• Go to Easybib.com and click on “Sign Up” in the upper right hand corner.
• Click “Sign up for EasyBib EDU”

![Sign up form]

• You will be prompted to type in a coupon code. The upper school coupon code is: NorthhsWA158

![EasyBib EDU Registration]

• After you’ve entered the coupon code, you need to pick a username and password. We suggest that you use your NWS username and password.
• Once you log in, select New Project. Give your project a name and make sure the default style is set to MLA8

![New project button]

• Click bibliography from the options given under your project name.
• To create a website citation (for example), just copy and paste the URL into the box and click “Cite It”. (Tip: If your source provides a citation, choose “All 59 options” and then “Write / Paste citation”).

![Add another citation]
Look carefully and make sure each box has the appropriate and available information. You may need to skip some boxes and / or make some edits.

Add an annotation by clicking on “Add Annotation”

As you add citations, EasyBib will alphabetize them. When you’re finished with your bibliography, select Export. You’ll be given several options.