RefWorks

About RefWorks

- RefWorks is a citation management tool to help you keep track of and organize your research by allowing you to save citations and create bibliographies quickly and easily.
- All UAGC students and faculty have **free** access to a RefWorks account.
- There are two versions of RefWorks to choose from – Legacy RefWorks and New RefWorks. We recommend signing up for New RefWorks for the best user experience.
- If you already have a Legacy RefWorks account and want to update it to New RefWorks, first create an account in New Refworks and follow the steps to upgrade from the Legacy RefWorks to New RefWorks at any time. (Note: The Legacy version isn't going away.)
- Citations exported from databases can often have mistakes in output style. Always double-check your citations – the Writing Center's Introduction to APA guide can help.

Creating a RefWorks Account

1 To log in to your new RefWorks account, go to

https://refworks.proquest.com/

If you haven't created a new RefWorks account before, click **Create Account.**

Making research easier

Sign in to use RefWorks

Enter your email address

Enter your password ☐ Show

Forgot your password?

Sign In

🌐 Use login from my institution ⌄

Create account

2 Enter your **institutional email address** (Ex: first.last@student.uagc.edu) and hit the **Check** button. *Ashford and Rockies email addresses will work as well!*

Note: You will need to create your account with your institutional email account, but once your account is created, you can change your email preferences in your **Settings**.
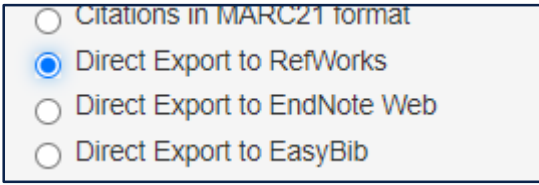
Start using RefWorks

(available at institutions subscribed to RefWorks)

Enter your institutional email to begin

first.last@student.uagc.edu

Used to manage your account (e.g. log into the website and reset forgotten passwords) and receive system emails. We will not publicly display your email.

Check

3 Create a password that uses at least 6 or more characters (only letters and numbers are allowed), and click **Sign Up.**

The University of Arizona Global Campus.

Enter a password to create a new account.
Required *

Password *

•••••••••

Use at least 6 or more characters (only letters and numbers allowed). *

4 Check your institutional email address for an **Account Activation** email from **refworks@proquest.com**. (Try checking your spam folder if you don't receive it right away.) Click the activation link in the email go to your RefWorks account page.

5 You will be prompted to accept cookies on the RefWorks site. To proceed, click **Agree and Proceed**. Complete your profile to complete the sign up process.

## Exporting Citations from the UAGC Library to RefWorks

Once you have set up a RefWorks account, you can export citations for resources you want to save with a few easy steps.

1 When you find a resource in the UAGC Library that you want to save in RefWorks, look for the **Export** tool available in the toolbar for most library databases.

2 If prompted, select **Direct Export to RefWorks**

> ○ Citations in MARC21 format
> ● Direct Export to RefWorks
> ○ Direct Export to EndNote Web
> ○ Direct Export to EasyBib

Tools	»
Google Drive	
Add to folder	
Print	
E-mail	
Save	
Cite	
Export	
Create Note	
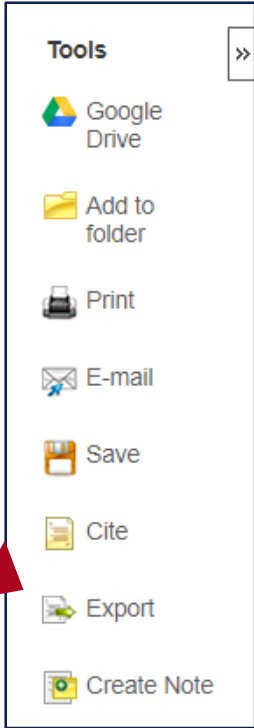
3 You will be given a choice to export to the newest version of RefWorks, or the legacy version of RefWorks. We recommend selecting **Yes, export to the newest version of RefWorks** for the best user experience.

> Continue exporting to **RefWorks** ?
>
> [Yes, export to the newest version of RefWorks]

4 You will be prompted to log in to RefWorks if you are not logged in already. Go back to page 1 of this document for information on creating an account.

Helpful Links

- How to update your account from the legacy RefWorks to the new RefWorks.
- How to install the Save to RefWorks browser button to make saving citations in RefWorks from anywhere on the web even easier.
- Explore the RefWorks User Guide for an overview, help getting started, and information on managing references and output styles.