

Register (once) for My NCBI

1. Click **Sign In to NCBI** [Sign in to NCBI](#)
2. Sign in with Google, NIH Login or eRA Commons logins, click **See more 3rd party sign in options** or click **Register for a NCBI Account**
3. Follow the instructions to create a case sensitive permanent user name and a password (the password may be updated)
4. Provide an email address (which can be changed or removed later)
5. Select a security question and answer for when a password is forgotten
6. Type in the appropriate security letters
7. Click the **Create account** button

[member](#) [My NCBI](#) [Sign Out](#)

Once registered, the user name (here: member) appears in the upper right.

After registration and when an email address is updated, 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 to NCBI**
2. Enter your user name and password
3. Optional: check **Keep me signed in** to create a permanent cookie and My NCBI will be indefinitely available from that computer; otherwise, the account is active for the current session only and closing the browser automatically signs one out
4. Click **Sign Out** anytime to sign out

Collections

Save citations to a permanent **Collection** from search Results, Clipboard or Recent Activity.

- **My Bibliography** and **Other citations** are collections focused on an author; in addition to PubMed citations, presentations, books, abstracts, and non-PubMed journal citations may be entered and stored
- Create an unlimited number of individual **Collections** with an unlimited number of citations or use **Favorites**

To create a collection:

1. After a search, select the desired citation(s) using the check box(es); if no items are selected, the first 1000 citations will be sent to Collections or the first 500 citations to My Bibliography
2. Use the **Send To** drop-down menu and click **Collections** or **My Bibliography**, then click the **Add to** button
3. Create and name a new collection or append the selected items to an existing collection; then click **Save**

Collection options include:

- Share the collection by making it **Public** – click on the link under **Settings/Sharing**
- Merge or delete checked collections by selecting the **Manage Collections** link

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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 which, once signed in, retains user information and preferences to provide customized services in PubMed and other databases. Available at: **PubMed.gov**

My NCBI Features in PubMed

- Save searches, collections of citations and author bibliographies
- Set automatic email updates of searches (Create alert) or create **RSS** feeds
- Share collections and bibliographies
- Use **LinkOut** filters to rapidly identify full text articles available through local libraries
- Apply **Site Preferences** to change display settings, highlight search terms, update email addresses, and share filter settings
- Click **My NCBI** to return to the homepage from any window

Assistance and Training

In My NCBI, click **Help** to access the online My NCBI Help manual. Online tutorials and Quick Tours are also available.

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 / Create Alert

Permanently save search strategies to be retrieved as needed. These may be included in and RSS feed or run by PubMed as an alert at determined intervals and emailed to the user.

Create a saved search

1. Run a search in PubMed
2. Click **Create alert** (sign in if necessary)
3. Update the **Name of saved search**
4. Click **No, thanks**
5. Click the **Save** button

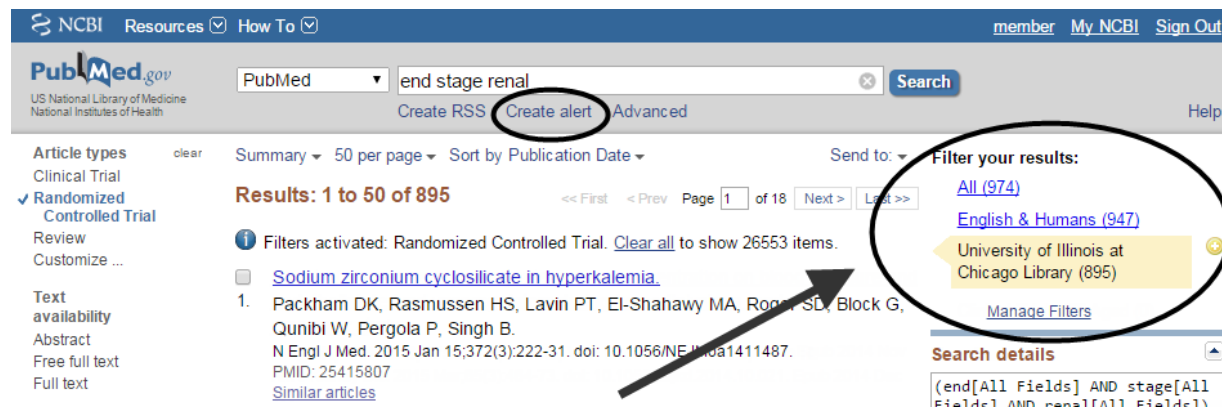
Create an alert

1. For an alert, click **Yes, please** at: *Would you like e-mail updates of new search results?*
2. Options include
 - o **Email:** Update your email address
 - o **Schedule:** Select how often to send alerts
 - o **Formats:** Select a report format
 - o **Number of items:** Recommended: begin with a high number, reduce as necessary
 - o Optional: check **Send even when there aren't any new results** to confirm the search is running properly
3. Click **Save**

Access Saved Search Strategies

In My NCBI, in the **Saved Searches** box:

- Run a search by clicking on the name of that search, limits from that search will be set
- Use the **Gear icon** to manage or update alert and email settings
- Click **Managed Saved Searches** to access and delete search strategies and to view
- **What's New** since the search was last run



The screenshot shows the PubMed search results page for the query "end stage renal". The search bar contains "PubMed" and "end stage renal". The "Create alert" button is circled in red. The "Filter your results" section is also circled in red, showing a list of filters: "All (974)", "English & Humans (947)", and "University of Illinois at Chicago Library (895)". A yellow highlight is under the "University of Illinois at Chicago Library (895)" filter. A black arrow points from the "Create alert" button to the "Filter your results" section.

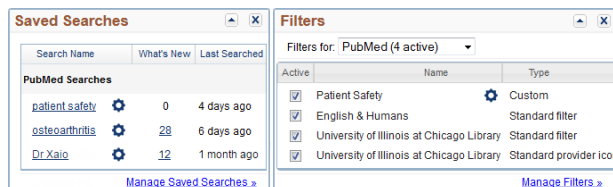
Focus a Search with My NCBI Filters

Limit or focus a search using filters. Filters can customize and group search results PubMed standard filters are on the left navigation bar; My NCBI filters are on the right and are effect only when signed in to My NCBI.

- Activate a My NCBI filter from the search results page by clicking the filter name under **Filter your results**
- Click the **Plus sign** to add a filter to a search
- Click **Manage Filters** to change filters

The **Filter list** displays currently active filters (fifteen maximum) and icons (no maximum).

- The **Create custom filter** button creates a filter which cannot be appended to a search
- **Browse/Search for PubMed Filters** (e.g. links to libraries under LinkOut)
- Click on a box to activate or deactivate a filter or icon



The screenshot shows the My NCBI interface. On the left, there is a "Saved Searches" table with columns for "Search Name", "What's New", and "Last Searched". It lists three searches: "patient safety", "osteoarthritis", and "Dr Xiao". On the right, there is a "Filters" section titled "Filters for: PubMed (4 active)". It shows a list of active filters with checkboxes, names, and types: "Patient Safety" (Custom), "English & Humans" (Standard filter), "University of Illinois at Chicago Library" (Standard filter), and "University of Illinois at Chicago Library" (Standard provider icon).



View Recent Activity

When signed into My NCBI, **Recent Activity** is saved for six months. Click a link to run a past search, create a new saved search or add a previously viewed citation to a collection. **Clear** deletes all **Recent Activity**.

Change NCBI Account Settings

Click on the user name to update email address and password and designate a delegate.

Customize this Page

Move windows with the mouse. Minimize or remove them with the   icons. To restore deleted windows, click **Customize this page**

NCBI Site Preferences

- **Common Preferences** include highlighting, turning the **Auto Suggest** off or back on, and using **Shared Settings** to share filters and outside tool settings with others
- **PubMed Preferences** include setting **Abstract Supplemental Data** to **Open** to view MeSH headings in the Abstract display and using the **Result Display Settings** to save the default display format and sort settings