

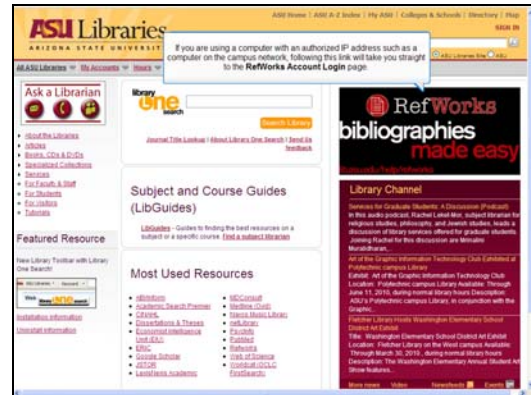
Accessing RefWorks, Creating an Account, and Logging In



Slide 1

RefWorks is available anywhere that you have internet access, and there are a few different ways you can access it and log in.

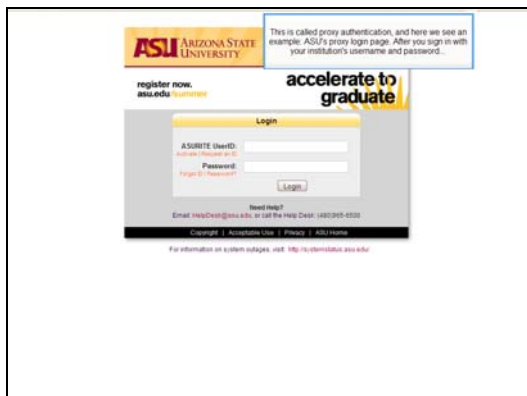
The first thing you need to do is create your own personal RefWorks account and log in.



Slide 2

A good way to access RefWorks is through your institution's web site. For example, the Arizona State University Libraries web site has a link to RefWorks right here.

If you are using a computer with an authorized IP address such as a computer on the campus network, following this link will take you straight to the RefWorks Account Login page.



Slide 3

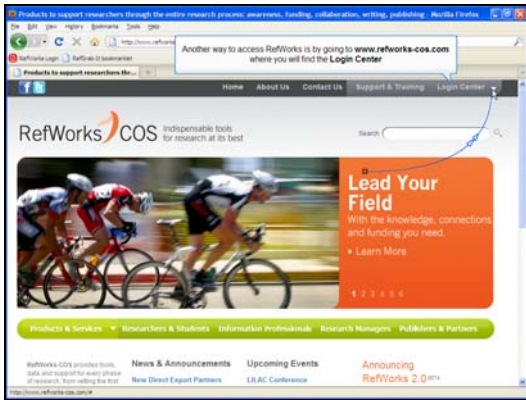
If you are using a computer that does not have an authorized IP address such as your home computer, you may need to sign in with an institutional username and password first.

This is called proxy authentication, and here we see an example: ASU's proxy login page. After you sign in with your institution's username and password...

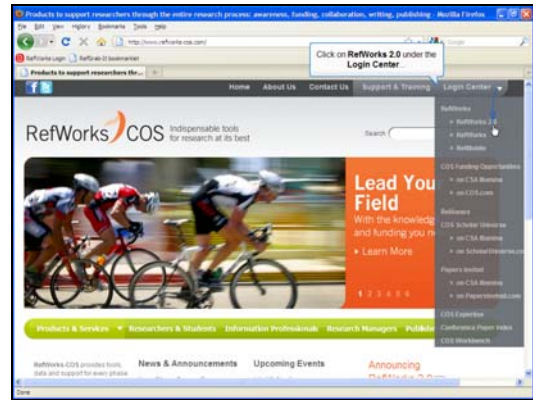


Slide 4

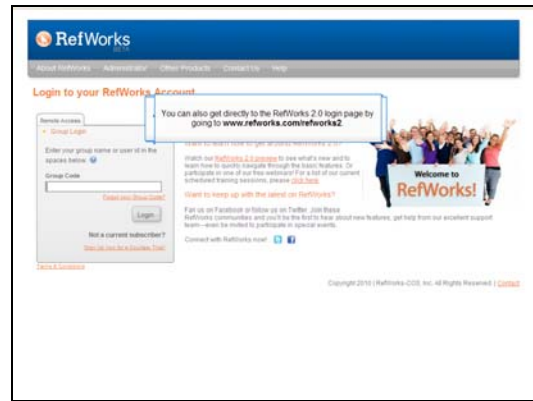
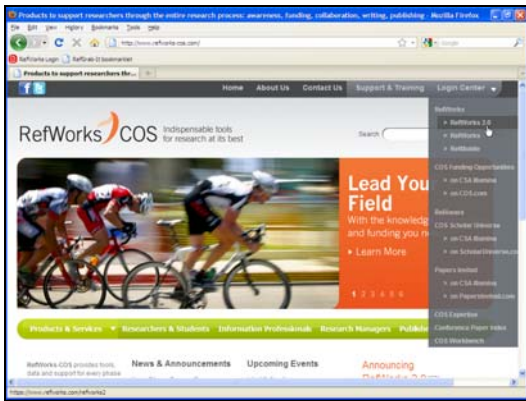
...you will arrive at the RefWorks Account Login page where you can create or login to your own personal account.



Another way to access RefWorks is by going to www.refworks-cos.com where you will find the Login Center



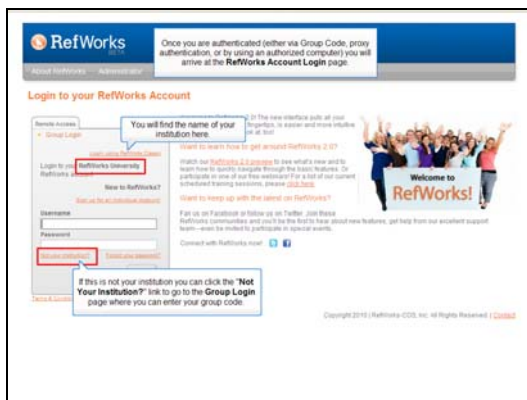
Click on RefWorks 2.0 under the Login Center...



If you are using a computer without an authorized IP address such as your home computer, you will arrive at the Group Login page. Here you can enter your Group Code. If you do not know your Group Code, ask your library or department administrator. Or sign in through your institution's proxy server first. That way you won't need a group code.

You can also get directly to the RefWorks 2.0 login page by going to www.refworks.com/refworks2.

Accessing RefWorks, Creating an Account, and Logging In

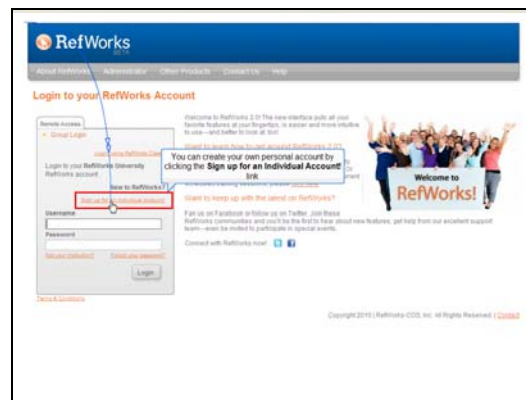


Slide 9

Once you are authenticated (either via Group Code, proxy authentication, or by using an authorized computer) you will arrive at the RefWorks Account Login page.

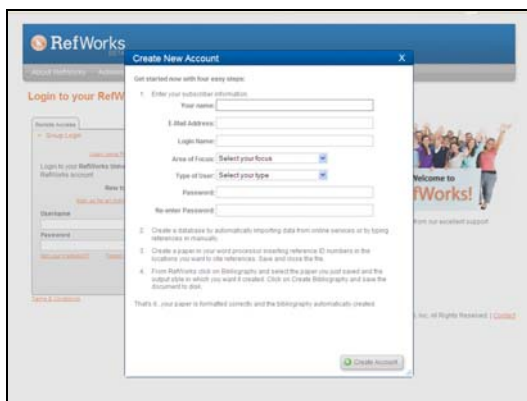
You will find the name of your institution here.

If this is not your institution you can click the "Not Your Institution?" link to go to the Group Login page where you can enter your group code.

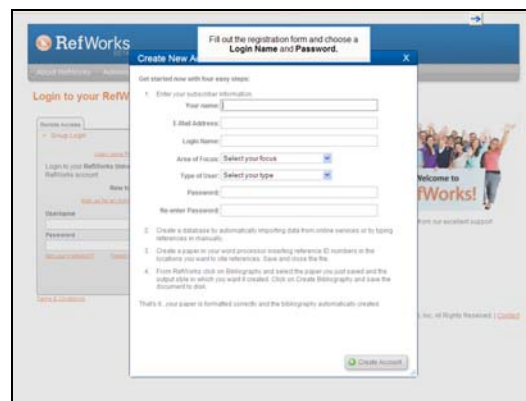


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You can create your own personal account by clicking the Sign up for an Individual Account! link



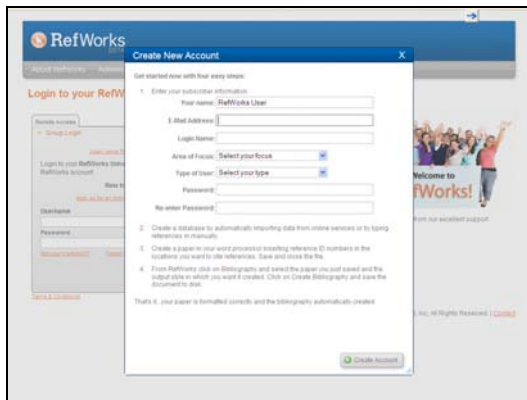
Slide 11



Slide 12

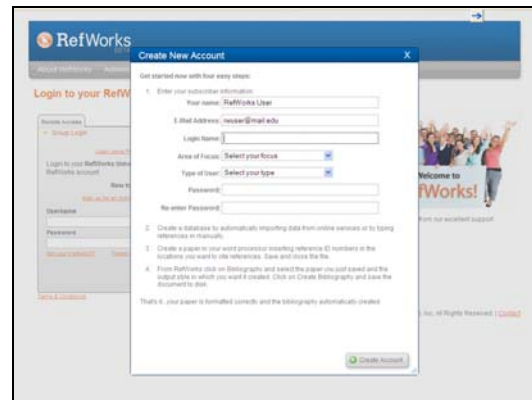
Fill out the registration form and choose a Login Name and Password.

Accessing RefWorks, Creating an Account, and Logging In



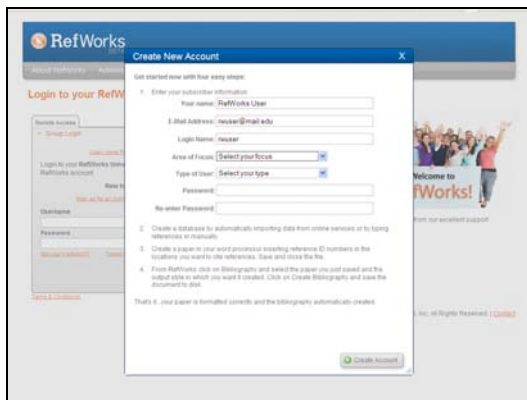
The screenshot shows the 'Create New Account' form on the RefWorks website. The form is titled 'Create New Account' and includes a 'Login to your RefW' link. It contains four numbered steps: 1. Enter your subscriber information (Name, Address, Login Name, Area of Focus, Type of User, Password, Re-enter Password), 2. Create a database for automatically importing data from online sources or by typing references in manually, 3. Create a paper in your word processor including reference list numbers in the location you want to cite references. Save and close the file, and 4. From RefWorks click on Bibliography and select the paper you just saved and the output file in which you want it created. Click on Create Bibliography and save the document to disk. The form also includes a 'Create Account' button and a 'Welcome to RefWorks!' banner.

Slide 13



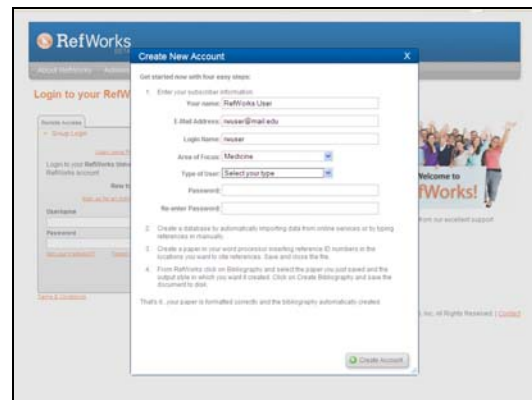
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Slide 14



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Slide 15



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Accessing RefWorks, Creating an Account, and Logging In

RefWorks Create New Account

Get started now with four easy steps:

1. Enter your subscriber information:
Your name: RefWorks User
Email Address: user@mail.edu
Login Name: user
Area of Focus: Medicine
Type of User: Graduate Student
Password: *****
Re-enter Password: *****
2. Create a database for automatically importing data from online sources or by typing references in manually.
3. Create a paper or your word processor including reference ID numbers in the location you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just saved and the output file in which you want it created. Click on Create Bibliography and save the document to disk.

That's it... your paper is formatted correctly and the bibliography automatically created.

Then click the Create Account button.

Create Account

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RefWorks Create New Account

Get started now with four easy steps:

1. Enter your subscriber information:
Your name: RefWorks User
Email Address: user@mail.edu
Login Name: user
Area of Focus: Medicine
Type of User: Graduate Student
Password: *****
Re-enter Password: *****
2. Create a database for automatically importing data from online sources or by typing references in manually.
3. Create a paper or your word processor including reference ID numbers in the location you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just saved and the output file in which you want it created. Click on Create Bibliography and save the document to disk.

That's it... your paper is formatted correctly and the bibliography automatically created.

Then click the Create Account button.

Create Account

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...then click the Create Account button.

RefWorks Create New Account

Get started now with four easy steps:

1. Enter your subscriber information:
Your name: RefWorks User
Email Address: user@mail.edu
Login Name: user
Area of Focus: Medicine
Type of User: Graduate Student
Password: *****
Re-enter Password: *****
2. Create a database for automatically importing data from online sources or by typing references in manually.
3. Create a paper or your word processor including reference ID numbers in the location you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just saved and the output file in which you want it created. Click on Create Bibliography and save the document to disk.

That's it... your paper is formatted correctly and the bibliography automatically created.

Then click the Create Account button.

Create Account

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RefWorks and you are immediately logged in to your new RefWorks account and can begin adding references.

References - All References

Quick Access

- My List
- Advanced Search
- Import
- Export
- Online Output Styles
- Online Paper Manager

Account Settings

- RefWorks profile RefWorks
- RefWorks 2.0 Profiles
- Database
- Account Center

Statistics

- References
- 12 entries
- 0 shared items
- 0 documents
- 110427088 bytes used

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Slide 20

You will receive an e-mail confirming your registration...
...and you are immediately logged in to your new RefWorks account and can begin adding references.



Slide 21

Now that you know how to access RefWorks, create your account, and log in, let's take a look at how to navigate the user interface.