Create or Modify Your My NCBI Account

Create or modify your My NCBI account in PubMed so you can have quicker access to full-text articles, more easily scan through article abstracts (search results), and more.

1. Go to PubMed: pubmed.gov

2. Click on **My NCBI** (upper right of the page). If you already have a My NCBI account, sign into your account, click on the My NCBI link again (upper right on the page), and go to step 5 on this handout (click on the Preferences button).

3. Click on **Register for an account** (to the far right of the Username box).

4. Fill out all the boxes, including the email address. If you're creating this account on a private computer, you may wish to check off both the checkboxes, too. When finished, click on the **Register** button. Click on the **My NCBI** link again (upper right of the page).

5. Click on the **Preferences** button (on the left).

6. Click on **Highlighting**.

7. Choose a color and click on **Save**.

8. Click on **Abstract Supplemental Data**…then click in the Open checkbox and **Save** button.

9. Click on the **PubMed Filters & Icons** link.

10. Click on the **Browse Filters** tab, then click on the **LinkOut** link.

11. Click on the **Libraries** link (the third link on the list).

12. If you get a script error message, keep clicking on **Yes** until it goes away. Scroll down about ¾ of the page and click on the **University of Miami School of Medicine** link.

13. Click in both checkboxes. If you have affiliations with other universities, you can go repeat the above step to add those institutions, as well.

14. Click on the **Browse Filters** tab, on the **Properties** link, then choose the **Publication Types** link and click in all the checkboxes. Click on the **Properties** link again, the **Subsets** link, and the **Systematic Reviews** checkbox.

15. Click on the **Preferences** button on the left to view your configured account. Double-check to make sure all 4 preferences are listed on your My NCBI account: email, highlighting color, Open for the Abstract Supplemental Data, and items in the PubMed Filters & Icons section.

Now that your My NCBI account is set up, you can permanently save your searches, set AutoAlerts (receive emails when new articles are published on your search topic), save citations into a Collection which also allows you to create a sharable URL to those citations, and much more! Ask your librarian for additional information. **Click on the PubMed link (upper left) to begin searching PubMed. For full-text off-campus access, open a new browser window and select one of the options listed on the proxy page: http://calder.med.miami.edu/proxy.html**
You can view and print your preferences page at any time. Just go to PubMed (pubmed.gov), click on the My NCBI link on the upper right and log in, and then click on the **Preferences** button on the left.

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Did you know that you can now enable your PubMed account to show the MedlinePlus icon, which links to full-text patient information in a variety of formats (handouts, videos, slideshows) and languages? ***Practice Evidence-Based Healthcare and improve patient compliance and satisfaction by providing consumer health information at the same time via your PubMed search!*** *Below are the steps to enable this valuable component to your My NCBI account.*

1. Go to PubMed: pubmed.gov and click on **My NCBI** (upper right of the page) and if you're not logged in, log into your My NCBI account.

2. Click on the **Preferences** button on the left.

3. Click on the **PubMed Filters & Icons** link.

4. Click on the **Search for Filters** tab.

5. In the search box, type: medlineplus, leave the 3 checkboxes checked underneath, and click on the **Search** button.

6. In the **Results for "medlineplus" PubMed Filters** section, click in both checkboxes: **Add as a filter**; **Add as a link icon**.

7. Click on the **Preferences** tab on the left.

8. In the **PubMed Filters & Icons** section, make sure you see MedlinePlus Health Information and MedlinePlus Health Information (Provider Icon) listed. If they're not listed twice, follow the above steps again.

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My NCBI

A division of the *National Library of Medicine* at the *National Institutes of Health*

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My NCBI Home » Preferences

Preferences

Common Preferences

Username	an_awesome_doctor
Password	******
E-mail Address	an_awesome_doctor@med.miami.edu (unconfirmed)
Links Display	Popup Menu
Highlighting	Gold
Shared Settings	None
Linked Account	None

You should have:
- An email address
- A highlighting color selected
- **Open** listed for Abstract Supplemental Data
- MedlinePlus Health Information and University of Miami School of Medicine listed twice under PubMed Filters & Icons; 10 items total in this section

PubMed Preferences

Abstract Supplemental Data	Open
Document Delivery	None Selected
PubMed Filters & Icons	articles that review the literature on a subject, Clinical Trial, MedlinePlus Health Information, Meta-analysis, Practice Guideline, Randomized Controlled Trial, Systematic Reviews, University of Miami School of Medicine, MedlinePlus Health Information (Provider Icon), University of Miami School of Medicine (Provider Icon)
Outside Tool	None Selected
Auto Suggest	On
Result Display Settings	Summary, 20, Recently Added