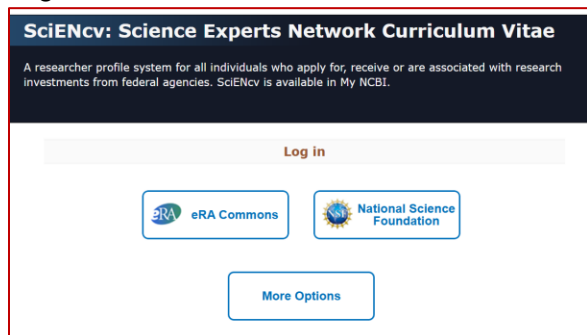
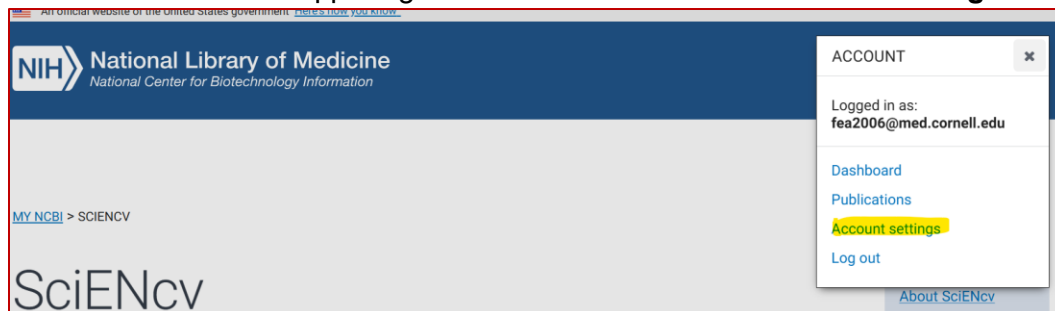


Adding Delegates to SciENcv (For Researchers)

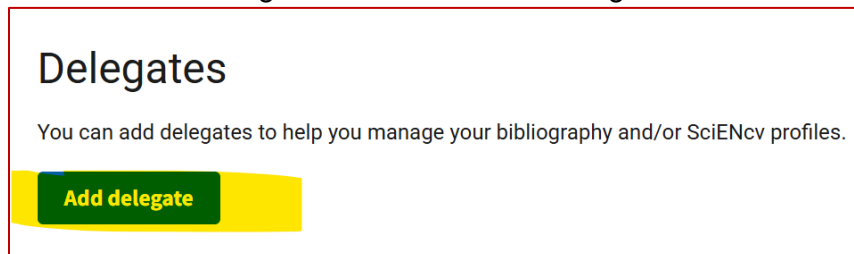
1. Navigate to [SciENcv](#)
2. Login with eRA Commons account



3. Click on user-name in upper-right hand corner and select 'Account settings'

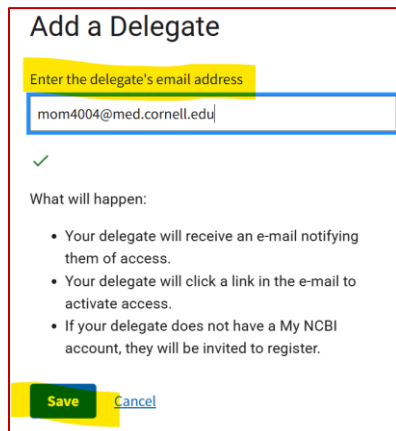


4. Scroll down to Delegates and select 'Add Delegate'



5. Enter the email address for the delegate you want to add and hit save.

IMPORTANT: Delegates will receive an email and must log in with their own NCBI account and accept the request **within 3 days**. If not, the delegation request will need to be re-initiated by the researcher.

The image shows the "Add a Delegate" form. It has a title "Add a Delegate" and a text input field labeled "Enter the delegate's email address" with the email "mom4004@med.cornell.edu" entered. Below the input field is a green checkmark icon. Underneath is the text "What will happen:" followed by a bulleted list: "Your delegate will receive an e-mail notifying them of access.", "Your delegate will click a link in the e-mail to activate access.", and "If your delegate does not have a My NCBI account, they will be invited to register." At the bottom are two buttons: "Save" (highlighted in yellow) and "Cancel".