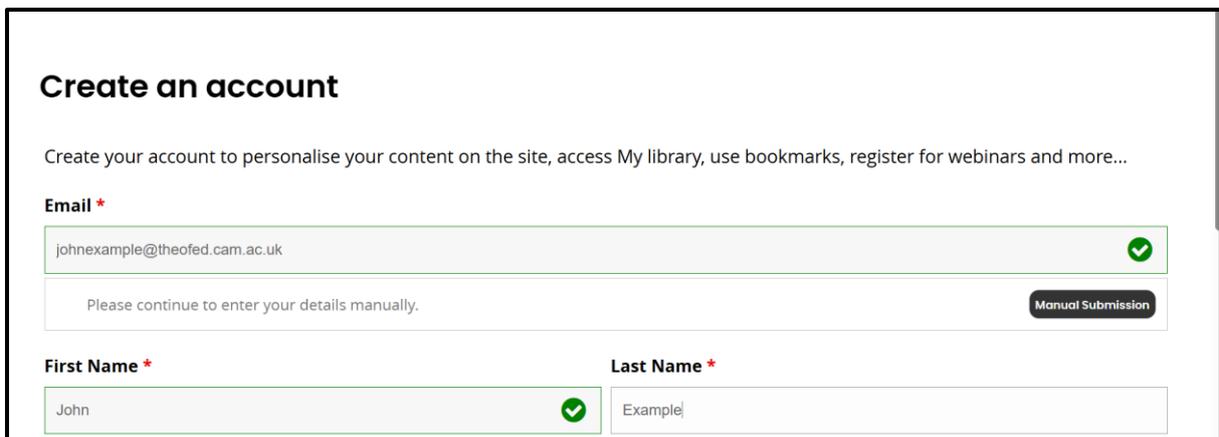


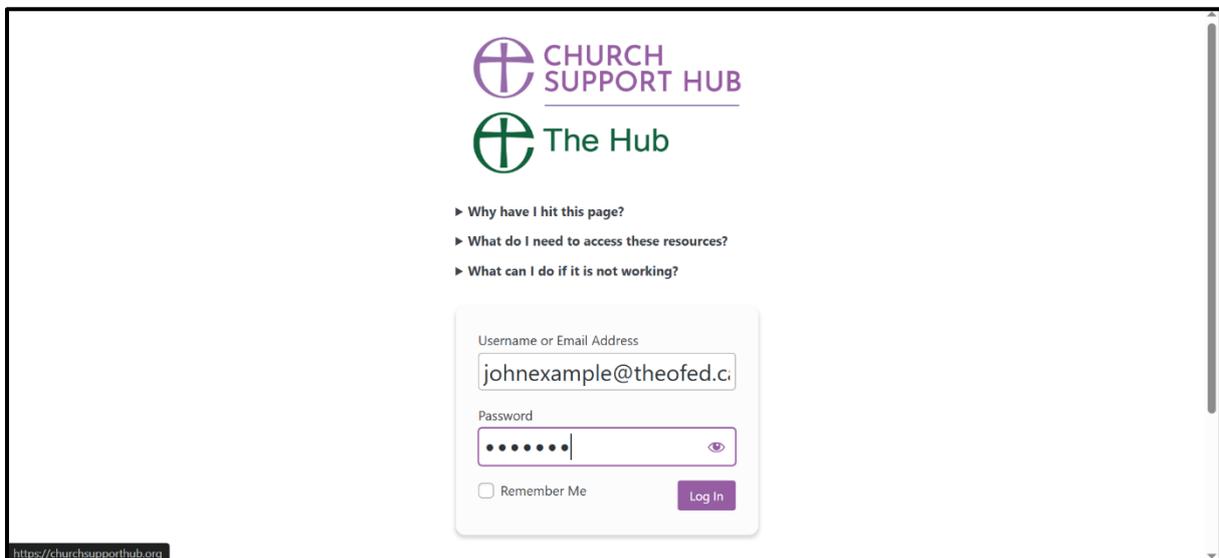
Creating your Hub Plus Account

1. Go to <https://churchsupporthub.org/> and create an account using the link in the top right hand end of the menu bar. **You must use the same email address as your Moodle account**, which is the one that this guidance has been sent to.



A screenshot of the 'Create an account' form. The title is 'Create an account'. Below the title is a sub-header: 'Create your account to personalise your content on the site, access My library, use bookmarks, register for webinars and more...'. The form contains three main input fields: 'Email *' with the value 'johnexample@theofed.cam.ac.uk' and a green checkmark; 'First Name *' with the value 'John' and a green checkmark; and 'Last Name *' with the value 'Example'. A 'Manual Submission' button is located at the bottom right of the form. A note below the email field says 'Please continue to enter your details manually.'

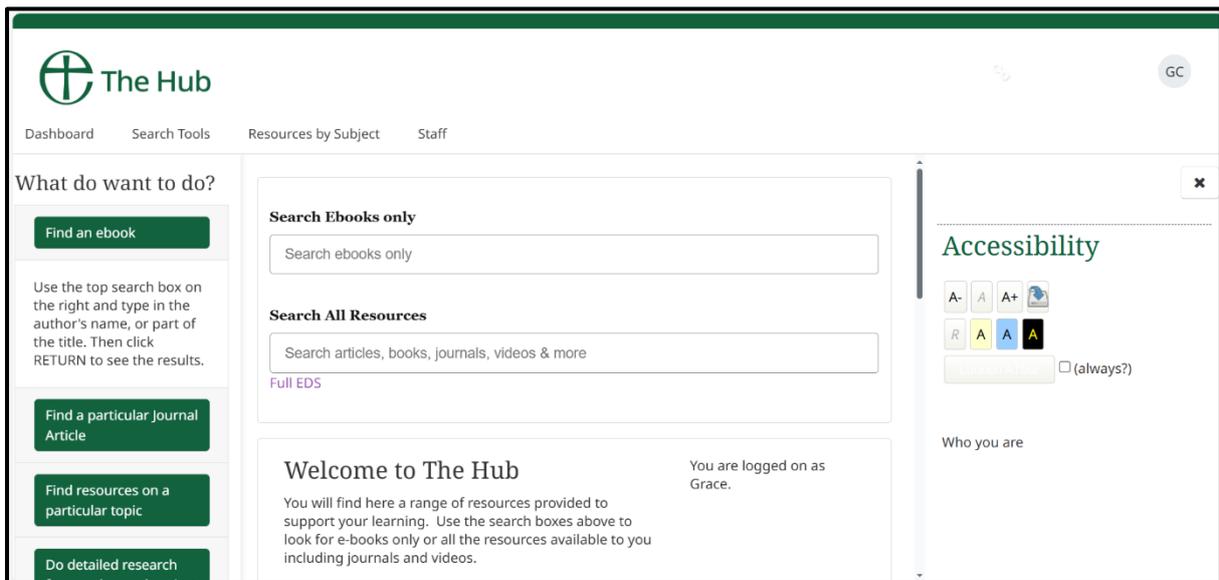
2. Log in with the details you just used on the **new HubPlus** landing page, <https://hubplus.commonawards.org/my/index.php>. You will need to accept the privacy policy.



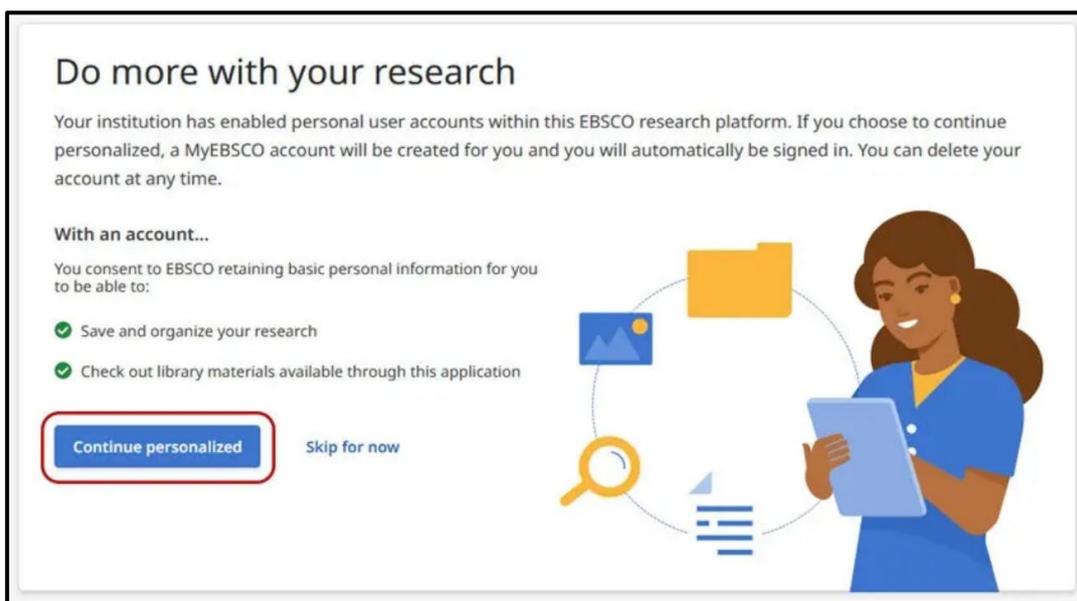
A screenshot of the Church Support Hub login page. The page features the Church Support Hub logo at the top, followed by 'The Hub' logo. Below the logos are three links: 'Why have I hit this page?', 'What do I need to access these resources?', and 'What can I do if it is not working?'. The main content is a login form with fields for 'Username or Email Address' (containing 'johnexample@theofed.c') and 'Password' (represented by dots). There is a 'Remember Me' checkbox and a 'Log In' button. The browser's address bar at the bottom shows 'https://churchsupporthub.org'.

Searching the Hub

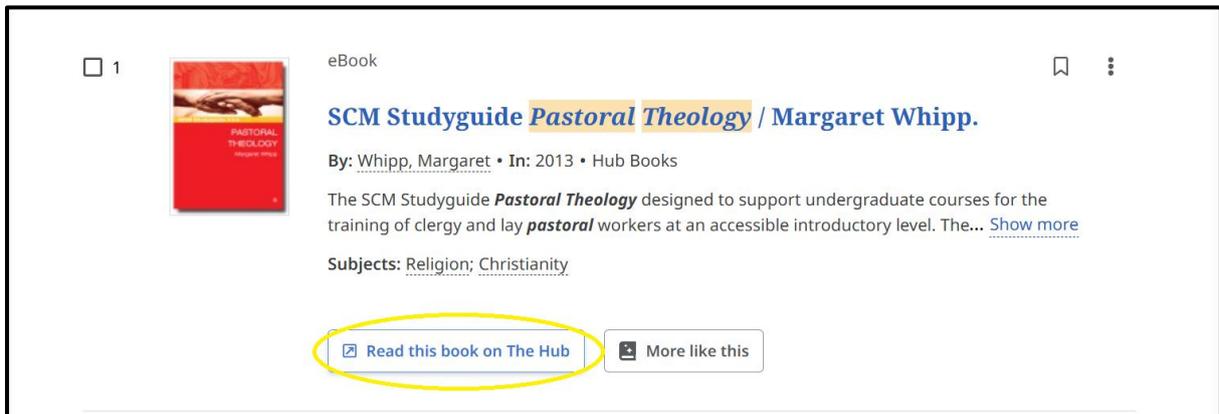
1. You will now be able to search for any digital resources in the Hub Plus catalogue by inputting your search term – whether this is a title, author, publication or keyword – into the search boxes.
2. The upper search box will search ebooks only. The lower search box will search all Hub digital resources: ebooks, articles, journals, and more.



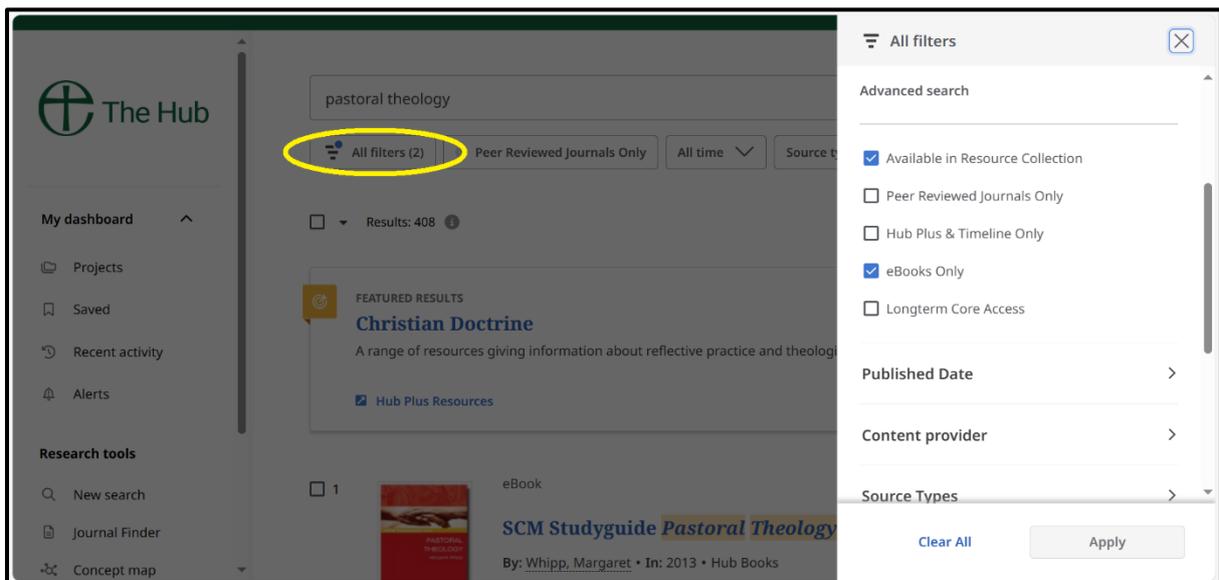
3. The first time you access a Search via the Hub, it will ask you if you would like to create a My EBSCO account – this is recommended, as it will remember all your searches and, eventually, create your bookshelf of useful resources.



4. After entering your search term, you will see a list of relevant resources. To access the resource you would like to view, click the **Read this book** button beneath the publication details.



5. If you want to cut down the list of relevant resources, you can filter the results using the **All filters** button, and sort the results by, for example, publication date, publisher, or peer-review status.



What can I do if it is not working?

- Check that you can log in to the churchsupporthub.org site.
- Check that your email on the Church Support Hub is the one used by your training institution or Diocese (you can change it on the CSH site).

- Check that your Theological Education Institution or Diocese is listed on this page [link](#).
- If you have checked all of these then you can email oahelpdesk@help.churchsupporthub.org making sure you are clear what email address you use for the CSH login, and stating which Theological Education Institution or Diocese you belong to.