NIH **U.S. National Library of Medicine**
National Center for Biotechnology Information

My NCBI Help

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My NCBI saves searches and results from multiple NCBI databases and features an option to automatically update and e-mail search results from your saved searches. My NCBI includes other features that help you save PubMed citations to your articles and manage peer review article compliance with the NIH Public Access Policy (My Bibliography), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences for PubMed.

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), create an online professional profile (SciENcv), highlight search terms, and set up LinkOut, Outside Tool and Document Delivery preferences for PubMed.

To use My NCBI, your Web browser must accept cookies and allow pop-ups from NCBI Web pages.

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Accessing My NCBI

Use the NCBI link to sign in to My NCBI. This link can be accessed from any NCBI database and it appears at the top right of the screen (**A**). The URL to the login page is https://www.ncbi.nlm.nih.gov/account/

Registering with My NCBI

1. Click on the **Sign in to NCBI** link in the upper right-hand corner of the page.

2. Enter an alphanumeric username (3 or more letters or numbers) and a password (8 or more characters). Passwords are case-sensitive.
3. Enter your e-mail address.
4. Choose a security question and answer. This information will be used to reset your password.
5. Below the Security Question, you will see an image with 5 characters. This step is to help us prevent automated programs from registering accounts.
6. You will receive a confirmation e-mail from NCBI; confirm your registration by clicking the link provided. After confirming your e-mail address, you can start setting up automatic e-mails for search alerts.

Note:

- Only one e-mail address can be associated with each account
- Record your username, password, and answer to the security question in a safe place for future reference
- Accounts that do not have any activity in two years will be deleted

Signing in to My NCBI

There are two ways to sign in to a My NCBI account: using a direct My NCBI username and password or using a username and password associated with a partner organization. Partner organizations include research organizations and commercial Web sites using either an InCommon or OpenID standard to authenticate users. Note that eRA Commons users would sign in by clicking the NIH Login icon. HRA users would sign in by clicking the Google icon. To see a list of all participating partner organizations, click "See more 3rd party sign in options."

- Signing in using a My NCBI username and password
- Signing in using a partner organization username and password

Signing in using a My NCBI username and password

Start at the NCBI login page https://www.ncbi.nlm.nih.gov/account/

1. Enter your username and password.
2. Check the **Keep me signed in** box to automatically activate My NCBI each time you use any NCBI database. You should not check the box when using a public computer, because your account will remain active for anyone who later uses the same computer. You can sign out at any time by clicking on **Sign Out** on the upper right corner of the page.

Note:

- A checked **Keep me signed** in box saves your My NCBI preferences on your computer in a persistent cookie file. It will also retain your password so that you do not need to sign in again. When using a public computer do not check this option
- If the **Keep me signed in** box is not checked, you will be automatically signed out when you close your Web browser
- Using NCBI databases without signing in to My NCBI means that after eight (8) hours of inactivity, all history and preferences will be lost
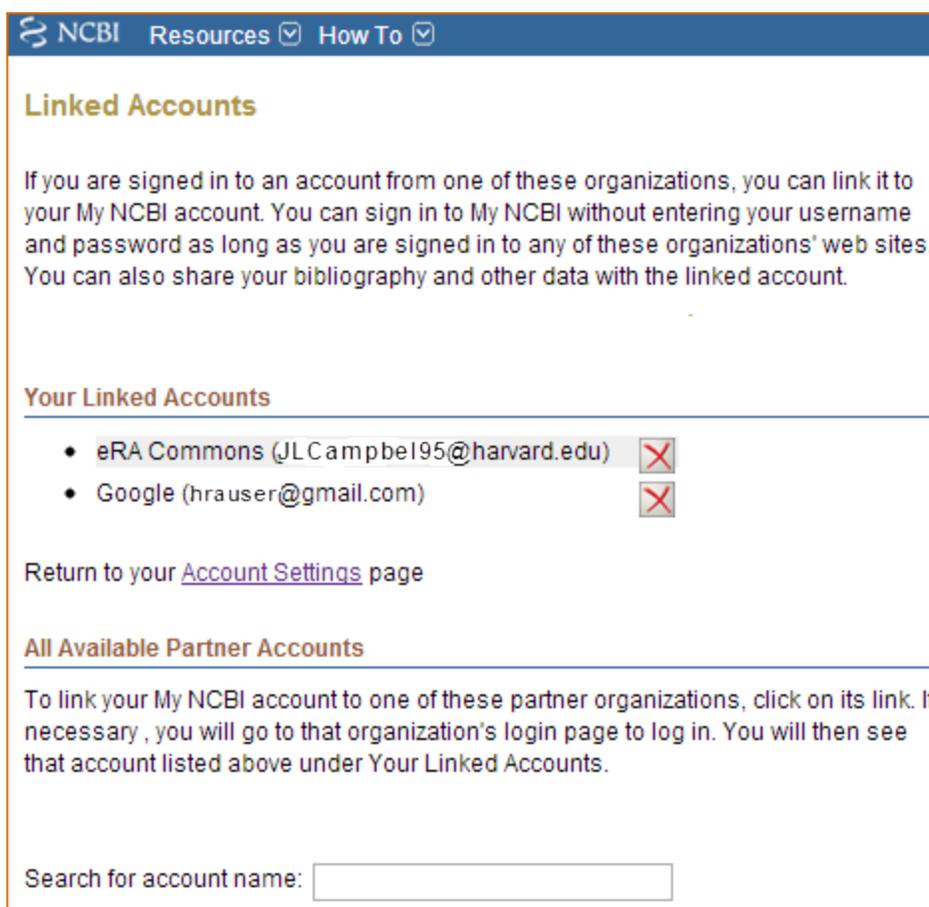
Signing in using a partner organization username and password

Start at the NCBI login page https://www.ncbi.nlm.nih.gov/account/

1. Select an organization (3rd party option). My NCBI will link to the partner organization login page.
2. Enter the username and password registered with the partner organization.
3. Link to your existing My NCBI account or create a new My NCBI account.

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account, and you will be able to download data to create a SciENcv profile.

To **remove** a linked account, click on your username on the NCBI header to access the Account Settings page. Click the Change button under "Linked Accounts," and then click the ✖ next to the account that you wish to remove.
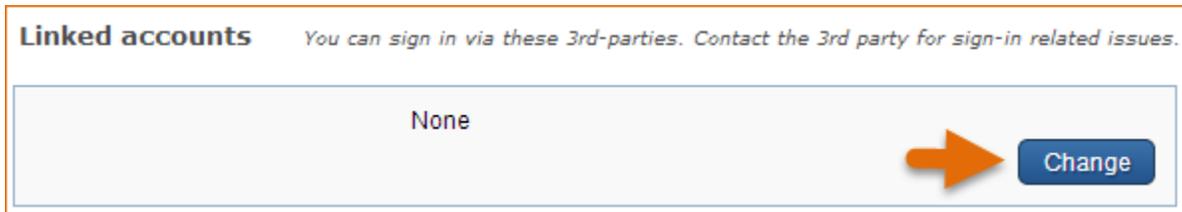

Adding a Partner Organization as Sign in option to an Existing My NCBI account

1. Start at the NCBI login page. Enter your My NCBI username and password.
2. Click on your username on the NCBI header to access the Account Settings page.

3. Click the Change button under "Linked Accounts."

4. Under "All available partner accounts," search for the partner organization you wish to link to your NCBI account.

5. Click on the partner organization link presented to you. NCBI will link to the partner organization login page.

6. Enter the username and password registered with the partner organization. Accept the **NIH login request for permission**.

7. You will be redirected to My NCBI where the added partner organization will appear under "Your Linked Accounts."

After the accounts are linked, you should be able to access your My NCBI account while signed into your partner organization account. Your NCBI account can be linked to multiple partner organizations (see example in image above). To **remove** a linked account, click the ☒ next to the account that you wish to delete.

Note:

- If your institution is not included in the partner organization list, ask your identity system administrators contact nihfederationrequest@mail.nih.gov.
- If you have multiple NCBI accounts and you wish to merge all your data in to one account, write to info@ncbi.nlm.nih.gov and provide the following information: NCBI usernames, eRA Commons username, and the e-mail addresses associated with the accounts.

If You Forget Your My NCBI Username or Password

In case you forget your username or password:

1. Click **Forgot username or password** on the NCBI Sign In page.
2. Enter your e-mail address or username.
3. Click **Password**.
4. An e-mail will be sent to the e-mail address you provided with your username information and a link to reset your password.

Changing Your My NCBI Password

1. Make sure you are signed in to My NCBI.
2. Click on your **username** on the NCBI header to access the **Account Settings** page.
3. Click the Change button next to **Password**.
4. Enter your old and new passwords.
5. Click **Save**.