

# Setting Up a Journal Alert in ProQuest

You can set up an e-mail alert to automatically notify you each time a new issue of a selected journal title that is indexed in ProQuest Central is available.

## To set up a journal alert:

### 1. [Select a ProQuest database:](#)

Business and Management	+	Human Services	+
Career	+	<b>Information Technology</b>	-
Communication and Media Studies	+	Academic Search Ultimate (EBSCO)	<a href="#">Click here for remote access</a>
Criminal Justice	+	Access World News (NewsBank)	<a href="#">Click here for remote access</a>
Current Events	+	Britannica ACADEMIC	<a href="#">Click here for remote access</a>
Education	+	Business Source Ultimate (EBSCO)	<a href="#">Click here for remote access</a>
		Credo Reference	<a href="#">Click here for remote access</a>
		GALE IN CONTEXT - Biography	
		Nexis Uni (LexisNexis)	*Remote access is available. Please contact the Library to create an account.
		ProQuest Central	<a href="#">Click here for remote access</a>

2. If you are off-campus (or using a laptop on-campus), select "Click here for remote access." You will be prompted to enter your library barcode.

**ProQuest**

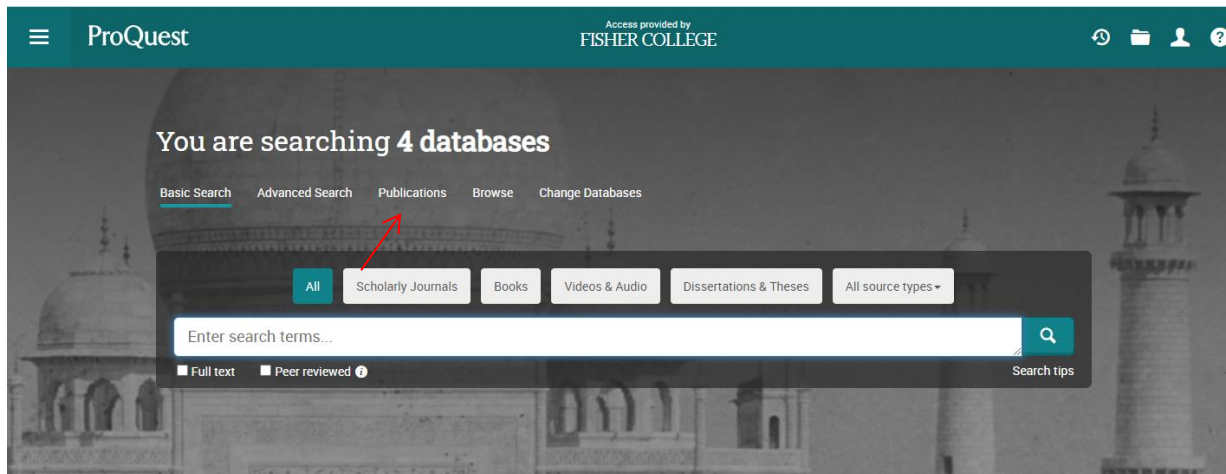
### Barcode Required

To access ProQuest, please enter the barcode or other ID that was assigned to you by your institution.

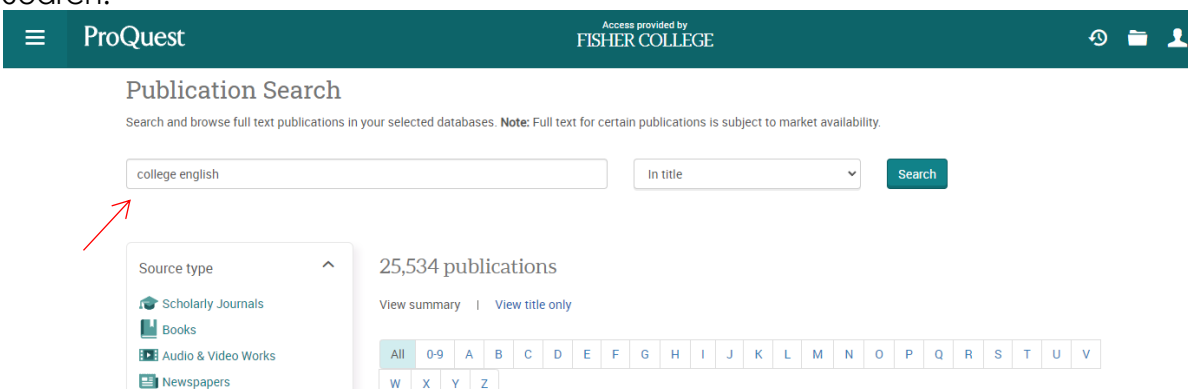
If you do not have a barcode or ID, please consult with your institution for more information on obtaining one. Alternatively, you may [log in to ProQuest](#) using your account or connect through your library or institution.

Barcode:

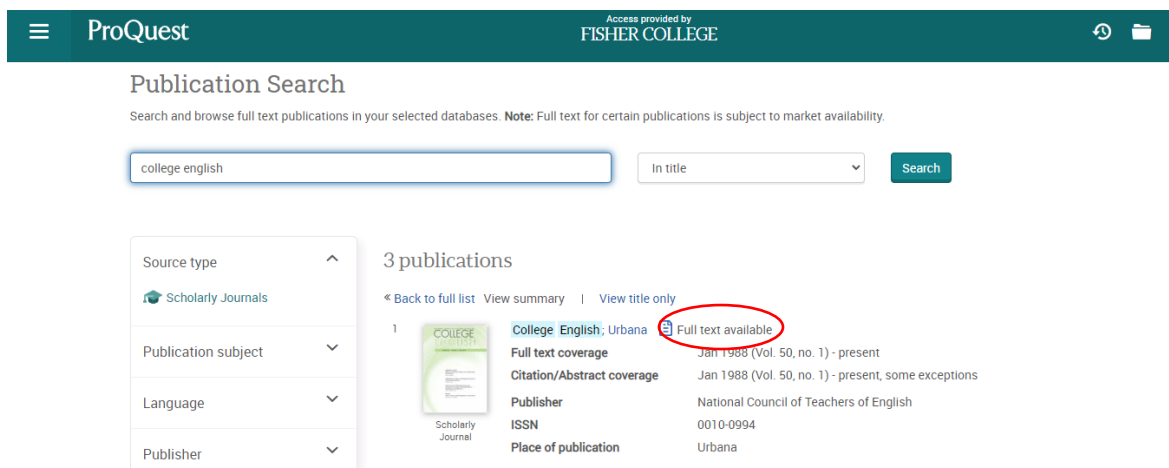
3. Click the “Publications” link above the search box.



4. To locate a publication, enter the title of a journal in the search box and click “Search.”



5. If you are interested in viewing journal articles in full-text, make sure to choose titles that say “Full text available.”



6. Click on the link to the journal about which you would like to be notified and select “Create alert” in the upper right-hand corner.

The screenshot shows the ProQuest interface for the journal 'College English'. At the top right, there are three circular icons: 'Copy URL', 'Create alert' (circled in red), and 'RSS feed'. Below these is the NCTE logo. The main content area includes a search bar, a 'Peer reviewed' status, and coverage information: 'Full text coverage: Jan 1988 (Vol. 50, no. 1) - present' and 'Citation/Abstract coverage: Jan 1988 (Vol. 50, no. 1) - present, some exceptions'. A 'More publication information' link is also visible.

7. Enter the e-mail address at which you would like to receive journal alerts. In the “Stop After” field, select for how long you would like to receive the journal alert (the default is set to six months). Click “Create alert.”

The screenshot shows the 'Create alert' dialog box overlaid on the journal page. The dialog has two main sections: 'Step 1 - Review publication details' and 'Step 2 - Define your alert email'. In Step 1, the publication is 'College English,Urbana' with full text coverage from 'Jan 1988-Current'. The 'Send this alert' section has two radio buttons: 'When either Citation/abstract or Full text is available.' (selected) and 'Only when Full text is available.'. Step 2 includes a 'Send to:' field (with a red arrow pointing to it), a 'Subject:' field containing 'College English,Urbana', and a 'Stop After' dropdown menu (circled in red) set to '6 months'. There is also an 'Add message' button and a 'Create alert' button at the bottom right.

8. You will receive a follow-up e-mail from ProQuest confirming your journal alert request.

*If you have any questions (or need your library barcode), e-mail Joshua McKain at [jmckain@fisher.edu](mailto:jmckain@fisher.edu) or Cara Parkoff at [cparkoff@fisher.edu](mailto:cparkoff@fisher.edu).*