

Delegating Your My NCBI to Other Authorized User

- Instructional videos are available at <https://www.ncbi.nlm.nih.gov/sciencv/>
 - [YouTube Video: Integrating with ORCID](#)
- Log in to your [My NCBI account](#). If you don't have one, you can create one by using your email address and password.
- Once on the My NCBI homepage, click on your username (email address) at the **top right-hand side** of the homepage to access Account Settings where you can add delegates
- Once in the Account Settings page, you will see the header Delegates in the middle of the page and **Add a Delegate** as a linked option at the bottom of that subsection. Click **Add a Delegate**.
- Add your administrator or other user as a delegate with their email address.
- Above the Delegates subsection, you'll be able to see what accounts you have already linked to your My NCBI. If your ORCID account is already linked, you don't need to do anything else besides send your NSF biosketch and current and pending documents to your delegate. If, on the other hand, you do not have your ORCID account linked, please keep following the next steps.
- Either go back or click My NCBI at the **top left-hand side** of the page to go back to the homepage.
- Back on the homepage, you'll need to go to the **bottom right-hand side** under the header SciENCv. Choose the linked option at the very bottom right that says **Manage sciENCv**.
- The sciENCv page will have a box in the upper middle section where you can click edit to update your mini profile. Depending on your use of My NCBI, you may already have your name and affiliation here. This is also where you'll be able to link your ORCID account.
- Once you're in the popup Edit Mini Profile option, you can add your name and affiliation if it is missing. Then, at the bottom of the page, you'll be able to click the link, **Add your ORCID ID**. That will redirect you to your ORCID landing page to login which will link the two accounts.
- If **Manage SciENCv** is not available, you can add your ORCID iD alternatively through your Account Settings option accessible from clicking your username at the top, right-hand side of the page.
 - Access **Change** option inside the **Linked Accounts** block.
 - Add ORCID to the search bar and follow link to log into ORCID account.