Setting Up a New NCBI Account to Manage NIH Publications

1. Set up an NCBI Account by going to http://www.ncbi.nlm.nih.gov/sites/myncbi/ and clicking on “eRA Login” under Log in via Partner Organization. You will be redirected to log in to your eRA Commons account. If you need password help, please contact the eRA Help Desk at x59743 or oraaera@umd.edu.

2. Once you have entered the My NCBI website, click on My Saved Data on the left hand side of the screen. Click on the My Bibliography link.
3. Any publications already associated with your account will be listed. To add publications, click on the + button. You can add citations from PubMed by choosing that option and then searching by your Last Name, Title words, PMID, etc. Click “Add” next to all publications you want to add to My Bibliography. Click “Done” when you are finished. You can also add citations manually if they are not available through searching.
4. When you log in to eRA Commons, all of the publications listed in NCBI under My Bibliography will be displayed under Personal Profile -> Publications.