

Registering for My NCBI

1. Click on Register in the My NCBI box (this needs to be done only once)
2. Pick a username and password (these are case sensitive)
3. Choose a security question and answer
4. Provide your email address if you want to receive updates of search results (not available in all Entrez databases and this option may be changed later)
5. Click Register



If you provide an email address with your registration, you will receive an email from NCBI requesting confirmation. Click on the link that is provided in the email. After confirming your email address, you can start setting up automatic emails for search alerts.



Once you have registered, you will see a "Welcome" in

the NCBI box indicating you've successfully registered and are signed in.

Signing in and Out

1. Click on **Sign In**, the My NCBI box or follow the My NCBI link 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 after you sign in, My NCBI will be indefinitely available from your computer without signing in again. If not, your account will be active for your current session only and you will be automatically signed out after you close your browser window
4. Click on **Sign Out** in the My NCBI box anytime to sign out

Password help is available by clicking on the "I forgot my password" link.

User Preferences

For these options, sign in to My NCBI and click User Preferences on the left side bar

- **To store an e-mail:** enter an **E-mail Address**, then click OK. A confirmation e-mail message will be sent to activate automatic e-mail updates. Click on the link that is provided in the email. Entering a different email address in the **Send to E-mail** option will not affect My NCBI updates or change this address
- **To highlight search terms:** choose a **High-lighting** color and click OK. Highlighting is only active when you are signed into My NCBI
- **To change the way the Links menu displays** in PubMed and to prevent JavaScript problems in some browsers, choose a different selection from **Links display** pull-down menu

Other Features

Your library may be using additional features that can be included in your My NCBI account. Contact your library regarding:

- **Document Delivery** – NLM's Loansome Doc is PubMed's default document delivery provider but other services are available
- **Outside Tool** – Outside Tool allows institutions to display an icon link in PubMed citations back to their institution
- **Shared Accounts** – My NCBI accounts can be configured to share filter, highlighting, document delivery, and outside tool settings; the option is available under the Document Delivery and Outside Tool links.

Developed and updated by NN/LM staff. Funded by in part or whole by NLM under contract No. NO1-LM-1-3513. This brochure may be freely reproduced. It is on the internet at <http://nmlm.gov/nmlm/online/pubmed/myncbitri.pdf>
Revised: December 2005



PubMed



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

My NCBI is a tool that retains user information and preferences to provide customized services. To be able to use My NCBI, your Web browser must accept cookies.

My NCBI Features

- Save searches
- Set up automatic email updates of searches
- Select filtering options to customize and group search results
- Manage searches and update schedules
- Display links to a library's full text articles (LinkOut)
- User Preferences including highlighting search terms and changing email addresses
- Document Delivery Service options
- Outside Tool for libraries to add links to online resources available at their institutions
- Shared library NCBI accounts

Assistance and Training

Look at the NCBI left side bar for links to **Overview, Help, FAQs**, and online **Quick Tours**. The direct link to **My NCBI Help** is: www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helpmyncbi.chapter.MynNCBI

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/>

Saving and Managing Searches

1. Run a search in any Entrez database
2. Click on **Save Search**, located next to the search box. A new window opens up. Answer the questions

end stage renal Go Clear [Save Search](#)

3. Click **OK**
4. To see your saved searches, click on **My NCBI** in the box or on **Saved Searches** in the left side bar when signed in

Setting Up Automatic Email Updates

In most Entrez databases, when you click on **Save Search** you are asked if you would like to receive email updates of new search results automatically and according to a schedule that you determine. Automatic email updates can only be sent to email addresses that have been confirmed either at registration (see Registering for My NCBI) or through User Preferences.

Save Search

Your search in PubMed
end stage renal

Enter a name for your search:

Would you like to receive e-mail updates of new search results?
 No
 Yes

To change the schedule of an automatic email update set previously, click on **My NCBI** in the My NCBI box. The **My Saved Searches** box appears. 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		
Search Journals	Last Updated	Details
<input type="checkbox"/> library	1 year ago	No Schedule
Search PubMed		
<input type="checkbox"/> osteoarthritis	1 day ago	Weekly
<input type="checkbox"/> breast cancer	7 months ago	No Schedule
<input type="checkbox"/> athletic injuries	1 year ago	No Schedule

The screenshot shows the PubMed search page. At the top, there are logos for NCBI, PubMed, and the National Library of Medicine (NLM). A search bar contains the text 'end stage renal' with a 'Go' button and a 'Save Search' link. Below the search bar, there are tabs for 'Limits', 'Preview/Index', 'History', 'Clipboard', and 'Details'. A 'Display' dropdown is set to 'Summary', 'Show' is set to '20', and 'Sort by' is set to 'Relevance'. At the bottom, there are statistics for the search: 'All: 14518', 'Clinical Trial: 976', 'Female: 7753', 'Review: 2849', and 'uiclib: 10135'.

My NCBI Filter Tabs

Use the filters to group search results by areas of interest. You may set up to five tabs which appear below the Display/Show command boxes. Your filter selections are in effect only when you are signed in to My NCBI.

To Set Up Filter Tabs

1. Click on **Filters** from the left side bar
2. Select a database, for example, PubMed
3. Choose from the Commonly-Requested Filters from the **Quick Pick** tab.
4. Click in the boxes to select or deselect filters


Filter Selection: grouping search results

The screenshot shows a dialog box titled 'Filter Selection: grouping search results'. It has tabs for 'Quick Pick', 'Browse', 'Search', and 'My Selections'. Below the tabs, there is a message: 'You may select these commonly-requested filters or use Browse to see all filters for this database'. There is a 'Configure > PubMed' link and a section for 'Commonly-Requested Filters'.

Additional options:

- **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 active filters and icon settings

Additional Filtering Options

- To change filter settings, click on **Filters** from left side bar or the tool icon on the search results page 
- **Link-Out** – to view resources owned and/or accessed by your local library (for example):
 1. Click on Filters from left side bar or on the tool icon
 2. Select PubMed
 3. Select Browse then Libraries under LinkOut
 4. Click on your library
 5. 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).
- A **Consumer Health Resources** filter is also available - with links to Genetics Home Reference, Household Products Database, and MedlinePlus. Under Filters, select PubMed, then Browse, then click on **Medical Resources** under Link-Out. This filter includes: Clinical Trials, Consumer Health Resources, Diagnostics, Disease Organizations, and Treatment Guidelines. Click on **Consumer Health Resources** and then Add a result tab ...

Other Searching Options

- When you click on a Filter tab, a tack symbol will appear in the tab. Click the tack to append the filter to your search (e.g. end stage renal AND "review"[Filter]) 