# SciENcv: Add/Remove Delegates

SciENcv (Science Experts Network Curriculum Vitae)

SciENcv users can grant access to other persons (delegates) to view and manage their SciENcv documents. The delegate, such a department administrator, or other person supporting research at Northeastern, can collaborate on creating, maintaining, and downloading a Biosketch or NSF Current and Pending Support document for submission to sponsor. _The researcher has ultimate responsibility ensure that biosketch and current & pending requirements are complete and accurate._

Adding a Delegate:

1. Select your **username** in the upper right corner of the menu bar and open **Account Settings**
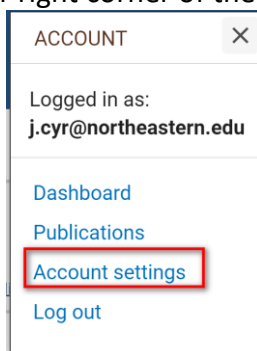
Select "Add a Delegate" and enter the email address of the administrator or other person at Northeastern you wish to make a delegate, then select "OK;" An email will be sent to the person notifying them of your request and providing a link to activate delete access
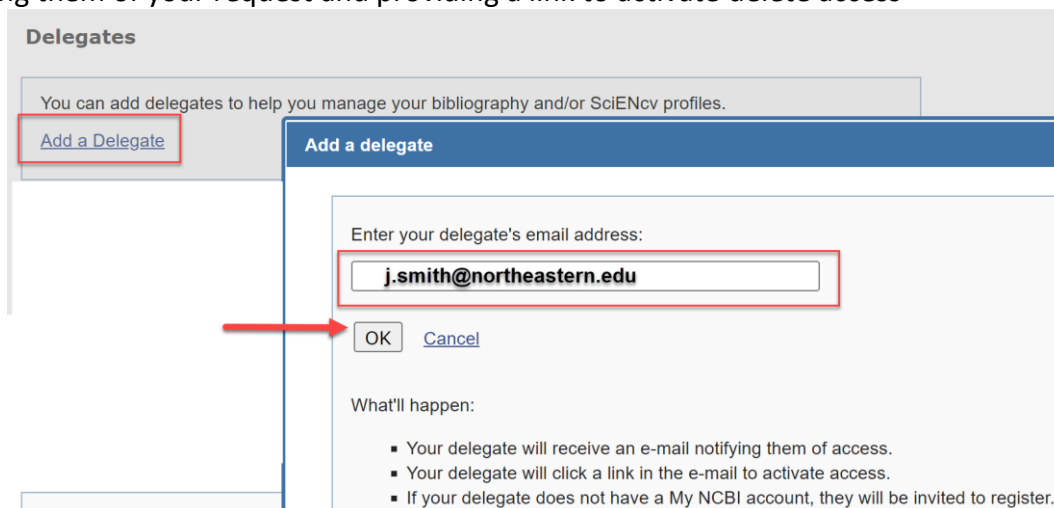
The **Delegates** section of the NCBI _Account Settings_ page will display the person whom you invited to be a Delegate. In the _My NCBI User Name_ section, it will say **(Awaiting Confirmation)** until they click the email link and accept the role.

Northeastern University
Research Enterprise Services

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Delegates

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
(Awaiting confirmation)	j.smith@northeastern.edu			✗
robertap1	r.jones@northeastern.edu	☑	☑	✗

Add a Delegate

When a person accepts the invitation, the list of Delegates will indicate delegate access to either your My Bibliography collection or your SciENcv, or both with checkmarks.

Modify/Remove Delegate Access

- Check or uncheck the boxes under the **My Bibliography** or **SciENcv** headings.
- Delegate authority can be removed by clicking on the red **X**.