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

<table>
<thead>
<tr>
<th>My NCBI User Name</th>
<th>E-mail</th>
<th>My Bibliography</th>
<th>SciENcv</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>twoduckies</td>
<td><a href="mailto:her@gmail.com">her@gmail.com</a></td>
<td>✔</td>
<td>□</td>
<td>❌</td>
</tr>
<tr>
<td>(Awaiting confirmation)</td>
<td><a href="mailto:gjung@gmail.com">gjung@gmail.com</a></td>
<td></td>
<td></td>
<td>❌</td>
</tr>
</tbody>
</table>

Add a Delegate