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.

For more information: See My NCBI Help