

Register for My NCBI

1. Click **Register** in the My NCBI box (registration is only required once)



2. Create a user name and password (these are case sensitive). Note: passwords may be recovered, user names cannot be
3. Choose a security question and answer
4. Provide an email address if you want to receive updates of search results (not available in all Entrez databases); this option may be changed later
5. Click **Register**

Note: NCBI sends a confirmation email message to an address provided during registration and from **User Preferences**. Upon receipt, click the link in the email message. After an email address is confirmed, automatic email updates of searches may be created.

Once registered, "Welcome *user name*" appears in the NCBI box indicating when you are signed in.

Sign In and Out



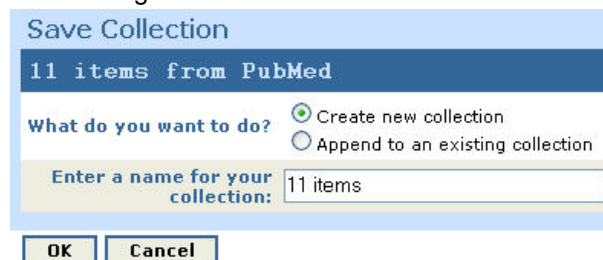
1. Click **Sign In** in the My NCBI box OR click My NCBI under **PubMed Services**.
2. Enter your user name and password.
3. Optional: Check the **Keep me signed in unless I sign out** to create a permanent cookie so that My NCBI will be indefinitely available from your computer without signing in again. Otherwise, your account will be active for your current session only and you will be automatically signed out after closing your browser.
4. Click on **Sign Out** anytime to sign out.

Click on **I forgot my password** for help. Your password may be changed, but your user name is permanent. Remember it.

Save Collections of Bibliographies

Saving citations to a permanent Collection may be done either from the search results screen or from the Clipboard.

1. Run a PubMed search; select the desired citations using the check boxes; if no items are selected, all results up to 500 items will be sent to Collections
2. From the Display line, use the **Send To** drop-down menu, click on **Collections**
3. A pop-up confirmation window will appear when selecting all results or more than 500 citations. Click **OK**
4. In the **Save Collection** pop-up window (click the link in the pink bar if no window appears), create and name a new Collection OR append the results to an existing Collection



In PubMed, citation Collections may also be accessed from the drop-down menu under the **Clipboard** tab, which includes a **Delete saved items from the Clipboard** option.

To examine or delete individual citations or to rename the Collection, click the **Searches/ Collections** link in My NCBI, then click on the **Collections** tab, and the numbered items link under **Details**. Access the entire Collection by clicking on the Collection name. Each Collection may have up to 1500 items; each account allows up to 100 Collections.

Developed and updated by NN/LM staff. Funded by NLM under contract No. NO1-LM-1-3513. This brochure may be freely reproduced. It is on the internet at <http://nmlm.gov/training/resources/myncbtri.pdf>
Revised: August 2008



PubMed® is the U.S. National Library of Medicine's premiere search system for health information. It is available free on the Internet at: <http://pubmed.gov>

My NCBI Features

My NCBI is a tool that retains user information and preferences to provide customized services once signed in.

- Save searches and/or bibliographies
- Set up automatic email updates of searches
- Manage searches and update schedules
- Select filtering options to customize and group search results
- Display links to a library's full text articles through **LinkOut**
- Apply **User Preferences** including highlighting search terms, changing the single citation display format and updating email addresses
- Use **Document Delivery Service** options
- Find additional resources for use by libraries

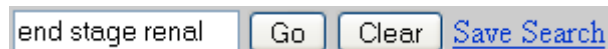
Assistance and Training

While in My NCBI, the left side bar created by the National Center for Biotechnology Information (NCBI) provides links to **Help, Overview, FAQ, and online Quick Tours**.

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://nmlm.gov/members/>

Save and Manage Searches

1. Run a search in any Entrez database
2. Click on **Save Search**, located next to the search box

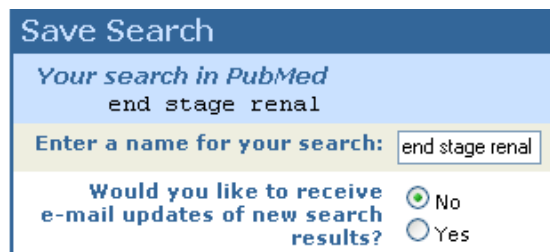


3. A new window opens up. Sign in (if necessary), then answer the questions (see below) and click **OK**
4. To view saved searches, click the **My NCBI** link or, when signed in, click **Searches/Collections** from the side bar

Set Up Automatic Email Updates

In many Entrez databases, **Save Search** offers the option: *Would you like to receive e-mail updates of new search results?*

Automatic email updates can only be sent to email addresses that have been confirmed either at registration or through the **User Preferences** link on the left side bar (see **Register for My NCBI**).

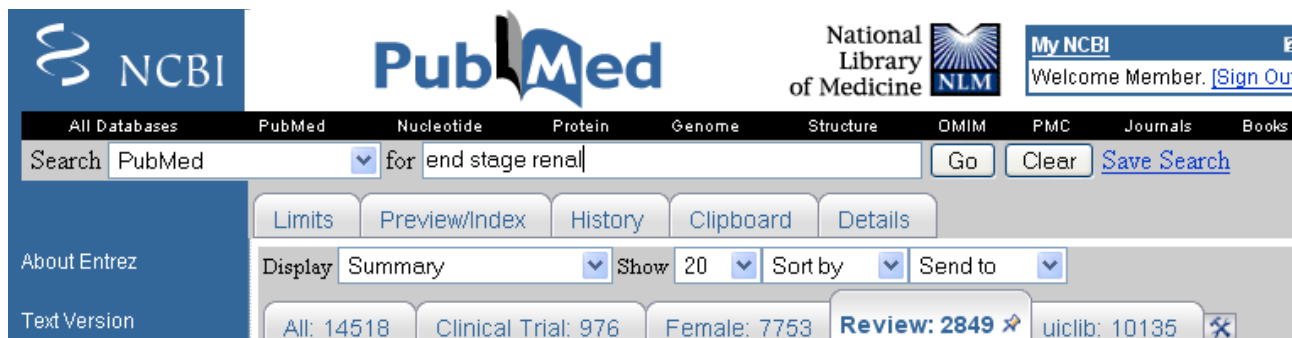


To change the schedule of an automatic email update, click on **My NCBI** and on the **Searches** tab. From the link in the **Details** column, change where, when, how, how often and/or if the search is to be emailed.

My Saved Searches and Collections



PubMed Searches	Last Updated	Details
<input type="checkbox"/> blood transfusion	2 days ago	No Schedule
<input type="checkbox"/> child Pneumonia	10 days ago	Monthly
<input type="checkbox"/> games	1 month ago	No Schedule
<input type="checkbox"/> MRI osteoma	2 months ago	Weekly



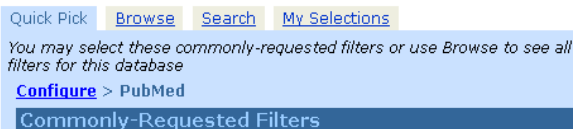
My NCBI Filter Tabs

Use the filters to group search results by areas of interest. Up to five tabs may be set and these appear below the **Display** drop-down menu. Filter selections are in effect only when signed in to My NCBI.

Set Up Filter Tabs in Filter Selection


Click on **Filters** from the left side bar. Select a database, for example, **PubMed**. Alternatively, click the **Tool Icon**.

Filter Selection: grouping search results




- **Quick Pick** Commonly-Requested Filters: click the box to select or deselect a filter
- **Browse** presents the three filter types:
 1. **Link-Out** – to group records with links to resources provided by outside organizations including a local library (see Additional Filtering Options)
 2. **Links** – to group records with links to other Entrez databases
 3. **Properties** – to group records by subject areas, such as age groups, gender, languages or specific subsets
- **Search** for filter names and descriptions
- **My Selections** displays the currently active filters tabs and icon settings

Additional Filtering Options

- The **Tool Icon** after the filter tabs links directly to **Filter Selection** 
- To set a tab for resources owned and/or accessed by a local library, click on **Filter Selection**, then:
 1. Select the **Browse** tab
 2. Select the **Libraries** link under **LinkOut**
 3. Click on the desired library link
 4. Check the box next to “**Add a result tab ...**” and/or the “**Add a link icon ...**”

There is no limit to the number of icons permitted (only five tabs are allowed)

Additional Searching Option

- When you click on a Filter tab, (e.g. Review) a **Tack Symbol** will appear in that tab (see above).  Click the tack to append the filter to your search (e.g. the search becomes - end state renal AND "review"[Filter])

Other Features

- **User Preferences:** Store and/or change an e-mail address, highlight search terms, and change the way the links and single citations are displayed
- **Document Delivery:** Services other than Loansome Doc are available
- **Libraries & Intuitional Options:** These include an **Outside Tool** for libraries and the option for institutions to create shared accounts