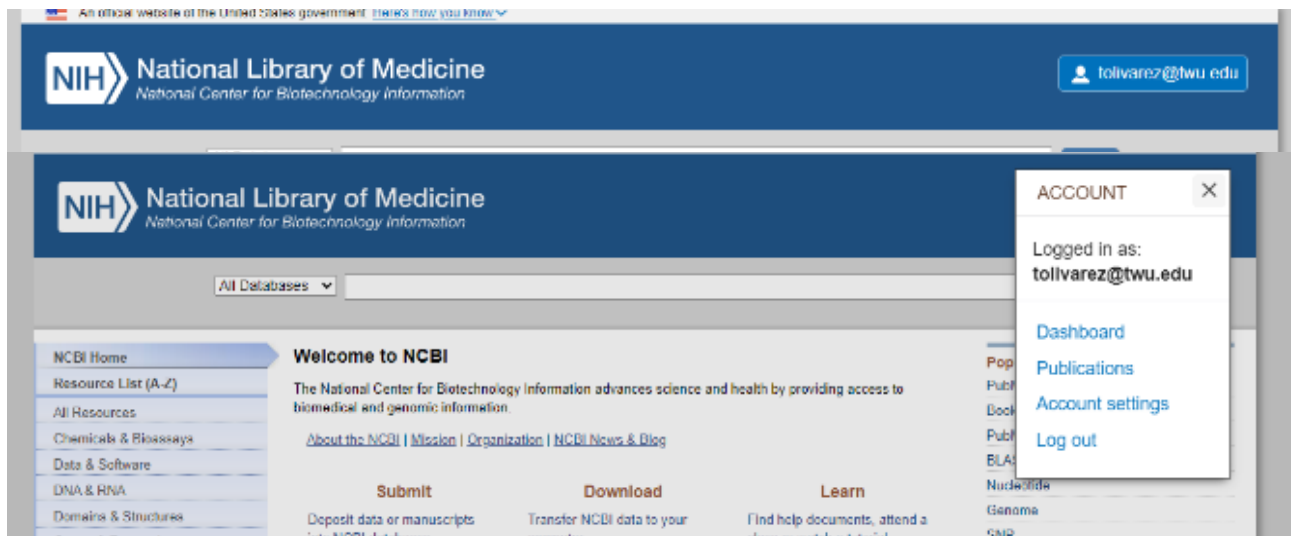


## Getting started with NCBI

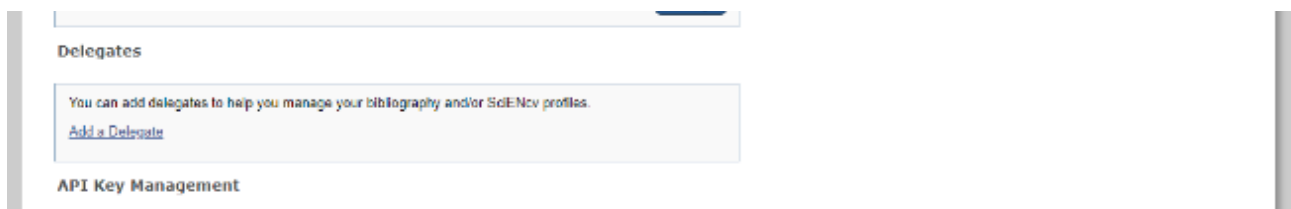
- Start by heading to this page:

<https://www.ncbi.nlm.nih.gov/>

- Log into your NCBI account using your eRA Commons account.
- Once into your account at the top right of your screen you should see your email; Click on your email address, and it will give you 4 different options. Click the option that says Account Settings.



- Once in your account settings, you will see a section titled Delegates.



- Click “add a delegate” , and a text box will appear for you to input your delegate information into.
  - Please enter [tolivarez@twu.edu](mailto:tolivarez@twu.edu)
- Repeat this process to also add Tracy as your delegate.
  - Click “add a delegate” and enter [lindsay@twu.edu](mailto:lindsay@twu.edu) into the text box that appears.