

# Setting Up Your MyNCBI Account in PubMed

Learning Resource Center



Rocky Mountain  
University  
of Health Professions

# Learning Objectives for this Presentation

- Set up your MyNCBI account
- Learn the advantages of having an account

**My NCBI** [Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

**Search NCBI databases**

Search : PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

**Saved Searches**

Search Name	What's New	Last Searched
<b>PubMed Searches</b>		
<a href="#">Rocky Mountain University of Health Professions...</a>	4	25 days ago
<a href="#">Rocky Mountain University of Health Professions...</a>	145	5 years ago

[Manage Saved Searches »](#)

**My Bibliography**

Your bibliography contains [24 items](#).  
Share your bibliography with this URL:  
<https://www.ncbi.nlm.nih.gov/myncbi/1Ze0crdUxn6Q6/bibliography/public/>

**Delegated Bibliographies**

Bibliography	Items	Sharing
<a href="#">Karen Newmeyer's bibliography</a>	24	public

[Manage My Bibliography »](#)

**Recent Activity**

Time	Database	Type	Term
24-Mar-2023	MeSH	search	<a href="#">lung cancer</a>
24-Mar-2023	MeSH	search	<a href="#">chemotherapy</a>

**Collections**

All bibliographies and Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
<a href="#">Favorites</a>	<a href="#">edit</a> 16	<a href="#">Private</a>	Standard

[Manage Collections »](#)

**Filters**

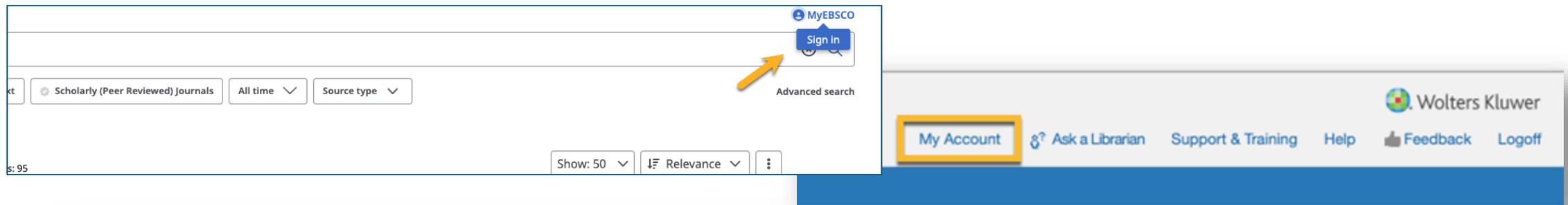
Filters for: PubMed (2 active)

Active	Name	Type
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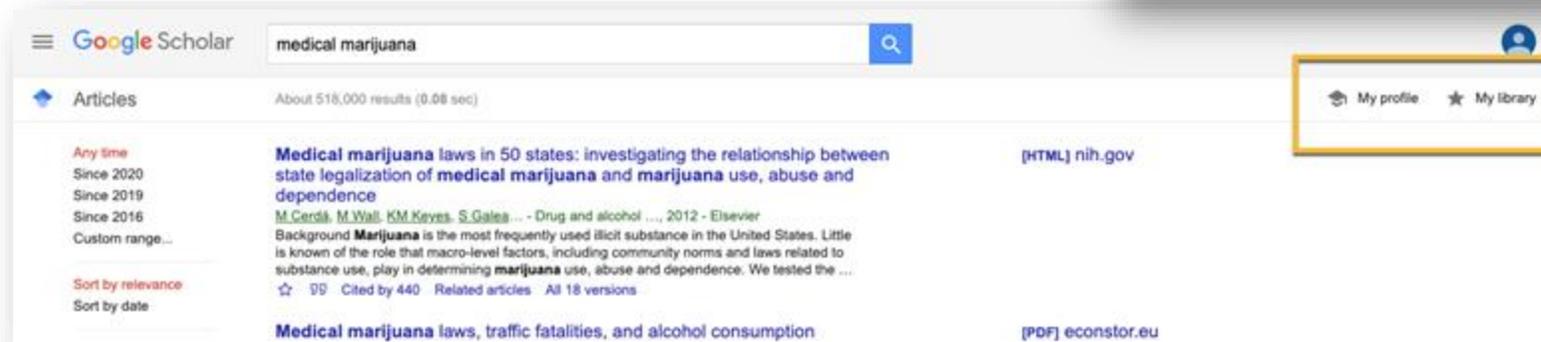
[Manage Filters »](#)

# What Does a MyNCBI Account Do?

Virtually all databases allow the creation of a personal account within our institutional account. This lets you save searches, set up alerts, and create bibliographies. This is true of EBSCO, Embase, Ovid, and Google Scholar.



This screenshot shows the EBSCO database interface. A yellow box highlights the 'Sign in' button in the top right corner, with an orange arrow pointing to it. The interface includes a search bar, filters for 'Scholarly (Peer Reviewed) Journals', 'All time', and 'Source type', and a 'Show: 50' dropdown. The 'Wolters Kluwer' logo is visible in the top right, along with navigation links for 'My Account', 'Ask a Librarian', 'Support & Training', 'Help', 'Feedback', and 'Logoff'.



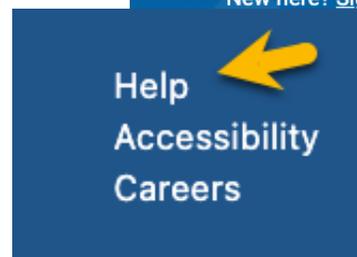
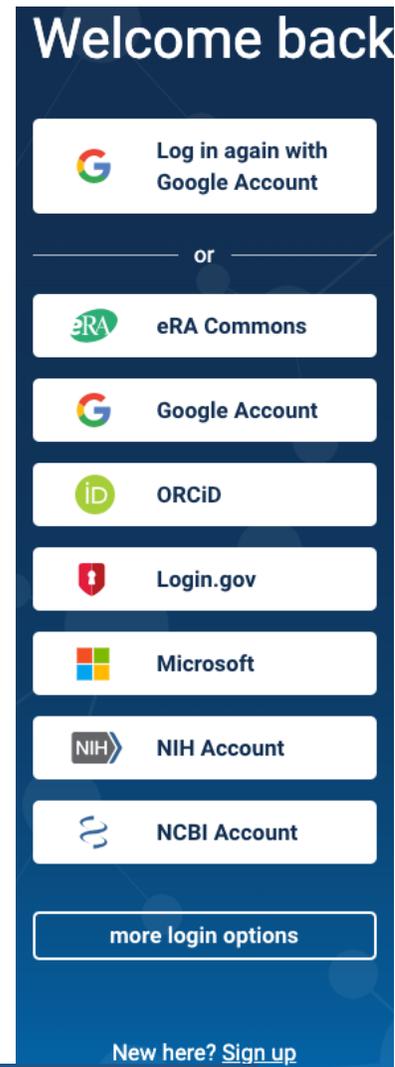
This screenshot shows Google Scholar search results for 'medical marijuana'. The search bar contains 'medical marijuana' and the results show 'About 518,000 results (0.08 sec)'. The first result is 'Medical marijuana laws in 50 states: investigating the relationship between state legalization of medical marijuana and marijuana use, abuse and dependence' from NIH.gov. A yellow box highlights the 'My profile' and 'My library' buttons in the top right corner of the search results page.

# Setting up Your MyNCBI Account

To set up a MyNCBI account in PubMed, click on Login.

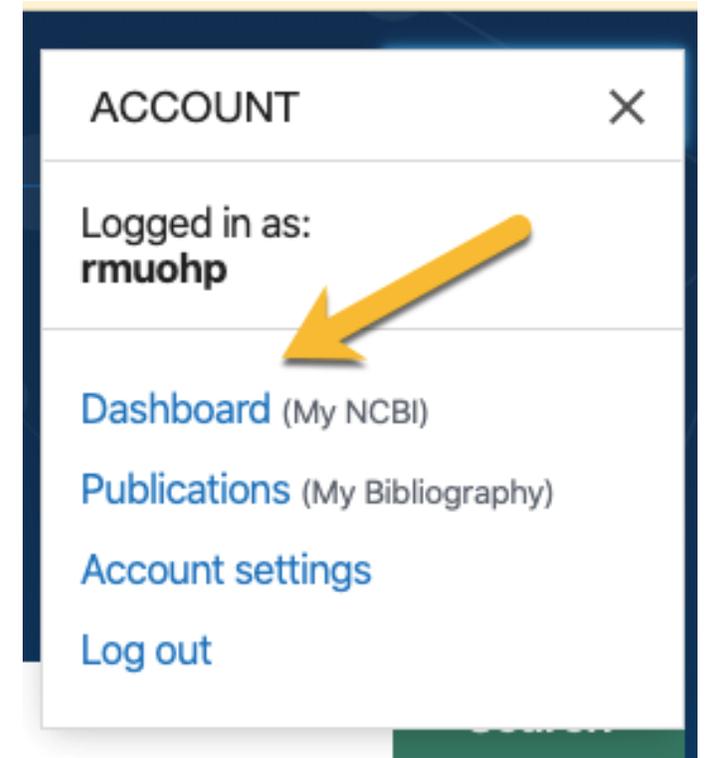


If you already have an account, it says, “Welcome back!” If not, there are a lot of options here. You can use a personal account if you want to use Google. The Microsoft option will only let you use a personal account, not your rm.edu account. Keep in mind that RMU doesn’t have any control over NCBI. We can’t reset passwords. If you have problems, contact their Help Desk.



# Access Your Account

PubMed now shows my account name, which, in my case, is rmuohp. Click on your account name. Click on “Dashboard.”



# Tour of My NCBI

You can customize your site, create bibliographies, see recent activities, retrieve saved searches, and more. More importantly, you can set up links to full text in our other subscriptions.

## My NCBI

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[Manage My Bibliography »](#)

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[Manage Collections »](#)

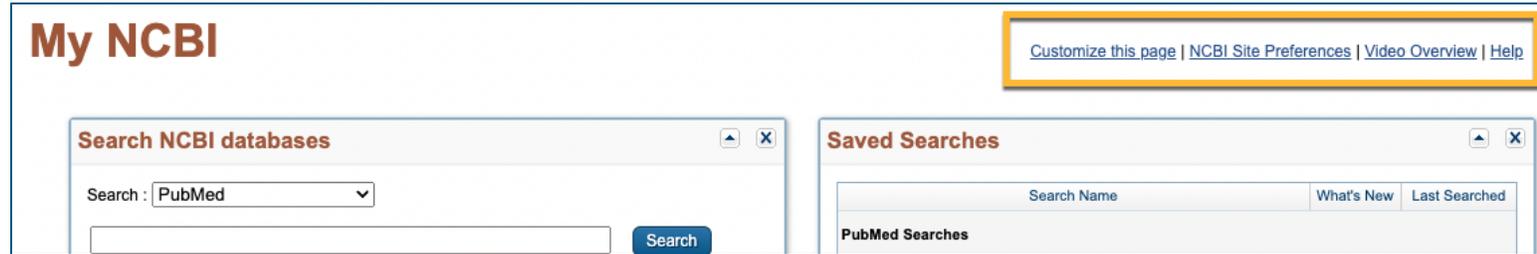
**Filters**

Filters for: PubMed (2 active)

Active	Name	Type
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[Manage Filters »](#)

# Set up Links to Full-Text



1. In the top right, click on “NCBI Site Preferences”

My NCBI » Preferences [Preferences help](#)

**Note:** Your account password, email address, and linked accounts are managed in the [Account Settings](#) page. You can also access this page by clicking on your hyperlinked username at the top right of NCBI web pages.

**Common Preferences**

Username	rmuohp
<a href="#">Highlighting</a>	Light Yellow
<a href="#">Shared Settings</a>	Highlighting, Outside Tool, Filters

**PubMed Preferences**

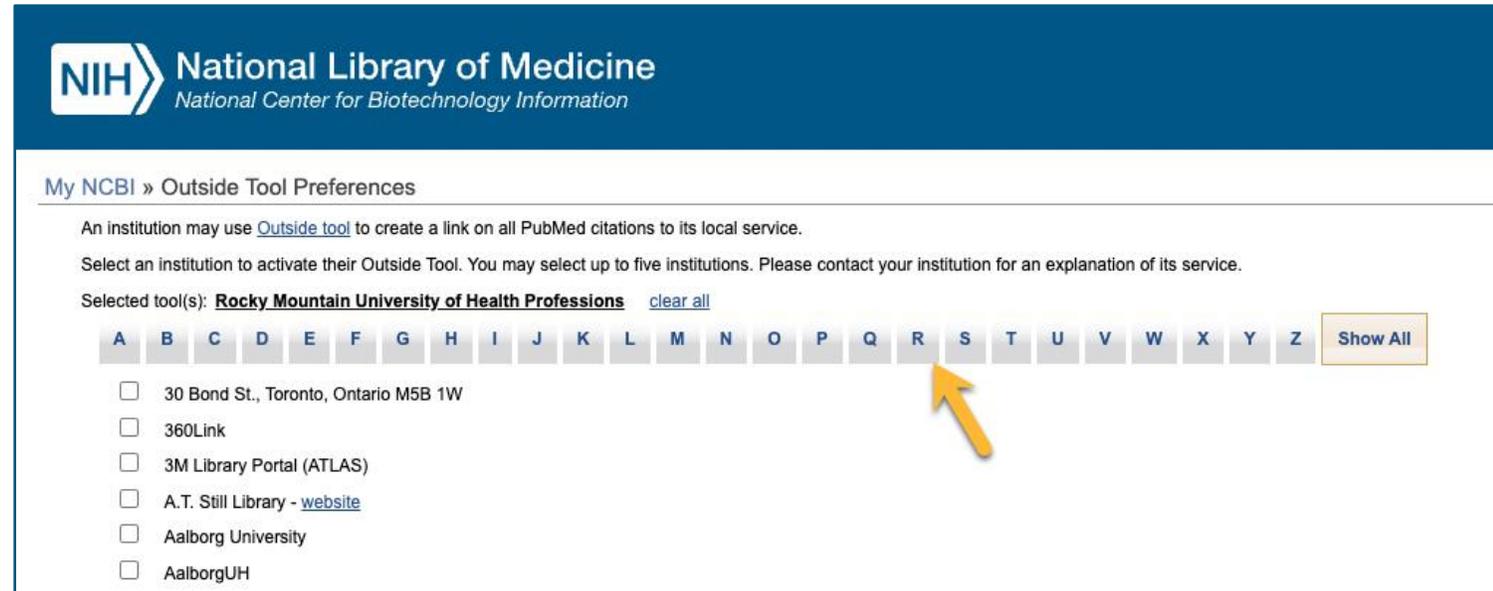
<a href="#">Filters &amp; Icons</a>	2 items
<a href="#">Outside Tool</a>	Rocky Mountain University of Health Professions
<a href="#">Author information</a>	Off
<a href="#">Result Display Settings</a>	Summary

2. Under PubMed Preferences, click on “Outside Tool”

# Set up Filters

3. Click on “R” at the top of the page to jump to the Rs. Scroll down to find Rocky Mountain University.

4. Click on the box to the left. That’s it. You are done. There is no “submit” or “save” button. Return to PubMed.



NIH National Library of Medicine  
National Center for Biotechnology Information

My NCBI » Outside Tool Preferences

An institution may use [Outside tool](#) to create a link on all PubMed citations to its local service.

Select an institution to activate their Outside Tool. You may select up to five institutions. Please contact your institution for an explanation of its service.

Selected tool(s): **Rocky Mountain University of Health Professions** [clear all](#)

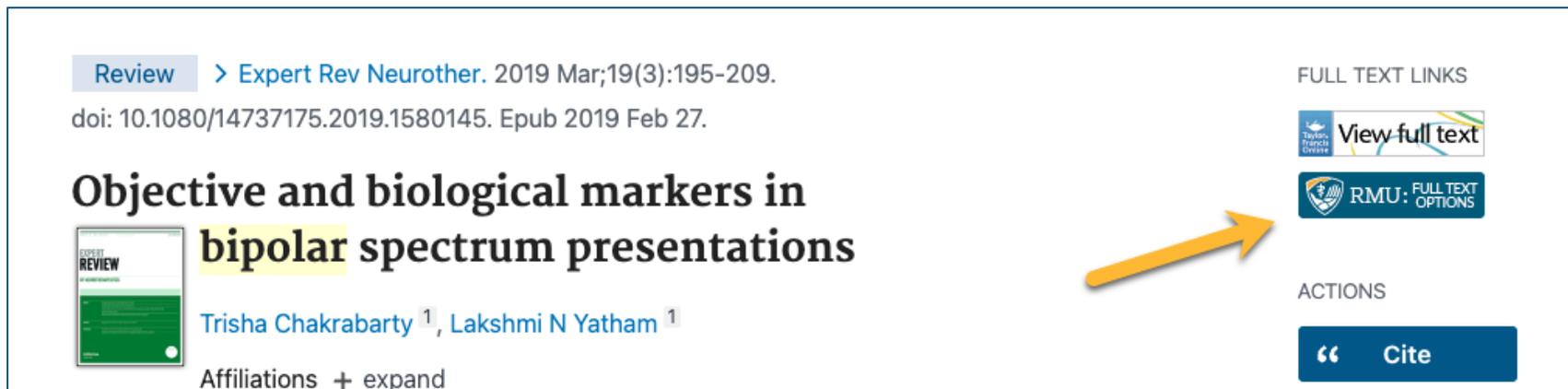
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Show All](#)

- 30 Bond St., Toronto, Ontario M5B 1W
- 360Link
- 3M Library Portal (ATLAS)
- A.T. Still Library - [website](#)
- Aalborg University
- AalborgUH

- Rockefeller University Rita and Frits Markus Library
- Rockford University - Howard Colman Library - [website](#)
- Rockhurst University Greenlease Library, MO - [website](#)
- Rocky Mountain University of Health Professions - [website](#)
- Rocky Vista University – Frank Ritchel Ames Memorial Library - [website](#)
- Roger Williams Medical Center - [website](#)
- Roger Williams University Library - [website](#)
- Rollins College, Olin Library

# Outside Tools Allow You to Link to RMU Full-Text

The Outside Tool links your account with RMU's full text holdings.



Review > Expert Rev Neurother. 2019 Mar;19(3):195-209.  
doi: 10.1080/14737175.2019.1580145. Epub 2019 Feb 27.

**Objective and biological markers in bipolar spectrum presentations**

 Trisha Chakrabarty <sup>1</sup>, Lakshmi N Yatham <sup>1</sup>

Affiliations + expand

FULL TEXT LINKS

 View full text

 RMU: FULL TEXT OPTIONS

ACTIONS

 Cite

An orange arrow points from the article title area to the 'RMU: FULL TEXT OPTIONS' button.

Click “Full Text Option” to get the full-text, or a link to request the article through Interlibrary Loan.

# MyNCBI: Summary

## Takeaways:

- All databases allow you to create a personal account
- MyNCBI lets you:
  - Save searches
  - Create bibliographies
  - Set up outside tools to link to RMUoHP full-text holdings
- As always, contact the librarians with your questions!





# Rocky Mountain University of Health Professions

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