encourage others to register!

## 3. How to Register for a Webinar

- Once you've accessed your membership's page (your memberships are found when you click "Welcome NAME" in the upper right corner), click "Upcoming Events" on the right-hand side of the membership page.
- Select the webinar of your choice and click the Title.
- Click the blue "Register" button provided and fill out required information, then click "Submit".
- You will then receive a confirmation email within 24 hours.
- You will then receive the link in to join the webinar via email on the date that is presented, or you can join by repeating the first two steps on the webinar date (or click "Events" on the top of the homepage).

## 4. How to Access Archived Webinars

- All EAB webinars are archived and the PDF of the presentation and the recording can be found under "Archived Events" on the right side of the membership page.

## 5. How to Search the Library

- Using the "Search" bar: [www.eab.com](http://www.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 right-hand side of the homepage.
- Using Topics:
  - Click into the "Research Briefs" or "Studies" Tab on the membership page for white paper briefs and best practices, respectively.
  - Select "Topics", "Products", and/or "Dates" on the right-hand side of the page to filter as desired.

**Questions or Trouble Navigating the Website?** *Reach out to your service team.*  
UH Dedicated Advisor, Thomas Fringer at [TFringer@eab.com](mailto:TFringer@eab.com) or 202-266-6982  
UH Membership Associate, Chase Vogel at [CVogel@eab.com](mailto:CVogel@eab.com) or 202-266-6259