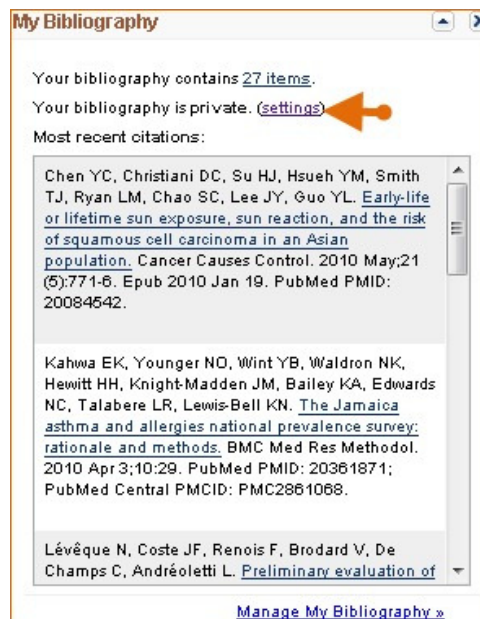


Sharing My Bibliography and Adding Delegates

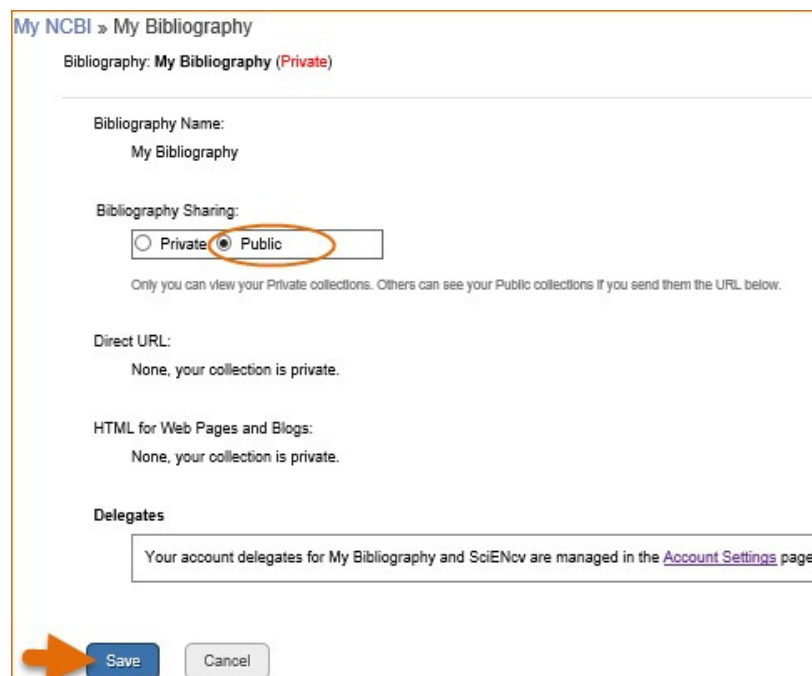
My Bibliography is set as Private by default. However, it can be set as Public to be shared with others. In addition, users can grant access to other persons (delegates) to view and manage their My Bibliography collection. The delegate will then be able to add or remove citations to the bibliography and perform other functions.

To change My Bibliography from **Private to Public**:

1. Sign into My NCBI and go to **My Bibliography**.
2. Click the "Settings" link as shown in the image below.



3. Under Bibliography Sharing, select the radio button for Public and click "Save." A URL and an HTML code will be provided. You can use the URL to share with others and the HTML code to post onto a Web page.



The **option to add a delegate** is available on the page above through the “Accounts Settings” link. The Delegates section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENCv professional profile, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted.


Adding and Removing Delegates

Delegates are persons who are granted access by NCBI account owners to view and manage their [My Bibliography](#) collection and/or their [SciENCv](#) profile. Delegate invitations are initiated by NCBI account owners.

To **add a delegate** to manage your My Bibliography and/or SciENCv data:

1. Log in to your NCBI account, and click on your username(top right corner of page) to access the Account Settings page
2. Go to the “**Delegates**” section and click “Add a Delegate” link
3. Enter the delegate’s e-mail address, and click **OK**
4. Your delegate will receive an e-mail with a URL that leads to an access confirmation page. For further information, see [confirming a My Bibliography connection](#) for delegates.

The **Delegates** section of the Account Settings page displays a list of all the delegates granted access to either your My Bibliography collection or your SciENCv professional profile, or both. In the Delegates section you may add or remove delegates as well as **modify the access** granted by checking or unchecking the boxes under the My Bibliography or SciENCv columns. Additionally, delegates can be **removed** by clicking on the **red X**.

Delegates				
My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
twoduckies	her@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(Awaiting confirmation)	gjung@gmail.com			

[Add a Delegate](#)

Note:

- Any time someone uses the public URL/HTML to see My Bibliography; the retrieval will include all the items currently in the My Bibliography maintained by the user of the My NCBI account. Adding or deleting citations does not require an update to the public URL/HTML
- If My Bibliography is changed back to Private, the public URL/HTML will no longer work

Confirming a My Bibliography Connection for Delegates

Delegates are persons who are granted access by My Bibliography collection owners to view and manage their bibliographies. Delegates can add and remove citations, and check whether a manuscript is compliant with the NIH Public Access policy.

Delegate invitations are initiated by My Bibliography collection owners. The collection owners log into their My NCBI accounts, and select to add a delegate (see 'Adding and Removing Delegates'). A confirmation email will be sent to the delegate(s) added to the My NCBI account.

To confirm the connection:

1. Delegates must sign into their personal My NCBI account **before** replying to the confirmation email. To register for a My NCBI account, go to <http://www.ncbi.nlm.nih.gov/sites/myncbi/>
2. Respond to the confirmation email from My NCBI by clicking on the URL provided.
3. Click on the "Confirm Connection" button. Under Collections you should see a link for the bibliography for which you are a delegate along with a link to your personal bibliography. Note that these are separate bibliographies.

