

Here are screenshots of the process to change your account settings.

Step 1.

- Access your NCBI as you normally would.
- Click on your username in the top bar to load your NCBI Account Settings page.
- If your Settings page looks like Figure 1, where you have a “Native NCBI Account” username and password *and* have no linked accounts, then you will need to add a linked account.
- To add a linked account, click the “Change” button under Linked Accounts.

My NCBI » Settings

NCBI Account Settings

Email

[Redacted Email Address] [Change](#)

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

Native NCBI Account *The following username and password is maintained by NCBI.*

Username: [Redacted Username] [Change](#)

Password: [Redacted Password] [Change](#)

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



 None [Change](#)

Figure 1. NCBI Accounts Settings page showing a “Native” NCBI account without any linked accounts.

Step 2.

- Miner Library recommends updating your NCBI credentials to the University of Rochester institutional log-in, ORCID, or ERA commons.
 - For additional options please see this list of recommendations.
<https://ncbiinsights.ncbi.nlm.nih.gov/my-ncbi-login-transition-tips/>

- Search for University of Rochester, ERA commons, ORCID, or other option you choose in the 'All Available Partner Accounts Section'.
 - For this example, we will be linking with the University of Rochester.
- Select University of Rochester.

• ORCID 

Return to your [Account Settings](#) page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Login Account Options

Account	Category
Nazareth College of Rochester	Research Organizations
Rochester Institute of Technology	Research Organizations
University of Rochester	Research Organizations

the first time, but after that you can sign in here without entering a username or password as long as you are logged in to the partner account.

What if I DO already have a My NCBI account?

If you already have a My NCBI account, you can link it to the partner account. Click on the Account link and you will go to the partner organization to sign in. After that, we will ask for your My NCBI username and password. From then on, you will be able to log in here without entering a username and password as long as you are logged in to the partner account.


What if the account I want to use isn't in the list?

The accounts above use InCommon (shown as "Research Organization") or OpenID to authenticate accounts. If your organization does not appear on the list, please have your organization's Identity system administrators contact [CIT/NIH](#) or send email to [nihfederationrequest@mail.nih.gov](mailto:.nihfederationrequest@mail.nih.gov), or contact [NCBI](#) for more information.

What if I have multiple My NCBI accounts? Can they be merged in to a single account?

If you suspect and want to check to see if you have multiple My NCBI accounts, write to the NCBI help desk at info@ncbi.nlm.nih.gov and include the following in your message: NCBI username, eRA Commons username (if any), and any email addresses that may be associated with your account(s). If multiple My NCBI accounts do exist, the help desk can assist in merging them in to a single account. All existing linked accounts will transfer to the single account. The single account will contain all contents of the accounts including saved searches, collections, bibliography entries, etc.

Step 3. You will be prompted to log in with your NetID credentials.



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NIH SP

NetID Info

Acceptable Use Policy

Need Help?
 (585) 275-2000
 univithelp@rochester.edu

Login with your NetID credentials

Username

Password

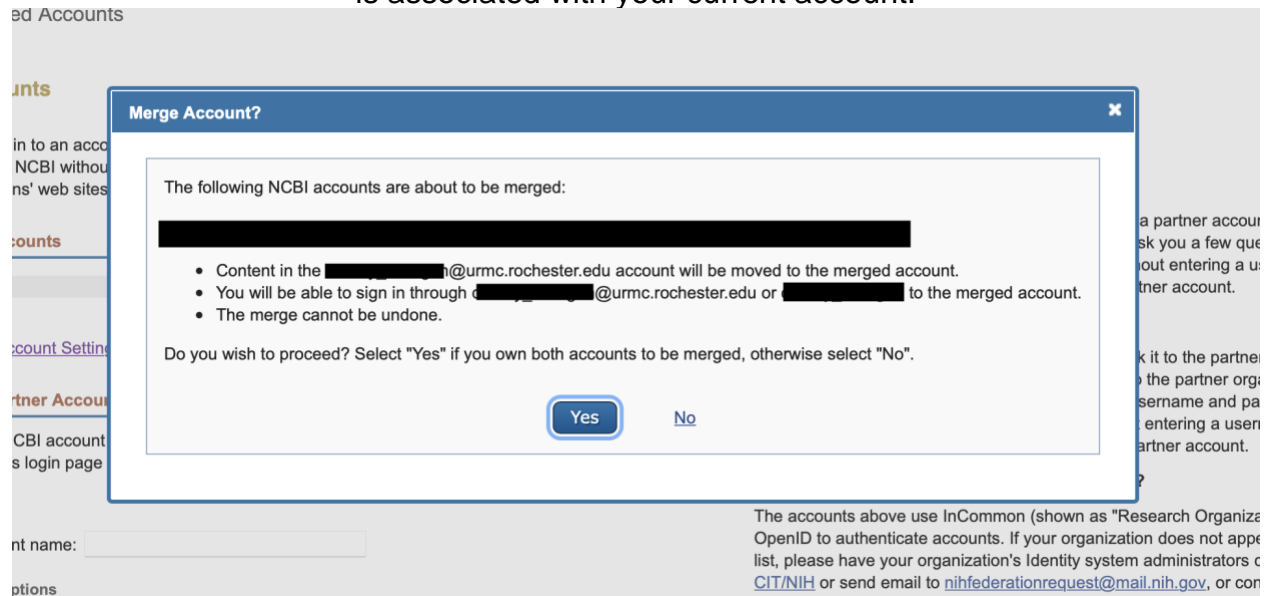
Login

Parents | Alumni | Visitors | Community

Text | Calendar | Directory | A to Z | Contact | IT | Giving | myRochester

Step 4.

Confirm that you would like to merge the accounts. You will **not** lose any of the data that is associated with your current account.



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Merge Account?

The following NCBI accounts are about to be merged:

[Redacted Account Name]

- Content in the [Redacted]@urmc.rochester.edu account will be moved to the merged account.
- You will be able to sign in through [Redacted]@urmc.rochester.edu or [Redacted] to the merged account.
- The merge cannot be undone.

Do you wish to proceed? Select "Yes" if you own both accounts to be merged, otherwise select "No".

The accounts above use InCommon (shown as "Research Organize OpenID to authenticate accounts. If your organization does not appear on the list, please have your organization's Identity system administrators contact us at C/IT/NIH or send email to nihfederationrequest@mail.nih.gov, or contact us at 301-495-4400.

You have now successfully merged your account and have a federated account login!

Your account screen should now look like this.

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

[Change](#)

Native NCBI Account

The following username and password is maintained by NCBI.

Username:

██████████

Password:

[Change](#)

Linked accounts

You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

University of Rochester

██████████

@urmc.rochester.edu

[Change](#)

Delegates

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

[Add a Delegate](#)

If you have additional questions, please contact Miner Library at miner_information@urmc.rochester.edu