

## Register (once) for My NCBI

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1. Click **Sign In to NCBI** [Sign in to NCBI](#)
2. In **My NCBI**, click **Register for a NCBI Account** or, alternatively, click **Or use a 3rd party sign in option**
3. Create a case sensitive user name and password following the instructions
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

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1. Click **Sign in to NCBI**
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 and 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

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

- **My Bibliography** is a collection for an author; In addition to PubMed citations, presentations, books, and non-PubMed journal citations may be entered and stored
- Use **Favorites** or create an unlimited number of individual **Collections** of citations with an unlimited number of items

To create a collection:

1. After a search, select the desired citation(s) using the check boxes; if no items are selected, all results up to 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**, **My Bibliography**, or **Favorites**, then click the **Add to** button
3. In **My NCBI**, 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** by clicking on the link under **Privacy**
- Merge or delete checked collections by selecting the **Manage Collections** link

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PubMed®



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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

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- 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 email address and to share filter settings
- Click **My NCBI** to return to the homepage from any window

## Assistance and Training

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

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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 to the user.

1. Run a search in PubMed
2. Click on the **Save search** link
3. Sign in (if necessary); in **My NCBI – Saved Searches**, change the name of the search if desired and click the **Save** button
4. Email update option(s):
  - Email: Verify email address
  - Select 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 the search is running properly:
5. Click the **Save** button




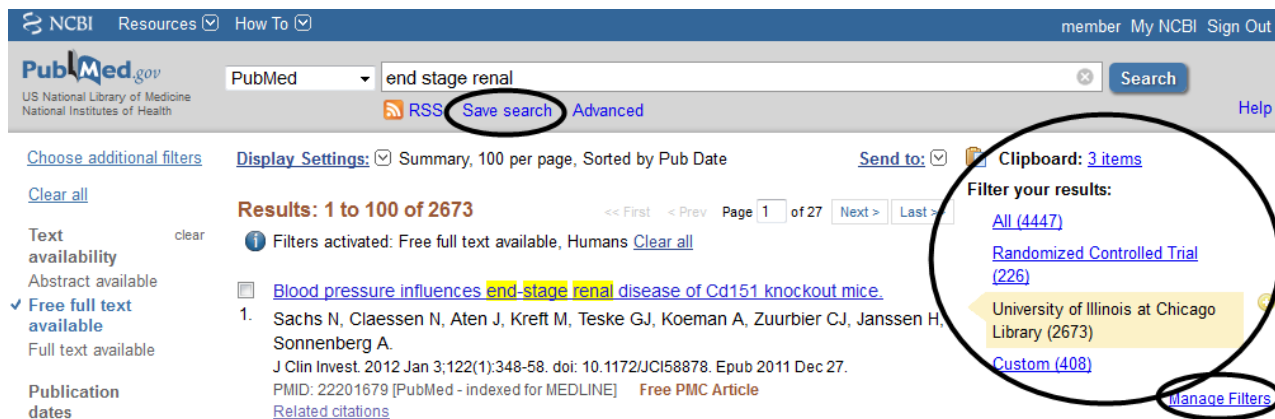
Search Name	What's New	Last Searched
<b>PubMed Searches</b>		
<a href="#">osteoarthritis</a>	10	yesterday
<a href="#">patient safety</a>	0	18 days ago

[Manage Saved Searches >](#)

## Access Search Strategies

Click on the **My NCBI** link. In the **Saved Searches** box:

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



NCBI Resources How To member My NCBI Sign Out

PubMed.gov PubMed end stage renal Search

Choose additional filters Display Settings: Summary, 100 per page, Sorted by Pub Date Send to: Clipboard: 3 items

Clear all Results: 1 to 100 of 2673

Text availability clear Filters activated: Free full text available, Humans Clear all

Abstract available

Free full text available Full text available

Publication dates

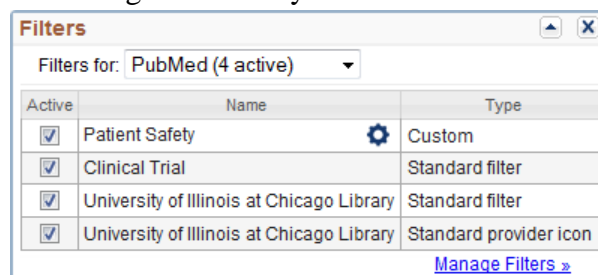
1. Blood pressure influences end-stage renal disease of Cd151 knockout mice. Sachs N, Claessen N, Aten J, Kreft M, Teske GJ, Koeman A, Zuurbier CJ, Janssen H, Sonnenberg A. J Clin Invest. 2012 Jan 3;122(1):348-58. doi: 10.1172/JCI58878. Epub 2011 Dec 27. PMID: 22201679 [PubMed - indexed for MEDLINE] Free PMC Article Related citations

Filter your results: All (4447) Randomized Controlled Trial (226) University of Illinois at Chicago Library (2673) Custom (408) Manage Filters

## My NCBI Filters

Limit or focus a search using filters. PubMed standard filters are on the left navigation bar and My NCBI filters are on the right.

- View a My NCBI filter from the search results page by clicking the filter name under **Filter your results**
- To create additional filters; click **Manage Filters** and set filters that are in effect only when signed in to My NCBI



Active	Name	Type
<input checked="" type="checkbox"/>	Patient Safety	Custom
<input checked="" type="checkbox"/>	Clinical Trial	Standard filter
<input checked="" type="checkbox"/>	University of Illinois at Chicago Library	Standard filter
<input checked="" type="checkbox"/>	University of Illinois at Chicago Library	Standard provider icon

[Manage Filters >](#)

- The **Filter list** displays currently active filters (fifteen maximum) and icons (no maximum)
- **Create custom filter** - this button creates a filter which cannot be appended to a search
- **Browse/Search for PubMed Filters**
- Click on a box to activate or deactivate a filter or icon



## Recent Activity

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

## NCBI Account Settings

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

## 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 format, number of items, and sort settings