This document outlines the process you can use to get the department aides to add material to your bibliography, such as chapters and books not already archived via PubMed clicks, as well as articles that do not show up in Pub Med searches. I ran a Web of Science search and had them add all of the citations from Web of Science that were not already in the NCBI archive for me. I did the same for books and chapters on my CV. As new articles come out, I send them an email to tell them to add it to my NCBI archive.
My NCBI allows you to create automatic email alerts, save your searches and records, filter results by subject, and much more.

PDA login users: The PDA (Primary Data Archives) authentication system has merged with My NCBI. Please login via My NCBI using your existing PDA username and password.

Sign in directly to your My NCBI account.

Register or sign in through one of the partner organization login routes:

First time users of NCBI must register for an account, creating a username and password. It's simple and fast. No identifiers required.
This is what the top of the NCBI page looks like when you are logged in. The 'Manage My Bibliography' link is down at the bottom of the 'My Bibliography' box. Scroll down and click that link.
The "Manage" link takes you to this NCBI page, and now click on the 'Edit settings for my bibliography' link.

This is the 'Edit My Bibliography' page.
Scroll down to the bottom of it to the 'Add a delegate' link.
Bibliography Name:
My Bibliography

Bibliography Sharing:

- Private
- Public

Only you can view your Private collections. Others can see your Public collections if you send them the URL below.

Direct URL:

http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/public/1hqlEhvy-88bCt8tX8ePj6gA1/?sort=date&direction=asc

Share this URL with colleagues or use it to create a link to this collection. Click the Save button first.

Choose sorting:
- Date (new to old)
- Author (A to Z)
- Title (A to Z)
- Reverse

HTML for Web Pages and Blogs:

```
<a href="http://www.ncbi.nlm.nih.gov/sites/myncbi/collections/public/1hqlEhvy-88bCt8tX8ePj6gA1/?sort=date&direction=ascending">View my collection, "My Bibliography" from NCBI</a>
```

Copy and paste this HTML into blogs or web pages to create a link to the collection.

Delegates

<table>
<thead>
<tr>
<th>My NCBI User Name</th>
<th>E-mail</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Awaiting confirmation)</td>
<td><a href="mailto:library@epi.msu.edu">library@epi.msu.edu</a></td>
<td>X</td>
</tr>
</tbody>
</table>

Click on 'Add a delegate' and enter this email address to start the delegation process:

library@epi.msu.edu

This will generate a delegation email to them. Ask a department aide to confirm the delegation, and help you manage your bibliography.
Once the assistant confirms your delegation, they will see your bibliography in their ‘Collections’ field, as illustrated below. To manage that bibliography, they just click on that link. Instructions about what to do next are given via the following online recording:

http://connect.msu.edu/p4eg704ot79/