EBSCO – CINAHL, PsycINFO, etc.

Go to 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.  

Scheduled reports: See 

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 Complete, researchIT CT Newsstand, Hartford Courant - Historical

Go to 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 or phone: (800) 889-3358 (Hours: M–Sun, 8am–12 midnight)

* Library-specific info that’s bolded and marked with an asterisk: is available from the Vendors’ Technical Support or from Eric Hansen, Eric.A.Hansen@ct.gov or 1-860-704-2224.

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