

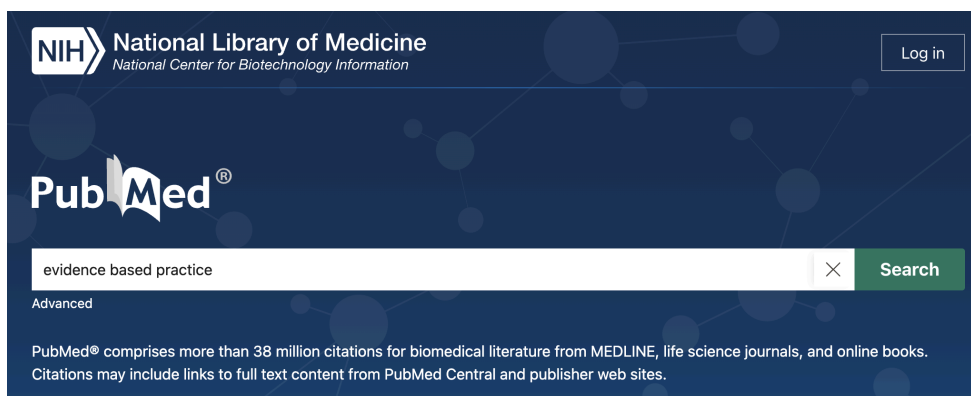
PUBMED: CREATING A MY NCBI ACCOUNT, SAVING SEARCHES & CREATING SEARCH ALERTS

To save searches and create search alerts, you will need a My NCBI account. This handout provides instructions on how to create an account, save your searches, and set up a search alert that can be emailed to you daily, weekly, or monthly.

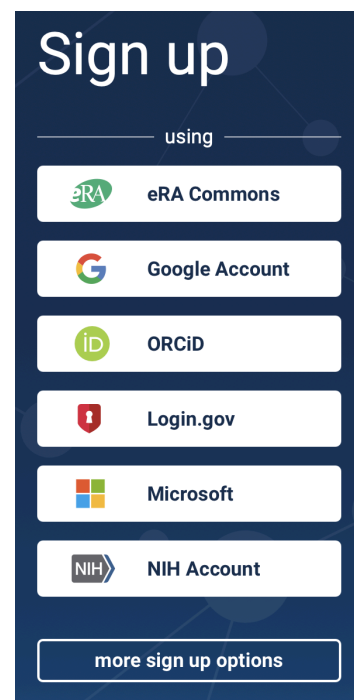
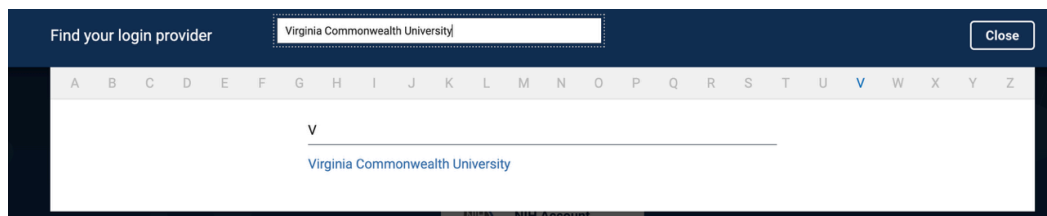
Step 1: Creating a My NCBI Account

My NCBI is a user account within PubMed that allows you to save citations and searches, set unique search preferences, set up search alerts, and have other advanced options within PubMed. Anyone can register for My NCBI with an email address and password.

Begin by simply clicking the "[Log In](#)" link in the top right corner of the PubMed screen:

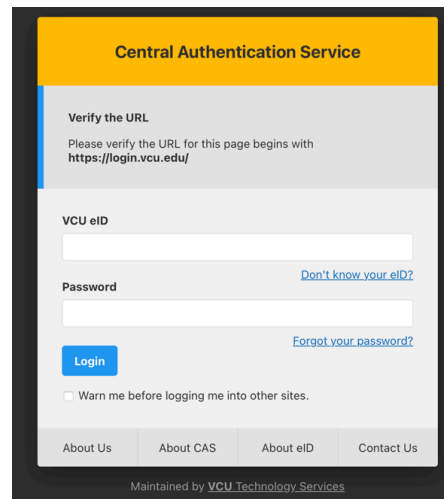


There are several options for creating a My NCBI account. You can choose from the many options shown. To use your Virginia Commonwealth University credentials, click on "more sign-up options," type "**Virginia Commonwealth University**" into the find your login provider box, and then select "**Virginia Commonwealth University**."



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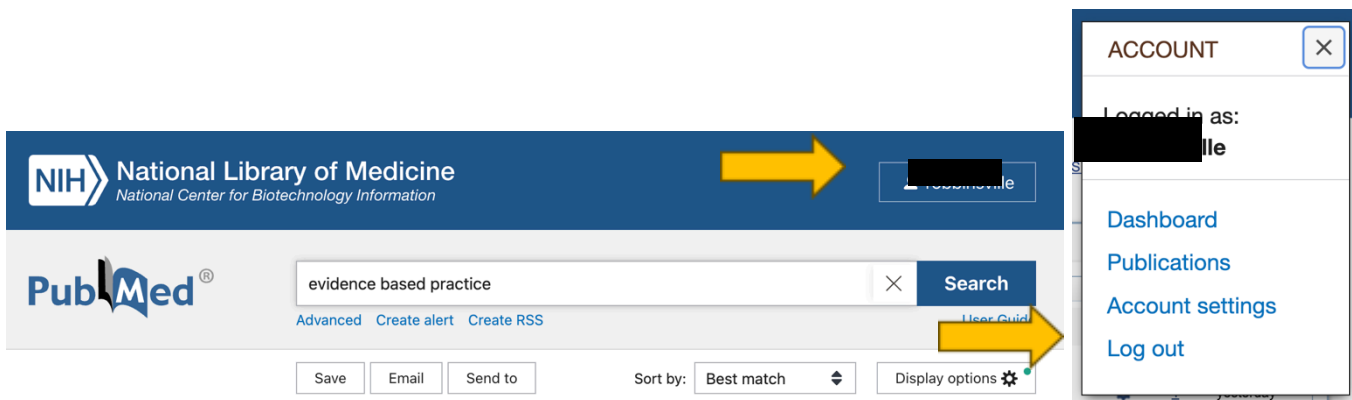
Log in with your VCU eID and password



The image shows a 'Central Authentication Service' login page. It has a yellow header with the title. Below is a 'Verify the URL' section with a message: 'Please verify the URL for this page begins with https://login.vcu.edu/'. The main form has two input fields: 'VCU eID' and 'Password'. There are links for 'Don't know your eID?' and 'Forgot your password?'. A blue 'Login' button is at the bottom left. Below the button is a checkbox labeled 'Warn me before logging me into other sites.' At the very bottom are links for 'About Us', 'About CAS', 'About eID', and 'Contact Us'. A footer note says 'Maintained by VCU Technology Services'.

Step 2: Logging In and Logging Out

You must log in to access the features of My NCBI. This login will remain active for 12 hours, or you may choose to have your personal computer automatically log you in. If you've already registered, click "Sign In" to get to the login screen.



The image shows the PubMed search results page. The top header is blue with the NIH logo and 'National Library of Medicine National Center for Biotechnology Information'. Below this is the PubMed logo and a search bar containing 'evidence based practice'. To the right of the search bar is a 'Search' button. Below the search bar are links for 'Advanced', 'Create alert', and 'Create RSS'. At the bottom of the search results are buttons for 'Save', 'Email', and 'Send to'. To the right of the search results is a 'Sort by: Best match' dropdown and a 'Display options' gear icon. On the right side of the page, there is a blue 'ACCOUNT' dropdown menu. The menu is open, showing 'Logged in as: [redacted]'. Below this are links for 'Dashboard', 'Publications', 'Account settings', and 'Log out'. A yellow arrow points from the 'Sign In' button in the top header to the 'ACCOUNT' dropdown menu.

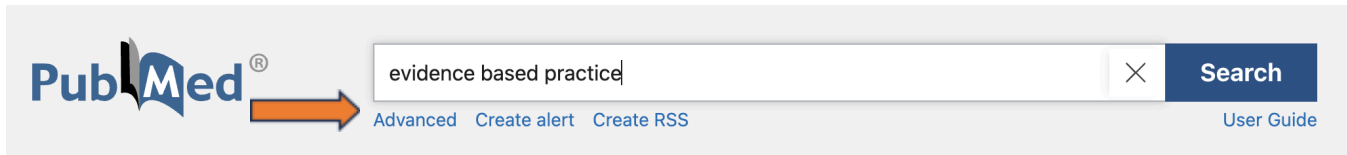
Step 3: Saving Searches and Creating Alerts ([YouTube Video Link](#))

You can save searches and create alerts directly from the search screen. After running your search, select 'Create alert' below the search box or in the advanced search by clicking on the actions area in the advanced search builder. You will be directed to the 'Your Saved Search' screen, where you can name your saved search.

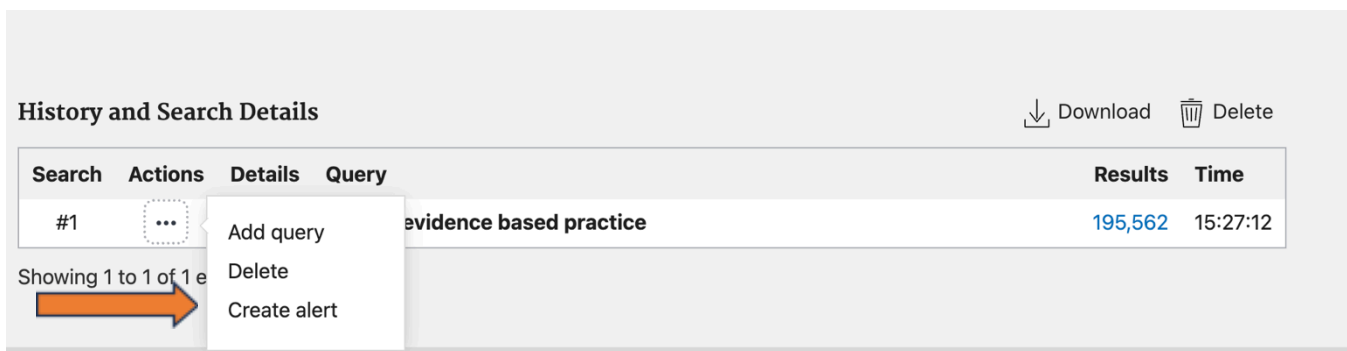
Saved searches are accessible in your My NCBI Dashboard, allowing you to retrieve new results since your last search easily. You can also opt to receive email updates notifying you when new references that match your search criteria are added to PubMed.

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Alert under Search Bar



Advanced Search Builder: Create Alert in Actions Area (...) of History and Search Details



You can choose whether you would like to receive e-mail updates of your search to alert you when new references that fulfill your search criteria are added to PubMed.

Your saved search


* Name of saved search:

* Search terms:

[Test search terms](#)

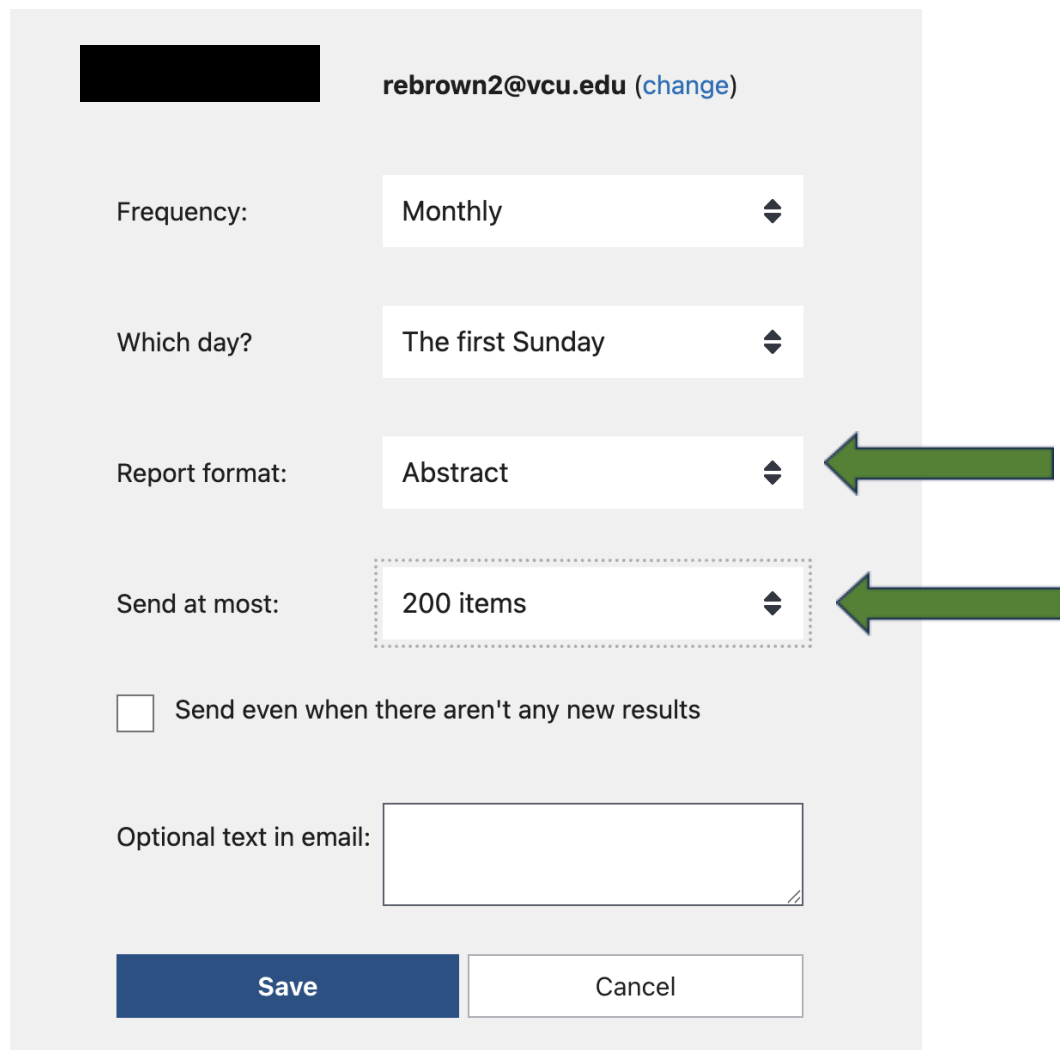
Would you like email updates of new search results?


☒ Yes ☐ No



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If you opt to receive email updates, then you can set the frequency, day, and other settings as required. Recommend the settings of **200 items** and the **Report Format - Abstract**.




 rebrown2@vcu.edu ([change](#))

Frequency: Monthly ▾

Which day? The first Sunday ▾

Report format: Abstract ▾ 

Send at most: 200 items ▾ 

☐ Send even when there aren't any new results

Optional text in email:

Save Cancel