Schools and Public Libraries
How to get usage reports for researchIT CT databases

**EBSCO:** OneSearch, Academic Search Premier, History Reference Center, Science Reference Center, etc.

Go to [http://eadmin.ebscohost.com/](http://eadmin.ebscohost.com/)
Enter your EBSCO User ID* and password (contact EBSCO Tech Support for a password)
Click on "Reports and Statistics" tab > Select/Specify your report > Show or email the report.


If you need assistance, contact EBSCO Technical Support at:
support@ebscohost.com or phone (800) 758-5995 (Hours: M–F, 8am–8:30pm; S & S, 9am–5pm)

**ProQuest:** ABI/Inform, Hartford Courant (current and historical), etc.

Go to [https://admin.proquest.com/](https://admin.proquest.com/) (Your ProQuest LAD Account ID and Password will work. If you have problems accessing your account or to set up a new account, contact ProQuest Customer Service.)
Click Login >> Click Usage Reports >> Click Request Usage Reports >> Specify the report criteria
Click Create Report

*Automatic monthly reports:* After you login, click on Scheduled Usage Reports >> Schedule a new Report and follow instructions.

If you need assistance, contact ProQuest Customer Service at:
[tsupport@proquest.com](mailto:tsupport@proquest.com) or phone: (800) 889-3358 (Hours: M–Sun, 8am–12 midnight)

**ProQuest:** HeritageQuest (Public Libraries Only) (Statewide subscription ends July 2019)

Go to [http://www.heritagequestonline.com/hqoreports](http://www.heritagequestonline.com/hqoreports)
Reports are **IP-authenticated** and must be run from a PC in the library.
Click on the tab “Create a Usage Report”.
Specify and then display, download or email your report.

*Automatic monthly reports:* Click on the tab “Schedule Reports” and follow screen instructions.

Contact HeritageQuest Tech Support to register your computer’s IP number or for assistance with the report.
Go to [http://www.whatismyipaddress.com](http://www.whatismyipaddress.com) to determine your computer’s IP.
If you need assistance, contact ProQuest Technical Support at:
[tsupport@proquest.com](mailto:tsupport@proquest.com) or phone: (800) 889-3358 (Hours: M–Sun, 8am–12 midnight)

* Library-specific info that is bolded and marked with an asterisk: is available from the vendors’ Technical Support or from Stephen Cauffman, stephen.cauffman@ct.gov or 1-860-704-2223.