Adding Delegates to SciENcv

My NCBI users can grant access to other persons (delegates) to view and manage their SciENcv biosketches. The delegates will then be able to create, modify or delete the information in the SciENcv account to which they have been granted access.

The option to **add a delegate** is available through the Accounts Settings page. 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, 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 a link in an e-mail that leads to an access confirmation page.

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.**

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
twoduckies	her@gmail.com	☑	☐	✗
(Awaiting confirmation)	gjung@gmail.com			✗

Add a Delegate

For more information: See My NCBI Help