



PubMed – “My NCBI”

Creating a Personal Account Allows:

- Mobile access
- Create and save collections
 - Favorites
 - Bibliographies
 - Citations
- Save and re-run searches
- Save records from different searches
- Automatic updates
- Access recent activity

How to Create an Account:

1. Click on the link to PubMed from the library’s webpage (<https://med.cmich.edu/ks>)
2. In the top right-hand corner select Sign in to NCBI
3. Select Register for a NCBI account
4. Complete the requested information on the form
5. Select Create

[Sign in to NCBI](#)

Saving Your Information to your NCBI account

To save a search:

Select the Save search button under the search box. You will be prompted to name the search. Select Save. You will also be asked if you would like e-mail updates sent. Select options as appropriate.

Other Options:

[Send to:](#)

Select the Send to: drop down box

This allows for you to save your information to file, collections, citation manager, clipboard, e-mail, or My bibliography. After making your selection, follow the instructions.

View/edit your account information: My NCBI

Your name

[My NCBI](#)

[Sign Out](#)

At the top of the page select...

1. your name to view and change your account settings and/or
2. MY NCBI to
 - a. View bibliographic information
 - b. View recent activity
 - c. View Saved Searches
 - d. View Collections
 - e. Select filters

Also, this page can be customized by selecting the links at the top of the page: *Customize this page* or *NCBI Site Preferences*

See next pages for additional information and instruction.

If you have additional questions, please call us at 989-746-7577 or e-mail us at cmedlibrary@cmich.edu.