

## Setting up a RefWorks account

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

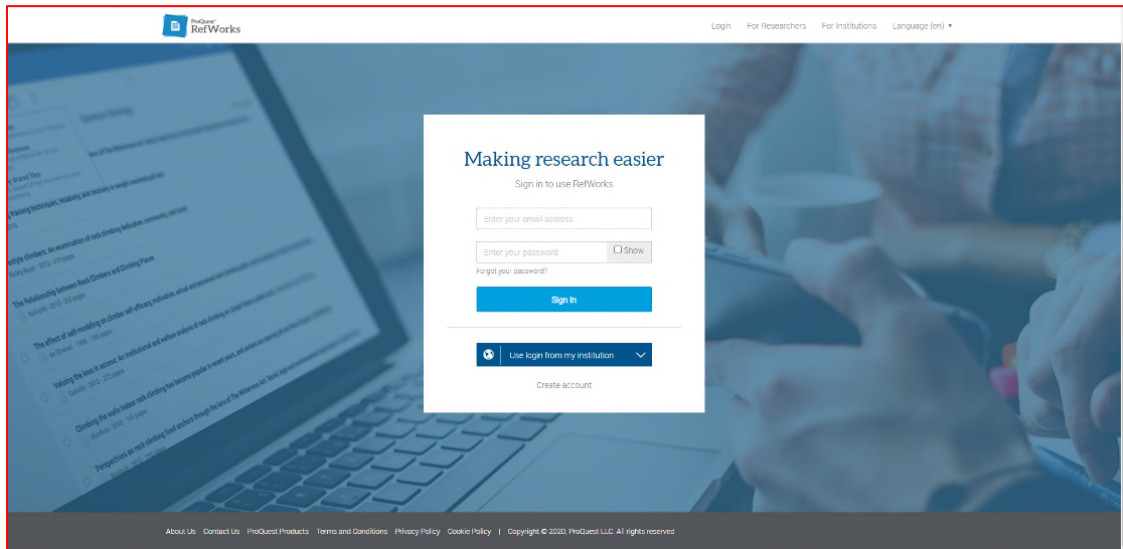
1. Sign up and log in using your Oxford email address
2. Sign up and log in using your Oxford Single Sign on (SSO)

**We recommend signing up using your Oxford email address.** This is because if you sign up with your Oxford email address, you will be able to continue to use RefWorks for free after you have left Oxford, as an alumnus. 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 sign up using your Oxford Single Sign on, you will NOT be able to log on as alumnus because your Single Sign On will cease to exist. However, you can change your login from Oxford Single Sign On to email so that you can have alumni access. Details on how to do this are towards the end of the document.

## 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.