RefWorks User Guide

For service registration, please follow the next steps:

1. Open website: https://refworks.proquest.com, then click on "Create Account".

2. Enter your university email address then click "Check".

3. If you have a valid subscription on Refworks made by your university, you will then receive a confirmation email and you will be asked to create a password. Your username for Refworks will be your email.

4. You will receive an email that includes the activation link, you must activate your account before using Refworks.

5. After you click on the activation link it will automatically direct you to Refworks website where you will insert your name, job title, and the faculty to which you belong. Next you will be asked to download a tool "Save to Refworks" which is a program linked to the web browser that helps save information from different websites. In addition to that you will be given a choice to download one of the tools that assists in writing research (Write-N-Cite for Microsoft Office, or add Refworks to Google Docs).

6. You will then be ready to use Refworks and add your research and references.