The University of Texas RioGrande Valley

Research

Adding a Delegate to your NCBI Account

- 1. Sign into your My NCBI account using your UTRGV Single Sign On credentials
- 2. Click on your email address on the upper right-hand corner of the screen and select "Account Settings"

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- 3. Under the Delegates section of the page click on the button titled "Add delegate"
- 4. Type out the UTRGV email address of the person you would like to add as your delegate. Then click on the save button



- 5. The system will automatically send an email letting the recipient know they are getting access as a delegate.
- 6. The delegate will now have access to the following:
 - a. Create and edit your Biosketches
 - b. Create and edit current and pending support docs for NDF
 - c. Create and edit items in y our My Bibliography account
- 7. Delegates will not have access to
 - a. Add or edit your ORCiD #
 - b. Certification of NSF Proposals, only the PI can complete this task. However, after being certified the delegate can download.

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