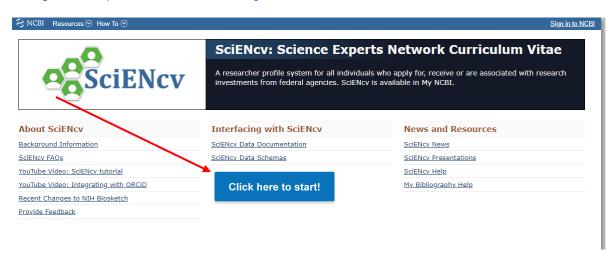
# CREATING A MyNCBI/SciENcv ACCOUNT AND LINKING EXISTING PROFILES

1. Navigate to <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a>. Select "Click here to start!"



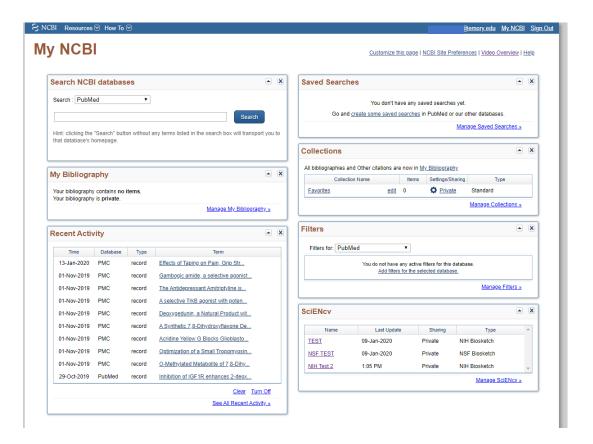
2. You may log-in to MyNCBI using an existing account. For most users, this is often an NIH eRA Commons or NSF Fastlane/Research.gov account. If you do not have a Commons or Fastlane/Research.gov account, you may log-in using your Emory credentials after selecting Emory from the dropdown box after clicking "See more 3<sup>rd</sup> party sign in options."



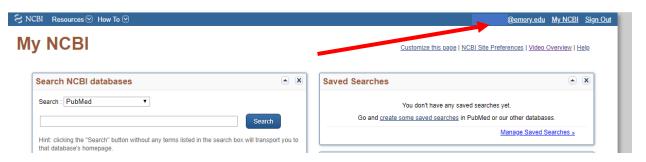
 If you already have a MyNCBI account, you can link immediately to that. If you do not already have an account, create a new account. Once you are logged in, you can link other existing accounts, whether NIH eRA Commons, NSF Fastlane, or ORCID to your MyNCBI account.



4. Once you have created an account, you will be taken to your MyNCBI landing page.



5. The easiest way to pull in information to SciENcv is to link your MyNCBI account with your other existing accounts. You can link these accounts via your MyNCBI account page. From your landing page, find your email address in the upper righthand corner. Click that to be taken to your account settings.



6. This will take you to your NCBI Account settings. To link additional accounts, in the "Linked account" section of the page, click "Change."

# **NCBI Account Settings**

#### **Email**

@emory.edu (confirmed)  This email is used for delivery of saved searches.  Change	
L <b>inked accounts</b> You can s	ign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.
eRA Login	@emory.edu (currently signed in via this method)
National Science Foundation (NSF)	@emory.edu Change
	Change

### Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.

Add a Delegate

# **API Key Management**

### Create an API Key

E-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils limit to 10 requests/second. Contact our <a href="help department">help department</a> if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with <a href="help-explaint-right">api\_key=API\_KEY</a> parameter. Refer to <a href="help-explaint-right">documentation</a> for more.

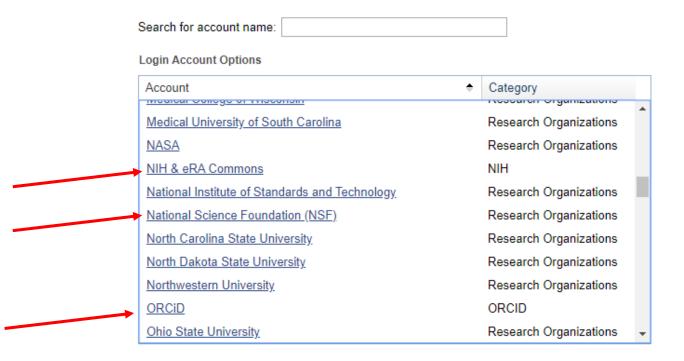
## **NCBI Site Preferences**

Click here to access the NCBI Site Preferences page.

7. Search for the accounts you wish to link under the section for "All Available Partner Accounts."

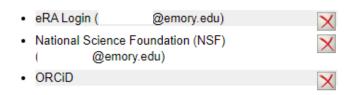
#### All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.



8. Clicking the link for your associated accounts will take you to that organization's log-in page. Once you log-in, the account will be linked to your MyNCBI account. (When linking your ORCiD account, the ORCiD system will ask you to authorize the access. Click "Authorize" when prompted to link the accounts.)

#### Your Linked Accounts



Return to your Account Settings page

9. Your accounts are now linked and you can pull in information from your existing accounts into MyNCBI and the SciENcv functions.

See related training documents for creating an NIH and/or NSF Biosketch.