# What is My NCBI

My NCBI is a tool that retains user information and database preferences to provide customized services for many NCBI databases. It allows you to save searches, select display formats, filtering options, and set up automatic searches that are sent by e-mail. My NCBI includes other features that help you save your citations and manage peer reviewed article compliance with the NIH Public Access Policy (My Bibliography), and create an online professional profile (SciENcv)."

Accessing My NCBI and Registering with My NCBI.

Step 1. Access My NCBI from PuMed, or go directly to the login page at https://www.ncbi.nlm.nih.gov/account/
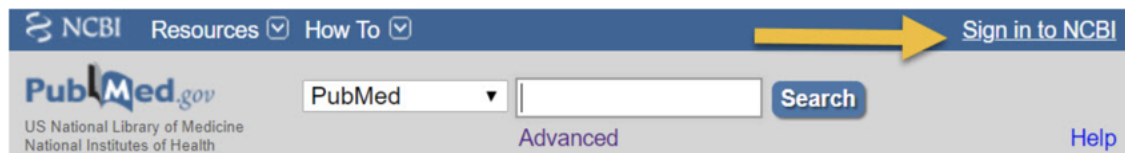
Step 2. Click on *Register for an MyNCBI account*. You can also register using your Google credentials.

Step 3. If you did not opt to associate your MyNCBI account with your Google account, then you will need to choose an email address you wish to have associated with your account. Choose a security question and answer. You will receive a confirmation e-mail from NCBI. Confirm your email address to complete this process.

Signing into My NCBI

Once you have a MyNCBI account, you can access it using either of two methods.

1. **Using an eRA** (electronic Research Administration) Commons username and password

Choosing to use an eRA Commons to access a MyNCBI account will redirect you to this screen where you use the eRA Commons username and password to log in.

2. **Using an NCBI** username and password

Sign in directly in NCBI will direct you to My NCBI page where you can see your username and "My NCBI" as links on the top right corner of any NCBI webpage.

Click on "My NCBI" to see your home page which will include your recent search history, any saved searches or results collections from NCBI databases, and the MyBibliography section.

My NCBI Tool to Replace eRA Commons for Bibliography Management - My NCBI/My Bibliography

My Bibliography is a free citation management service that is part of My NCBI offered by the National Library of Medicine (NLM) and available to all My NCBI users. It lets you store, manage and share PubMed and manually created citations. My Bibliography contains special features that help NIH funding scientists to link findings to their citations and manage compliance with the NIH Public Access Policy.

All citations that will be used in NIH grant applications, progress reports, or proposals need to be listed in My Bibliography (in to My NCBI).

Adding Articles to My Bibliography

To add a citation to MyBibliography:

- **For citations in PubMed:** Search PubMed directly.
  - If you have several to add, search PubMed by author. For example, to find articles by John D. Smith, search with **Smith JD[au]**. You may need to weed through the results and try with and without the middle initial, depending on how common the name is and whether articles have been published under different name versions.
  - Once you've selected your articles in PubMed, click on "send to" and select "MyBibliography."
  - You will need to be logged in to MyNCBI before you do this.

- **For citations NOT in PubMed:** Go to "MyNCBI," locate the "MyBibliography" section, and click on "Manage MyBibliography."
    - Click on "Add Citation"
    - Choose the type of citation to create from the dropdown menu.
    - Follow directions
    - Note that one option will take you to PubMed so that you can search for articles in PubMed as described above.

Also, if someone else has linked a citation in their MyBibliography to one of your grant awards in eRA Commons, you will see a notification message that the citation has been added to your MyBibliography. The addition of citations linked to your funding is done automatically by the system. You can review the new citations and keep or delete them as you wish. The notification message can be removed by clicking on the small "x" on its right side.

My Bibliography: Access

Users can log in into My NCBI and access My Bibliography from eRA Commons, or they can log in directly to My NCBI using their Commons username and password.

On the top of My Bibliography main page you should see the eRA icon indicating that eRA Commons account is linked to your NCBI account. If not, this means that your My Bibliography is not linked with your eRA Commons account.

For more information on how to link your My Bibliography with your eRA Commons account see the session "**Linking MyNCBI Account with an eRA Commons Account".**

My Bibliography: Public Access Compliance

To view and manage the compliance status of your citations in My Bibliography:

- From MyNCBI, locate "MyBibliography" and click on the "Manage My Bibliography" link
- Click on "Display Settings"
- Select View: "Award" and Sort By: "Public Access Compliance" then click "Apply"

Public Access Compliance

- Note that the compliance status for each citation is indicated by a colored dot/symbol as well as text.
    - Green Dot = in compliance with the Public Access Policy; article is in PubMedCentral and has a PMCID
    - Yellow Dot = in process for compliance for the Policy: has a NIHMS ID or is published in a journal that will submit it directly.
    - Red Dot = NOT in compliance
    - "?" = Compliance status unknown; author needs to specify
    - "N/A" = Compliance is not applicable (it meets exclusion criteria for compliance)
- Status for all citations can be changed either by clicking on the symbol or on the "edit status" link
- For citations out-of-compliance (Red) or with unknown status ("?"), click on the symbol or the "edit status" link
    - Answer Yes or No for whether the citation is associated with an NIH-funded project
    - If the answer is Yes, then options to either begin NIH Manuscript Submission, indicate in process (yellow) status or indicate exemptions for "N/A" status
    - Make appropriate selections (more information available in other sections of this guide)
    - While selecting "Begin submission in the NIHMS" will take you to that system directly, you can also do that separately and then return to enter the NIHMS ID number here later.
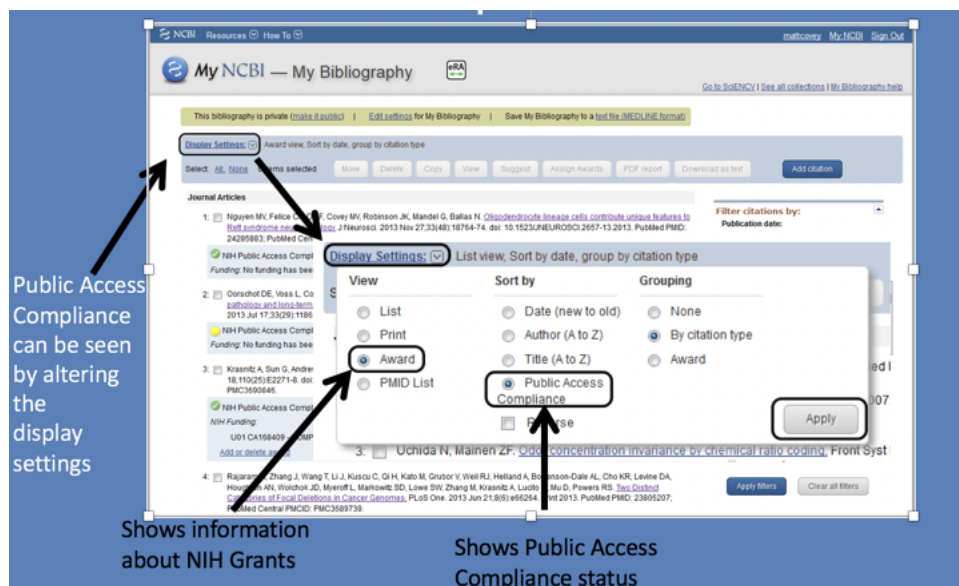
Managing Citation-to-Award Links

To view associations between NIH funding Awards and your citations in MyBibliography:

- From MyNCBI, locate "MyBibliography" and click on the "Manage My Bibliography" link
- Click on "Display Settings"
- Select View: "Award" and Sort By: "Public Access Compliance" then click "Apply"

To associate NIH funding Awards with your citations in MyBibliography:

- If no awards have been associated with the citation, it will state "NIH Funding: No funding has been associated with this citation."
- If an award has already been associated the citation, it will be displayed
- To add an award, click on "Add Award"
    - To delete an award, click on "Add or Delete Award"
- To add awards to multiple citations simultaneously, click the check boxes by each of the citations and then click on "Assign Awards to Citations" at the top of the list
- On the "Assign Awards" Pop-up Box, clicking on "Awards" will show a list of the awards associated with your eRA Commons profile under "My Awards." Select the appropriate award(s) to add to the citation and then click "Save."

- There is also a list of other awards that you can select from; this displays those awards that are not associated with your eRA Commons profile, but have been linked to citations in your My Bibliography collection. You can select from these as well.
- If you need to find another award, use the "Search/Add other Awards" Tab to locate other awards. You can search for awards using a grant number, award title or grantee name.

Linking a MyNCBI Account with an eRA Commons Account

My NCBI account MUST be linked to eRA Commons accounts. If you already have a My NCBI account you need to link your account to your eRA Commons account.

Log in to My NCBI either via the login page of NCBI or through PubMed. In PubMed in the upper right, click on "Sign in to NCBI" and then log in to My NCBI
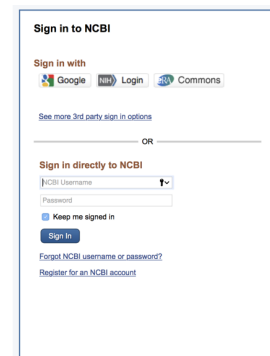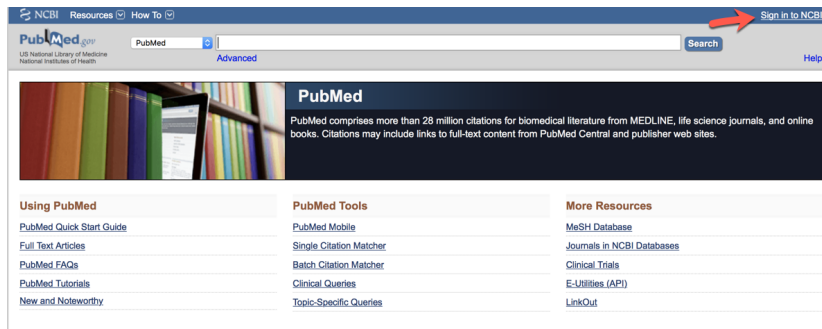
- In My NCBI homepage, click on your login name in the top right.
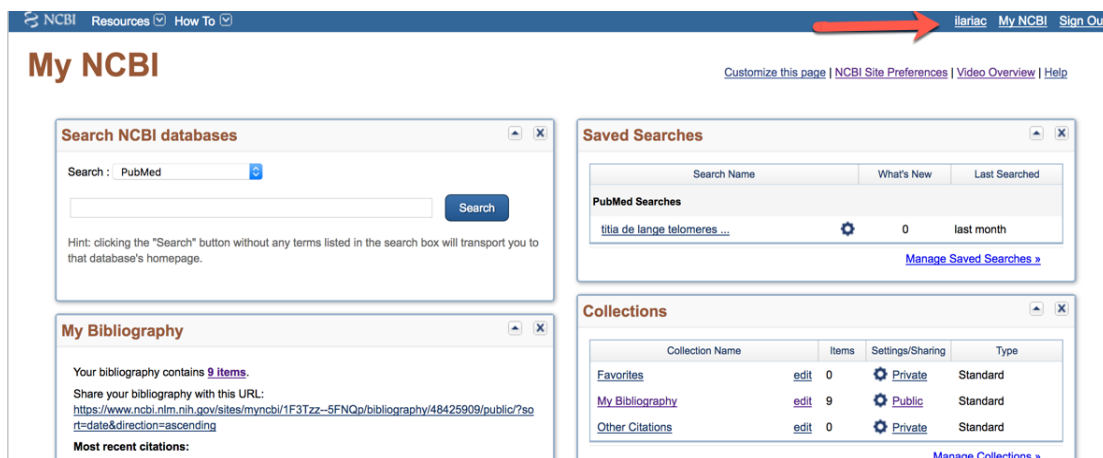
- This is the "Account Settings" page where you can check if your My NCBI account is linked to any other accounts. You can also change your password or email in this page.
- You can see that this account is not linked to any eRA Commons account because you see "None" next to the "linked accounts".
- To link the accounts, click on the 'Change' button for 'Linked Accounts'.

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- From the list of 'Login Account Options', scroll down and choose 'NIH & eRA Commons'
- Clicking on this will take you to the eRA Commons log in page.
- Log into your eRA Commons account with your username Commons and password.

- As you can see, the My NCBI account is now linked to the eRA Commons account.

Delegating Authority

Users have the option of allowing another person or persons (delegates) to help manage your compliance reporting in My Bibliography. Delegates can add and remove citations, and check whether a manuscript is complaint with the NIH Public Access Policy.

To grant access to your account to a delegate:

- Click on "settings" next to the "My bibliography is public/private" statement on the top of the My Bibliography section of the My NCBI home page.
- Under "Delegates" select "Add a Delegate"
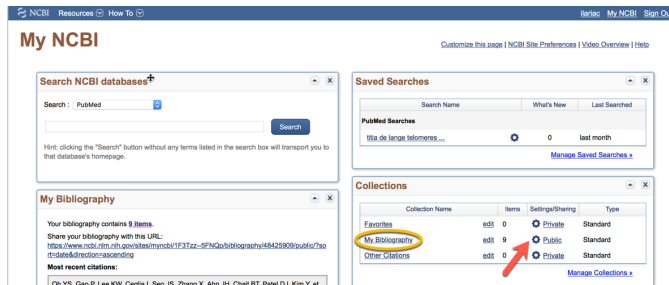- Enter that person's email

Note that this person must have their own My NCBI Account to serve as your delegate, and the email you provide must be the one associated with their account.

- That person will receive an email with a link to confirm their delegate status.
  - They will have to login to their own account.
  - They will see the option to confirm or decline the connection

You may add or delete delegates as you choose, using the "settings" link.

My Bibliography citations list public or private

Users have the option under "My Bibliography / settings" to make their My Bibliography citations list public or private. If you choose to make it public, the system will automatically provide you with a direct URL and with text you can embed in a website. This will allow anyone to view - but NOT alter - your citations list.