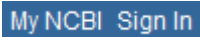
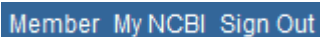


Register (only once) for My NCBI

1. Click **Sign In** 
2. In **My NCBI**, either click **Register for an Account** or use the **Sign In via Partner Organizations** option
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,  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 unless I sign out** 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.
4. Click on **Sign Out** anytime to sign out

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

Collections

Save citations to a permanent **Collection** from search Results, Clipboard or Recent Activity. Each account may have an unlimited number of collections and items in a collection. Single author collections are available as **My Bibliography** or **Other Citations**.

Collections				
Collection Name		Items	Privacy	Type
My Bibliography		28	Private	Standard
Other Citations		5	Private	Standard
EHR		10	Public	PubMed
Manage Collections »				

1. Select the desired citation(s) using the check boxes after a search; if no items are selected, all results up to the first 1000 citations will be sent to Collections
2. Use the **Send To** drop-down menu and click **Collections** or **My Bibliography**
3. In **My NCBI – Collections**, create and name a new collection OR append the selected items to an existing collection
4. Click the **Save** button

Collection options include:

- Use the **Gear icon** to edit collections
- Create a URL to share the collection by clicking on the link under **Privacy**
- Use the buttons from **Manage Collections** to merge or delete checked collections

*Funded under Contract No. HHS-N-276-2011-00005-C with the University of Illinois at Chicago and awarded by the DHHS, NIH, National Library of Medicine. This resource is freely available at:
<http://nnlm.gov/training/resources/myncbitri.pdf>
Revised: November 2011*



PubMed®



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/or author bibliographies
- Share collections of citations
- Set automatic email updates of searches
- Select and create filtering options to customize and group search results
- Use **LinkOut** to identify full text articles available through local libraries
- Apply **Site Preferences** to change display formats, highlight search terms, update e-mail address and to share filter settings
- Click **My NCBI** to return to the homepage from any window

Assistance and Training

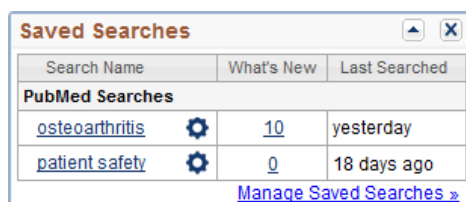
In My NCBI, click **Help** to access the online My NCBI Help manual. Online tutorials and Quick Tours are also available.

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 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); In **My NCBI – Saved Searches**, change the name of the search if desired and click the **Save** button
4. Select e-mail updates option(s)
 - Note if and how often to send updates
 - Formats: select text or hyper-linked
 - Number of items: 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**



Access Searches

Click on the user name or **My NCBI**

In the **Saved Searches** window:

- Run the search by clicking on the name of that search, any limits will be re-set
- Use the **Gear icon** to manage automatic email update settings
- View items new since the search was last run by clicking the **What's New** number
- Delete searches from **Managed Saved Searches**

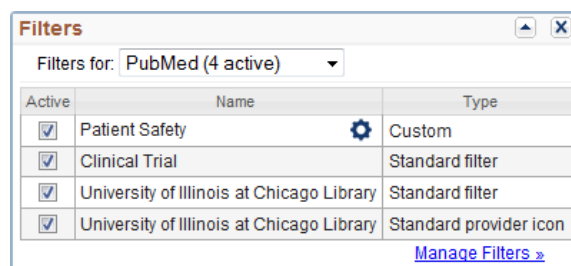
Note: searches cannot be changed; delete old searches and save a new one.



Search Filters

Filters group search results by areas of interest

- View a filter from the search results page by clicking the filter name under **Filter your results** (highlighted in yellow)
- Click the Plus icon to append the filter to the search



Click **Manage Filters** to set filters which are in effect only when signed in to My NCBI

- Currently active filters (maximum of fifteen) and icon are displayed
- **Create custom filter** which cannot be appended to a search (optional)
- **Browse/Search for PubMed Filters** includes Popular, Link-Out (organizations including libraries), Properties (subject areas), and Links (databases)
- Check a box to activate a filter or icon

Recent Activity

When signed into My NCBI, **Recent Activity** is saved for six months. Run a recent search from the link in the window. Click **See All Recent Activity** to run older searches, create a saved search from a past search or move previously viewed citations to a collection. **Clear** deletes all Recent Activity.

Customize this Page

Minimize or remove windows by using the icons ; window locations may be changed by using the mouse. Restore deleted windows with the **Customize this page** link.

NCBI Site Preferences

Common Preferences

- Update passwords and email addresses
- Share filters, document delivery and outside tool settings with **Shared Settings**

PubMed Preferences

- Set **Abstract Supplemental Data to Open** to view MeSH headings in the Abstract display
- Turn the **Auto Suggest** off or back on
- Use **Result Display Settings** to save format, number of items and sort settings