

Setting up a RefWorks account

There are two ways of signing up and logging in to RefWorks:

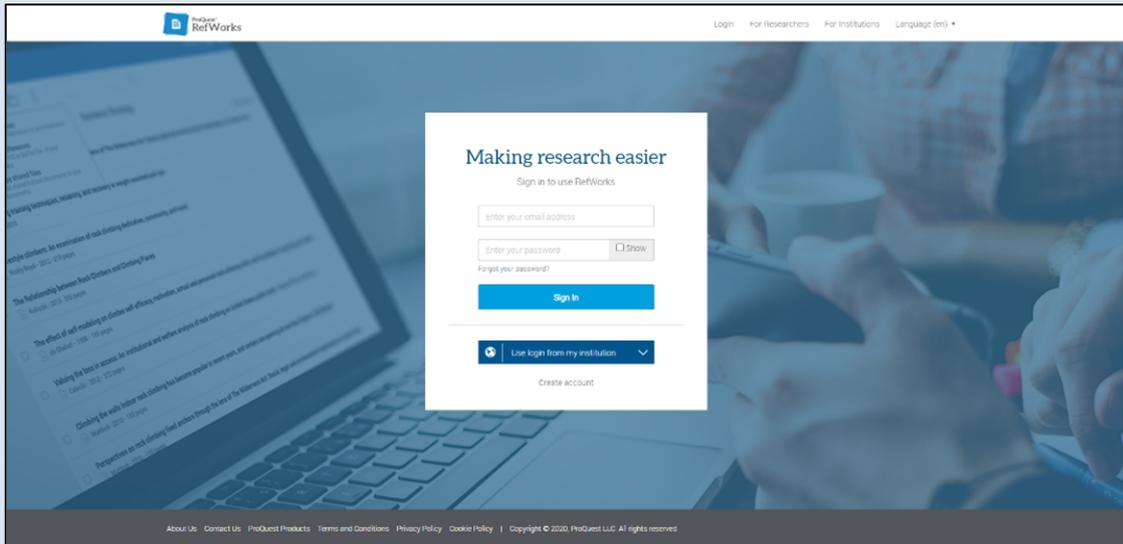
1. Sign up and log in using your Oxford email address
2. Sign up and log in using your Oxford Single Sign on (SSO)

You can use either, but we recommend signing up using your Oxford email address, as it is easier for alumni access after you leave Oxford. Once you have set up your RefWorks account with your University email address, you can change your email address to a personal one in the settings so that, once you leave the University, you will be able to log in to RefWorks even though your University address has expired.

If you do decide to sign up with your SSO, it is possible to change over to a personal email address before it expires (see below for details)*.

To sign up

1. Go to <https://refworks.proquest.com/>



2. To sign up using your Oxford email address, choose **Create Account**.
3. When prompted, enter your university email address and click 'check'.
4. RefWorks should recognise the address as belonging to Oxford. Now pick a password and click 'sign up'.
5. An activation email will be sent to your email account. In your email, either click on the link, or copy and paste the link into a browser.
6. You will be prompted to fill in some details for your account (e.g. name, area of study).
7. You then have the option of watching a small slideshow with a very brief introduction to RefWorks (you can skip this part if you wish by clicking 'Skip Tutorial'). On your first use of RefWorks, you will also get tip popups on the screen to help you. You can dismiss these by

clicking on the X in the box, and check the 'Don't show these tips anymore' box if you want to get rid of them permanently.

***To switch from signing in with your Oxford Single Sign On to using an email address**

1. When you are logged into RefWorks, click your username in the top right-hand corner of the webpage.
2. From the drop down select 'Settings'.
3. Click the 'Remove Credentials' button towards the bottom of the page. If you never created a password for your RefWorks account, you will be prompted to now. You must provide a password so you can break the single sign on affiliation.
4. Once the account is detached from your single sign on, you can update your email address in the 'Email' box.