

# My NCBI in PubMed

## Saving Search Strategies and Selected Retrieval

My NCBI saves searches and results (My Collections) and features an option to automatically update and e-mail search results from your saved searches. To use My NCBI your Web browser must accept cookies.

### To register for My NCBI:

1. Click **Register** under **My NCBI** link (upper right)
2. Enter a **Username** (3+ characters) and a **Password** (6+ characters)
3. Choose a **Security Question** and **Answer** (used for resetting password)
4. Enter an email address; used for **automatic email updates** and the **Send to Email** feature in PubMed.  
(Allowed only one e-mail address per account.)

### To sign in and out of My NCBI

1. Click **Sign In**
2. Enter **Username** and **Password**
3. Optional: click **Keep me signed in** checkbox
4. Click **Sign Out** from the My NCBI header to sign out

### Forgot your My NCBI username or password?

1. From **My NCBI Sign In** page, select **appropriate link**
2. Enter requested information
3. Click appropriate button(s)
4. Look for email from NCBI

### To change your My NCBI password

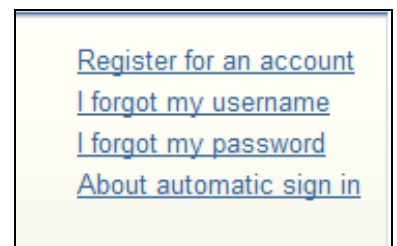
1. Sign in to **My NCBI**
2. Under **Preferences** click **Common Preferences**
3. Click **Password**
4. Enter your old password and new password
5. Click **Save**

### Saved searches and automatic email updates:

1. Sign in to My NCBI
2. Run your search. (Search History numbers can be used)
3. Click the **Save Search** link
4. Edit search name. Search name appears in the Subject line of automatic email update messages.
5. Click **OK** to save the search; alternately click **Yes** to receive **automatic email updates** of new search results (if needed, enter email address)
6. Change the frequency of your updates by changing the defaults under **How Often?**
7. Select the **Format** and either HTML or Text.
8. You may also change the maximum **number of items** to be sent and add **additional text**, up to 200 characters, to the automatic updates.
9. Click **OK** to save your search in My NCBI.
10. To change or create a schedule for a saved search select **My Saved Data**, and click the Saved Searches **Manage** link, and then click **Edit** for the saved search

### Note:

- Links to Related Articles cannot be saved in My NCBI.
- Dates and date ranges are not recommended for saved searches.
- There is no limit to the number of saved searches per user name.
- Saved searches cannot be edited.
- Any e-mail updates that bounce back three times will be changed to no schedule.



## Confirmation Email for Automatic Email Updates

An initial email message will be sent to confirm email addresses used for My NCBI. Recipients must confirm their e-mail account before My NCBI will automatically send updates

## Running a Saved Search without Update Limits

1. Sign in to My NCBI.
2. Under **My Saved Data**, click the saved search you want to run

## Checking for New Citations Since You Last Updated a Saved Search

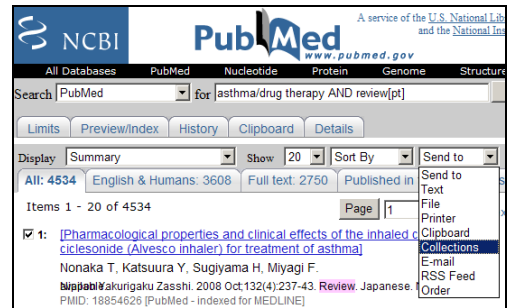
1. Sign in to My NCBI.
2. Under My Saved Data, click the Saved Searches **Manage** link
3. Click the check box next to the search
4. Click **Show What's New**
5. To display the new items, click the **# new items link**

## Deleting a Search

1. Sign in to My NCBI.
2. Under My Saved Data, click the Saved Searches **Manage** link and then click the check box for a search to select it
3. Click **Delete Searches**

## Saving results in Collections

1. Sign in to My NCBI and run your PubMed search.
2. Select citations of interest and send to **Collections**
3. In the **Save Collection** window create a new collection or append to an existing collection
4. Enter a name for your collection and click **Save**
5. There is no limit to the number of collections or saved items
6. To view items in the collection click My Saved Data; under Collections (Manage) click on the name to view items in that collection. Or click on **Manage to Merge or Delete Collections**



## Saving Results in My Bibliography

**My Bibliography** is a place for you to collect your PubMed citations for your publications

1. Under My Saved Data click **My Bibliography**
2. Click **add items and create one** to set up a bibliography
3. Fill in the template
4. Review the list of citations and use the check boxes to select your papers, click Add to My Bibliography
5. To add additional citations, click the plus symbol on the Actions bar
6. Use the Other Citations link under My Saved Data to create an additional bibliography using a saved search form

