

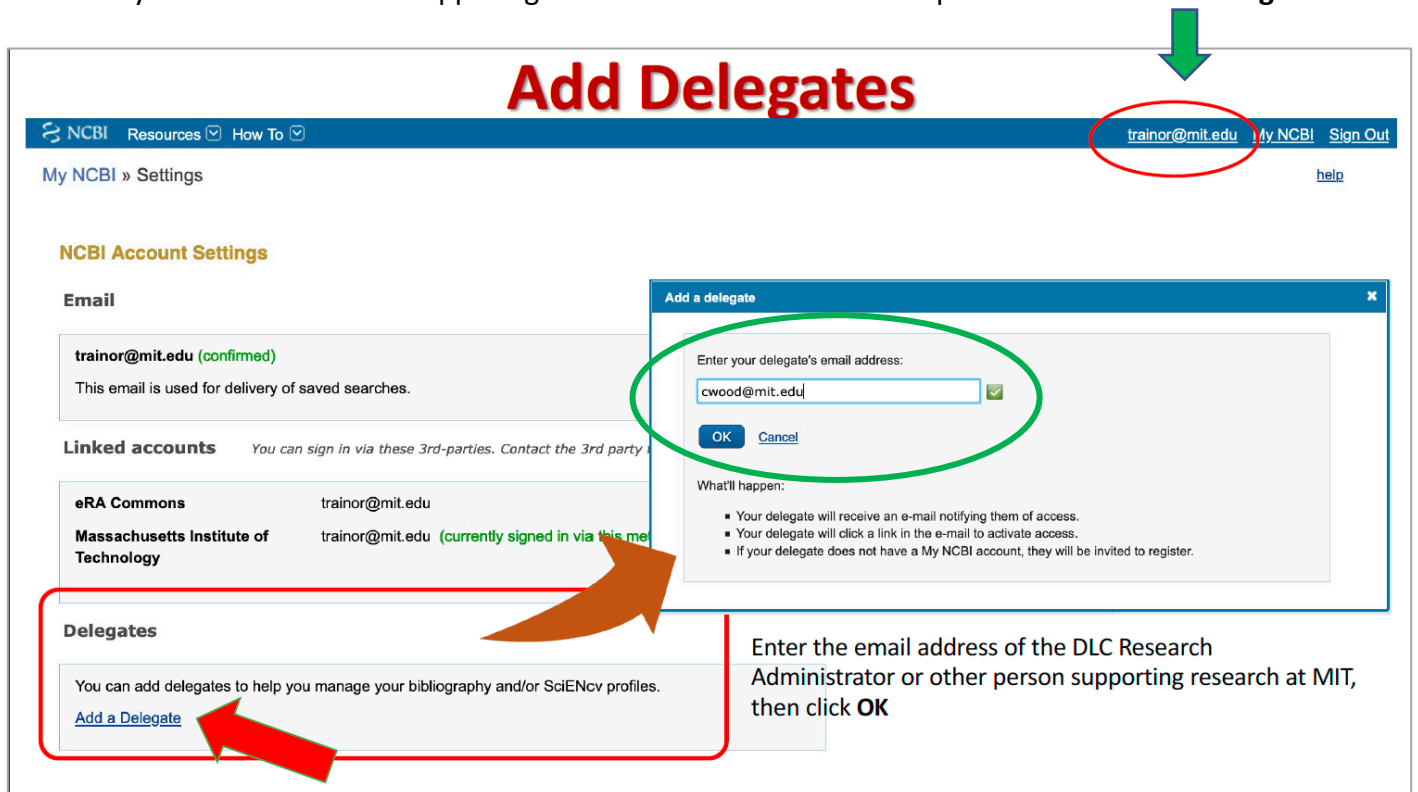
## SciENCv: Add/Remove Delegates

**My NCBI > SciENCv** users can grant access to other persons (delegates) to view and manage their SciENCv documents. The delegate, such a DLC Research Administrator, Administrative Assistant, or other person supporting research at MIT, will collaborate on creating, maintaining, and downloading a Biosketch or NSF Current and Pending Support document for submission to sponsor. **The researcher has ultimate responsibility ensure that biosketch and current & pending requirements are complete and accurate.**

### A. Adding/Removing Delegate(s) to SciENCv

#### To Add a Delegate:

1. Click your **username** in the upper right corner of the menu bar to open **NCBI Account Settings**.



Add Delegates

trainor@mit.edu My NCBI Sign Out

My NCBI » Settings [help](#)

**NCBI Account Settings**

**Email**

trainor@mit.edu (confirmed)  
This email is used for delivery of saved searches.

**Linked accounts** You can sign in via these 3rd-parties. Contact the 3rd party

eRA Commons	trainor@mit.edu
Massachusetts Institute of Technology	trainor@mit.edu (currently signed in via this me

**Delegates**

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

[Add a Delegate](#)

**Add a delegate**

Enter your delegate's email address:

cwood@mit.edu ✓

[OK](#) [Cancel](#)

What'll happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

Enter the email address of the DLC Research Administrator or other person supporting research at MIT, then click **OK**

2. In the **Delegates** section of the NCBI Account Settings screen, click Add a Delegate.
3. On the pop-up window, enter the MIT **email address** of the trusted person you to grant delegate access to, then click the **Ok** button.  
An email will be sent to the person notifying them of your request and providing a link to activate delete access.

The My NCBI user: [trainor@mit.edu](mailto:trainor@mit.edu) has granted you permission to view and manage his/her bibliography. You will be able to add and remove citations to the bibliography and perform other functions as if you were [trainor@mit.edu](mailto:trainor@mit.edu). To accept this responsibility, click the link below to log in to or register for My NCBI.

[https://www.ncbi.nlm.nih.gov/account/delegation/?token=XXXXXXXXXXXX&token\\_expiry=2021-05-14T16:00:00Z](https://www.ncbi.nlm.nih.gov/account/delegation/?token=XXXXXXXXXXXX&token_expiry=2021-05-14T16:00:00Z)

If you believe you have received this message in error, you may simply ignore it or contact the requester [trainor@mit.edu](mailto:trainor@mit.edu) for clarification.

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. You may send questions, problems, and comments to [info@ncbi.nlm.nih.gov](mailto:info@ncbi.nlm.nih.gov).

Person clicks link to confirm delegate role. If they do not currently have an NCBI account, they will be guided through process.

The **Delegates** section of the NCBI *Account Settings* page will display the person whom you invited to be a Delegate. In the *My NCBI User Name* section, it will say **(Awaiting Confirmation)** until they click the email link and accept the role.

**Delegates**

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
(Awaiting confirmation)	<a href="mailto:cwood@mit.edu">cwood@mit.edu</a>			
robertap1	<a href="mailto:robertap@mit.edu">robertap@mit.edu</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add a Delegate](#)

When a person accepts the invitation, the list of Delegates will indicate delegate access to either your My Bibliography collection or your SciENCv, or both with checkmarks.

**B. Modify/Remove Delegate Access:**

- Check or uncheck the boxes under the **My Bibliography** or **SciENCv** headings.
- Delegate authority can be removed by clicking on the red **X**.

**Delegates**

My NCBI User Name	E-mail	My Bibliography	SciENCv	Remove
(Awaiting confirmation)	<a href="mailto:cwood@mit.edu">cwood@mit.edu</a>			
robertap1	<a href="mailto:robertap@mit.edu">robertap@mit.edu</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add a Delegate](#)

Click Red X to remove Delegate