

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				
My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
twoduckies	her@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(Awaiting confirmation)	gjung@gmail.com			

[Add a Delegate](#)