

## Register (only once) for My NCBI

1. Click **Sign In** [My NCBI | Sign In](#)
2. In **My NCBI**, click **Register for an Account**. Alternatively, click the link: **See more sign in options for My NCBI partner organizations**
3. Create a case sensitive user name and password following the instructions
4. Optional: Use **Keep me signed in** and/or **Remember my name** (see below)
5. Choose a security question and answer
6. Type in the appropriate security letters
7. Optional: provide an email address
8. Click **Register**

Once registered, [Member | My NCBI | Sign Out](#)  
the user name (here: Member) appears in the upper right.

When an email address is provided, NCBI sends a confirmation email message to that address. Upon receipt, click the link in the email. Once an address is confirmed, automatic email updates of searches will be received and the username may be retrieved.

## Sign In and Sign Out

1. Click **Sign In**
2. Enter your user name and password
3. Optional: **Keep me signed in** creates a permanent cookie and My NCBI will be indefinitely available from that computer. Otherwise, the account is active for the current session only; closing the browser automatically signs one out. Similarly, My NCBI can **Remember my Username**
4. Click on **Sign Out** anytime to sign out

Your password and email address may be changed, but your user name is permanent.

## Collections

Saving citations to a permanent Collection may be done from the search results screen, Clipboard or Recent Activity. There are no limits on items in a collection or number of collections on an account.

1. Run a PubMed search; select the desired citation(s) using the check boxes; if no items are selected, all results up to the first 5000 items will be sent to Collections
2. From the Display line, use the **Send To** drop-down menu, click on **Collections**
3. On the **Save Collection** screen, create and name a new collection OR append selected items to an existing collection
4. Click **Save**

## Access and Update Collections

From **My NCBI Home**, click **Collections**, OR from **My Saved Data**, click **Manage**.

- To send the entire Collection to PubMed click on the Name of the Collection
- Click on **Edit** to view or delete citations
- To create a URL to share the collection, click on the link under Sharing (i.e. private) OR from Edit Collection, click on **Edit Collection Settings**
- Merged or delete individual collections

PubMed Collections				
<input type="checkbox"/>	Name	Sharing	Last Modified	Items
<input type="checkbox"/>	auditory paper (Edit)	Private	today	154
<input type="checkbox"/>	For my patients (Edit)	Public	today	40
<input type="checkbox"/>	For my article (Edit)	Private	5 days ago	159

[Merge PubMed Collections](#) [Delete PubMed Collections](#)

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The National Center for Biotechnology Information (NCBI) of the U.S. National Library of Medicine (NLM) provides the My NCBI tool in **PubMed**<sup>®</sup> which, once signed in, retains user information and preferences to provide customized services. Available at: [pubmed.gov](http://pubmed.gov)

## My NCBI Features

- Save searches, collections of citations and/or bibliographies
- Set automatic email updates of searches
- Select and create filtering options to customize and group search results
- Display links to a full text articles and libraries through **LinkOut**
- Apply **User Preferences** to highlight search terms, change display formats, update e-mail addresses and share filter and other settings
- Link to partner organizations
- Create institutional shared accounts to save particular filters or preferences
- Share collections

## Assistance and Training

From My NCBI Home, click **About My NCBI** for My NCBI Help Topics.

*The National Network of Libraries of Medicine (NN/LM), an outreach program of NLM, provides assistance and training nationwide. To find a local library, please call 800-338-7657 or go to <http://nnlm.gov/members>*

## Save Search Strategies

Permanently save search strategies to be retrieved as needed or to be run at determined intervals and emailed.

1. Run a search in PubMed
2. Click on **Save Search**
3. Sign in (if necessary); on the **Save Search** screen, change the name of the search if desired and click **Save**
4. Select e-mail updates option(s)
  - Citations: recommended - begin with a high number and reduce as necessary
  - Optional: check **Send even when there aren't any new results** to confirm search is running properly
5. Click **Save**

<input type="checkbox"/> Name	Last Searched	Schedule
<input type="checkbox"/> <a href="#">British Journal search (Settings)</a>	last year	monthly
<input type="checkbox"/> <a href="#">vascular surgery (Settings)</a>	6 months ago	none
<input type="checkbox"/> <a href="#">cystic fibrosis (Settings)</a>	today	weekly

[Delete PubMed Searches](#) [Show What's New](#)

## Access Searches

From **My NCBI Home**, click **Saved Search** OR from **My Saved Data**, click **Manage**.

From the **PubMed Searches** screen:

- Delete searches and view items new since the search was last run by checking the appropriate box and clicking the desired button
- Use **Settings** to manage automatic email update settings
- Run the search in PubMed by clicking on the name of that search

NCBI Resources How To Member | My NCBI | Sign Out

PubMed.gov U.S. National Library of Medicine National Institutes of Health

Search: PubMed end stage renal Search Clear

Display Settings: Summary, 20 per page, Sorted by Recently Added Send to: Filter your results:

Results: 1 to 20 of 4173

Cell and molecular biology of kidney development.

1. Reidy KJ, Rosenblum ND. Semin Nephrol. 2009 Jul;29(4):321-37. Review. PMID: 19615554 [PubMed - indexed for MEDLINE] Related articles

All (20204) Review (4173) Links to PMC (728) uiclib (12760) Custom (1614) Manage Filters

## Search Filters

Filters group search results by areas of interest.

- To view a filter, click the link under **Filter your results** (i.e. "Review")
- Click **Manage Filters** to set up to five filter tabs which are in effect only when signed in to My NCBI
  - **My Filters** displays currently active filter tabs and icons; there is no limit to the number of icons permitted, but only five filter tabs are allowed
  - In **Frequently Requested Filters**, click the box to select or deselect a filter
  - **Browse Filters** includes **Link-Out** (organizations), **Links** (databases) and **Properties** (subject areas). To create a library filter:
    1. Select **Browse Filters**, then **LinkOut**, then **Libraries** and click on the desired library link OR search by the library name
    2. Check **Add as a result tab** and/or **Add as a link icon**
  - **Search for Filters** by name or description
  - Create **Custom Filters** which may be run, saved, edited and deleted as needed

## Additional Searching Option

The Plus symbol appears in the **Filter your results** section when the filter link is clicked (e.g. Review). Click it to append the filter to the search (e.g. the example above becomes: end state renal AND "review"[Filter]).

## Recent Activity

In My NCBI, **Recent Activity** shows both searches and individual records viewed for the previous six months. Options include:

- Run previous searches
- Create a saved search from a past search
- Move viewed records to a collection

## Preferences

Update passwords and email addresses as needed. Use **Shared Settings** with the account URL to share filters, document delivery and outside tool settings.

## Bibliographies

**My Bibliography** collects PubMed citations for one author's publications. Link the My NCBI account to partner organizations such as the NIH Manuscript Submission System.