RefWorks: Creating an Account

1. RefWorks is an online bibliographic management program. In other words, RefWorks is a tool that helps you keep track of your references when you’re researching.

2. But it does more than that! RefWorks can automatically organize your references and create a bibliography in the citation style your professor requires.

3. To get started with RefWorks, you need to create an account.


5. **Tip:** Your pop-up blocker may block the RefWorks log-in page. If this happens, turn off your blocker or add RefWorks as a trusted site.

6. At the log-in window, click on the link called “Sign up for a New Account.”

7. Do the following:
   a. Enter your e-mail address twice. This automatically becomes your log-in name.
   b. Choose a password, then reenter it.
   c. Click Next.

8. On this page
   a. Enter your name.
   b. Choose a focus area
   c. Select a user type from the dropdown menu.
   d. Enter the captcha code at the bottom.

9. Click Create Account and you’re done! You’ll be sent an e-mail confirming your registration and RefWorks will open.

10. Now you can start importing your references.

11. To learn how, check out the RefWorks tutorials under the Help heading.

12. The next time you want to use RefWorks, just type in your log-in name and password on the log-in page.

13. If you can’t remember what they are, click the “Forgot your password?” link and your information will be e-mailed to you immediately.

14. For any other access problems, call Student Computing Services in the library at 408-808-2470 for help.

15. RefWorks is a great tool *and* a great timesaver. Have fun with it!