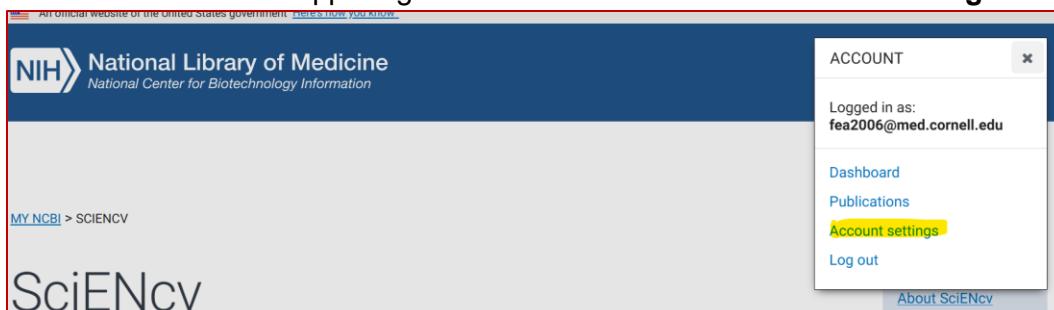


## Adding Delegates to SciENcv (For Researchers)

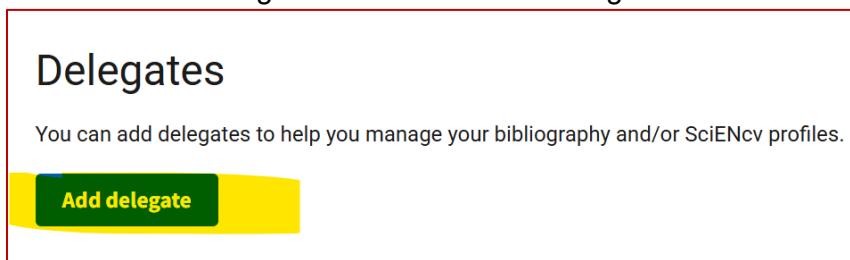
1. Navigate to [SciENcv](#)
2. Login with eRA Commons account



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

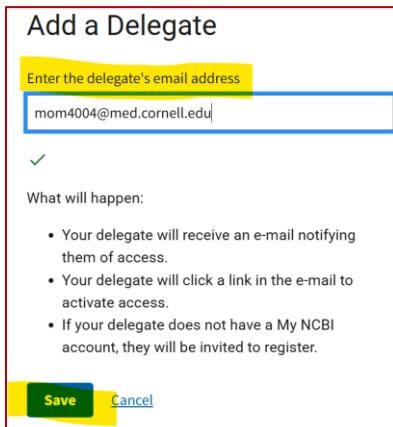


4. Scroll down to Delegates and select 'Add Delegate'



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.

A screenshot of the 'Add a Delegate' form. It has a yellow header 'Add a Delegate'. Below is a text input field with the placeholder 'Enter the delegate's email address' and the value 'mom4004@med.cornell.edu'. A green checkmark icon is to the left of the input field. Below the input field is a section titled 'What will happen:' with a list of three bullet points: '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 'Save' and 'Cancel' buttons.