

SAGE Journals Online: My Tools Guide

How to create and utilize your My Tools account on SAGE Journals Online

Getting Started

Go to the **SAGE Journals Online** homepage at <http://online.sagepub.com> and click on the **Sign In** link to create your individual account and profile. You may also create your account from the **My Tools** tab and click on the **Email Alerts** option. The registration process takes just one minute and allows you to create free personalized alerts for tables of contents, keywords, and authors, **My Favorite Journals** lists for targeted searching capabilities, and access previous search terms and saved citations (see **Saved Searches & Saved Citations**).

Search History

During each of your current sessions on **SAGE Journals Online**, your 10 most recent searches will be tracked through the **Search History** feature. For each search term(s) you use during your session you edit your search, add to **Saved Searches** (see **My Tools**), run your search, delete it, or save the term as an alert. If you have more than one search term during a session, you can also combine searches with a Boolean "AND" or "OR" to create a new search term.

Search for: *NCLB* in Title, from Jan 1879 through Feb 2011 in all SAGE content (12 results)
[Edit Search](#) | [Add to Saved Searches](#) | [Run Search](#) | [Delete Search](#) | [Save as Alert](#)

Search for: *adolescent literacy* (all words) in Full Text in all SAGE content (4218 results)
[Edit Search](#) | [Add to Saved Searches](#) | [Run Search](#) | [Delete Search](#) | [Save as Alert](#)

Search for: *Education and Reform* in Full Text, from Jan 1879 through Feb 2011 in SAGE journals available to me (49243 results)
[Edit Search](#) | [Add to Saved Searches](#) | [Run Search](#) | [Delete Search](#) | [Save as Alert](#)

Combine Searches with a Boolean "AND" Combine Searches with a Boolean "OR"

My Tools

The **My Tools** page allows first time users to create their individual accounts and to manage their profile and settings through the **Email Alerts**, **Saved Citations**, **Saved Searches**, **My Favorite Journals**, and **Manage My Account** features.

Email Alerts

Sign up to receive one or more of the following alerts

- Receive **Tables of Contents**—emailed upon online publication
- New issues
- OnlineFirst articles
- Custom search results
- Citations of selected articles
- Special announcements

RSS feeds are also available and may be accessed on each journal's homepage.

My Marked Citations

During each of your current sessions on **SAGE Journals Online**, any articles you select and add to **My Marked Citations** will be tracked through this feature. From here you can further edit your citations with a printer-friendly view, saving to your computer, emailing them to yourself or others or exporting/downloading them to your citation manager program. You may also add them to your **Saved Citations** folder—registration is required (see **Getting Started**).

<http://online.sagepub.com>

Saved Searches & Saved Citations

Manage your online list of saved searches from the **Search History** tab. Saved searches will be available on return visits to **SAGE Journals Online** by logging into your personal **My Tools** account.

Manage your online list of saved citations while viewing articles. Saved citations will be available on return visits to **SAGE Journals Online** by logging into your personal **My Tools** account.

My Favorite Journals

Manage your favorite journal(s) to easily customize browsing and searching **SAGE Journals Online**.

Manage My Account

Manage your account to

- Change your email address
- Edit your contact options
- Change your contact information
- Change your password
- Adjust your email alert options

SAGE journals online

Home Search Browse My Tools Information & Services

My Tools

My Tools allows for customization of your SAGE Journals Online experience. If you have already signed in to your account, you may follow the links below to access each feature. Otherwise, you will be prompted to sign in with your chosen user name and password. Learn more about [My Tools](#)

Email Alerts »

Sign up to receive one or more of the following alerts:

- New issues
- OnlineFirst articles
- Custom search results
- Citations of selected articles
- Special announcements

[Learn more](#) about email alerts

My Marked Citations »

Keep track of article citations as you browse. Learn more about [My Marked Citations](#).

Saved Searches & Saved Citations »

Save article citations and search criteria for future use. Learn more about [Saved Citations & Saved Searches](#)

My Favorite Journals »

Pre-select journals for customized searching and browsing of SAGE Journals Online. Learn more about [My Favorite Journals](#)

Manage My Account »

Account management options:

- Change your email address
- Edit your contact options
- Change your contact information
- Change your password

Learn more about [account management](#)