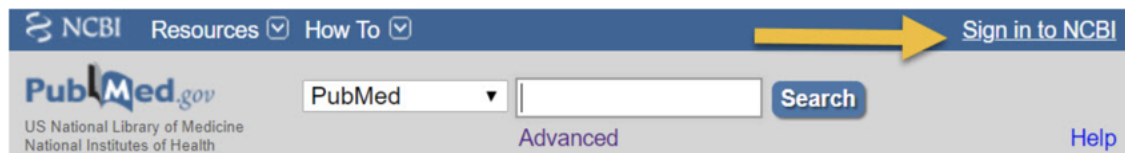


## What is My NCBI

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 PubMed, 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.

A screenshot of the 'Sign in to NCBI' login page. The page has a white background with a blue border. At the top, it says 'Sign in to NCBI'. Below this, there is a section 'Sign in with' with three buttons: 'Google', 'Login', and 'Commons'. A link 'See more 3rd party sign in options' is below these buttons. In the center, there is a horizontal line with 'OR' in the middle. Below this line, there is a section 'Sign in directly to NCBI'. This section contains a dropdown menu for 'NCBI Username', a password field, a checkbox for 'Keep me signed in', and a 'Sign In' button. At the bottom of the form, there are two links: 'Forgot NCBI username or password?' and 'Register for an NCBI account'.

**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.



User Name:

Password:  [Change Password](#)

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.

NCBI

Resources

How To

ilaria

My NCBI

Sign Out

My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

Search NCBI databases

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains 9 items.

Share your bibliography with this URL:  
<https://www.ncbi.nlm.nih.gov/sites/myncbi/1F3Tzz-5FNGq/bibliography/48425909/public?sort=date&direction=ascending>

Most recent citations:  
Oh YS, Gao P, Lee KW, Ceglia I, Seo JS, Zhang X, Ahn JH, Chait BT, Patel DJ, Kim Y, et al. *SMAD3 is a chromatin remodeling factor required for n11-dependent*

Saved Searches

Search Name	What's New	Last Searched
PubMed Searches		
titia de lange telomeres ...	0	last month

Manage Saved Searches

Collections

Collection Name	Items	Settings/Sharing	Type
Favorites	0	Private	Standard
My Bibliography	9	Public	Standard
Other Citations	0	Private	Standard

Manage Collections

# 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.

The image shows two screenshots of the My NCBI interface. The left screenshot is the 'Sign in to NCBI' page, which offers options to sign in with Google, NIH, or eRA Commons, or to sign in directly to NCBI with a username and password. The right screenshot is the 'My NCBI' main page, which includes a search bar, a 'My Bibliography' section showing 9 items, and a 'Saved Searches' section. The 'My Bibliography' section lists recent citations, including a paper by On YS, Gao P, Lee KW, Ceglia I, Seo JS, Zhang X, Ahn JH, Chait BT, Patel DJ, Kim Y, et al. (2013) and a paper by Ceglia I, Fajuel M, Rehder H (2011).

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”**.

The image shows a screenshot of the My NCBI interface. At the top, there is a header bar with the My NCBI logo and the text 'My NCBI — My Bibliography'. To the right of the header bar, there is an eRA icon, which is a green square with a white 'e' and a red arrow pointing to it. Below the header bar, there is a section for 'Journal Articles' with a list of citations. The first citation is by Huehls CB, Hood TS, Yang J. (2012) titled 'Diastereoselective synthesis of C3-quaternary indolenines using  $\alpha,\beta$ -unsaturated N-aryl ketonitriles and activated alkynes'. The citation is followed by 'Angew Chem Int Ed Engl. 2012 May 21;51(21):5110-3. doi: 10.1002/anie.201200860. Epub 2012 Apr 5. PubMed PMID: 22488854'.

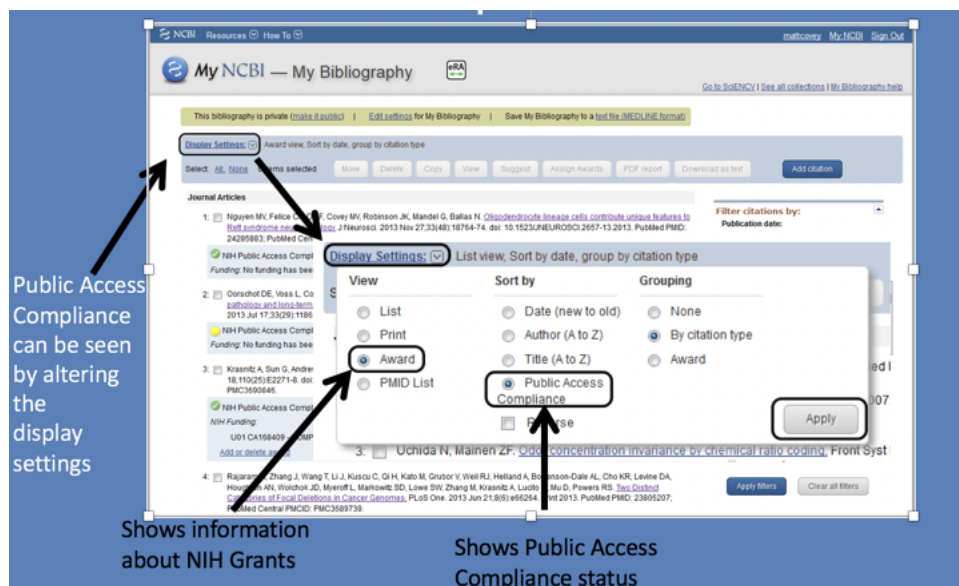
## My Bibliography: Public Access Compliance

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."

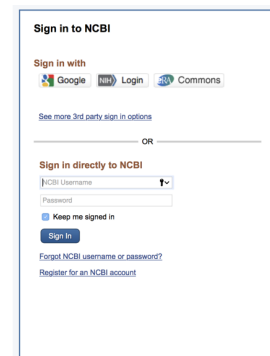
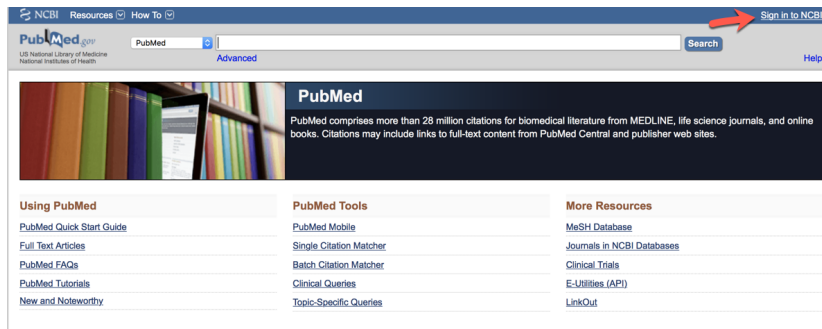


- There is also a list of other awards that you can select from; this displays those awards that are not associated with your eRA Commons profile, but have been linked to citations in your My Bibliography collection. You can select from these as well.
- If you need to find another award, use the "Search/Add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

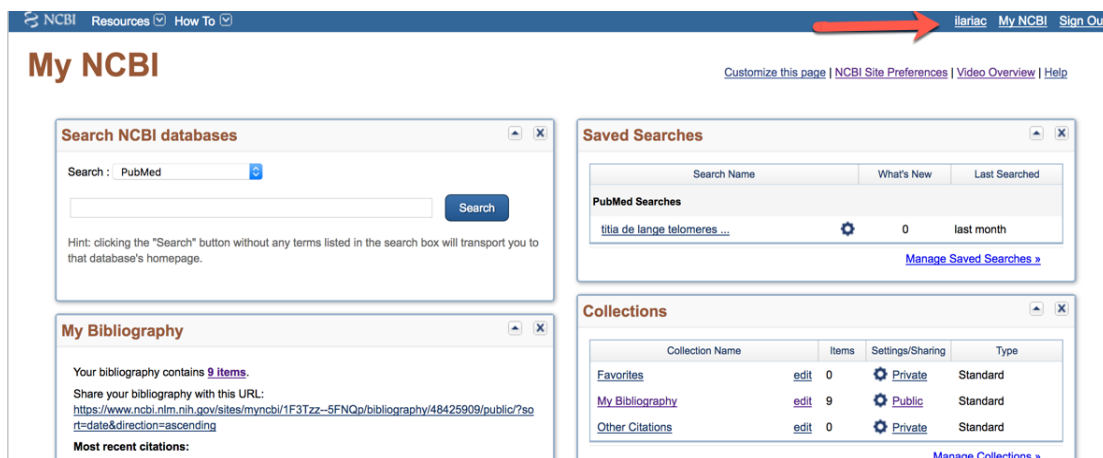
## Linking a MyNCBI Account with an eRA Commons Account

**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'.

My NCBI » Settings

### NCBI Account Settings

#### Email

ilariac@gmail.com (confirmed)  
This email is used for delivery of saved searches and recovery of password for your native NCBI account. [Change](#)

#### Native NCBI Account

The following username and password is maintained by NCBI.

Username: ilariac  
Password: \*\*\*\*\* [Change](#)  
Security Question: what is the name of the elementary school you attend? [Change](#)

#### Linked accounts

You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

None [Change](#)

#### Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.  
[Add a Delegate](#)

- 
- 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.

My NCBI » Linked Accounts

### Linked Accounts

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

**Your Linked Accounts**

You do not have any Linked Account.

Return to your [Account Settings](#) page

**All Available Partner Accounts**


To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Login Account Options

Account	Category
Medical University of South Carolina	Research Organizations
NIH & eRA Commons	Research Organizations
National Institute of Standards and Technology	Research Organizations
National Science Foundation (NSF)	Research Organizations
North Dakota State University	Research Organizations
Northwestern University	Research Organizations
ORCID	ORCID
Ohio State University	Research Organizations
...Research, Health, & Science Journals	Research Organizations

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NEW! SECURE. IDENTIFY. PROTECT.

User Name: LABACECDA  
Password:  [Change Password](#) OR  Insert your PIV card into your smart card reader before attempting to login.  
[Log In](#) [Log In](#)

For more information visit <http://americaand.nih.gov>

**Warning Notice**

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:  
The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.  
Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

If you need assistance - Please call the NIH IT Service Desk 301-496-4357 (5-HELP); 866-319-4357 (toll-free) or [Submit a Service Desk Ticket](#)

NIH Center for Information Technology

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

NCBI Resources How To

My NCBI » Settings

### NCBI Account Settings

**Email**

ilariac@rockefeller.edu (confirmed)  
This email is used for delivery of saved searches. [Change](#)

**Linked accounts** You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

eRA Login	ilariac@rockefeller.edu (currently signed in via this method)
The Rockefeller University	ilariac@rockefeller.edu

[Change](#)

**Delegates**

You can add delegates to help you manage your bibliography and/or SciENcv profiles.  
[Add a Delegate](#)

**API Key Management**

[Create an API Key](#)

E-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils limit to 10 requests/second. Contact our [help department](#) if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with `api_key=API_KEY` parameter. Refer to [documentation](#) for more.

**NCBI Site Preferences**

[Click here to access the NCBI Site Preferences page.](#)

## 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 compliant 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

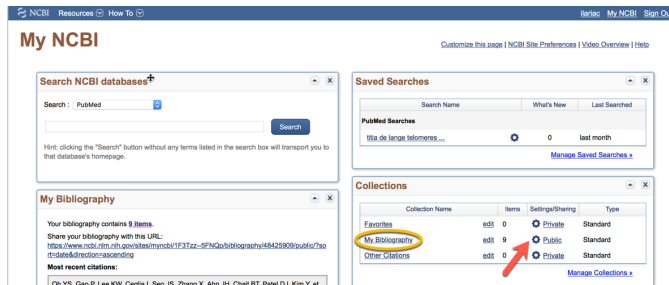
**Note** that this person must have their own My NCBI Account to serve as your delegate, and the email you provide must be the one associated with their account.

- 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.



Search NCBI databases

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains 9 items.

Share your bibliography with the URL:  
<https://www.ncbi.nlm.nih.gov/sites/myncbi/1f372z-5fNqQ/bibliography/48425909/public/?sort=date&direction=ascending>

Most recent citations:

Oh YS, Gao P, Lee KH, Ceglia L, Seo JS, Zhang X, Ann JH, Chai BT, Patel DJ, Kim Y, et al.

Saved Searches

Search Name: What's New: Last Searched:

PubMed Searches

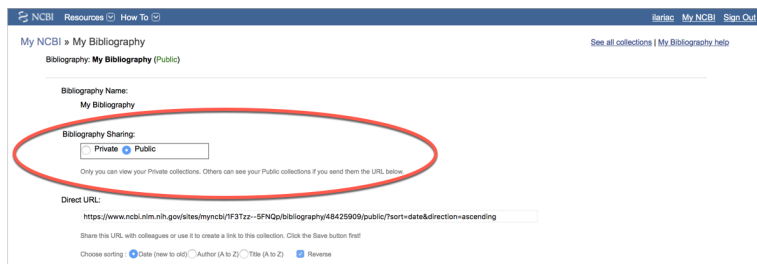
156 de largo telomeres ... 0 last month

Manage Saved Searches

Collections

Collection Name	Items	Settings/Share	Type
My Bibliography	edit 0	<input checked="" type="radio"/> Private <input type="radio"/> Public	Standard
Other Citations	edit 0	<input type="radio"/> Private <input checked="" type="radio"/> Public	Standard

Manage Collections



My NCBI > My Bibliography

See all collections | My Bibliography help

Bibliography: My Bibliography (Public)

Bibliography Name:

My Bibliography

Bibliography Sharing:

☐ Private ☒ Public

Only you can view your Private collections. Others can see your Public collections if you send them the URL, below.

Direct URL:

<https://www.ncbi.nlm.nih.gov/sites/myncbi/1f372z-5fNqQ/bibliography/48425909/public/?sort=date&direction=ascending>

Share this URL with colleagues or use it to create a link to this collection. Click the Save button first.

Choose sorting: ☒ Date (new to old) ☐ Author (A to Z) ☐ Title (A to Z) ☐ Reverse