



UBC Library Research Commons – Setting Up RefWorks

The purpose of this document is to illustrate how to create a RefWorks account with a UBC email address or non-UBC email address.

Creating a RefWorks account

There are two options to create an account in RefWorks to have access to unlimited free space:

Using a UBC email address

1. Go to <https://guides.library.ubc.ca/refworks>.

The screenshot shows the UBC Library Research Commons website. The top navigation bar includes the UBC logo and the text 'THE UNIVERSITY OF BRITISH COLUMBIA'. Below this is a 'Library' section with various links. The main content area is titled 'RefWorks' and contains a 'RefWorks Login' section. In this section, there are two links: 'Legacy RefWorks Login' and 'New RefWorks Login'. The 'New RefWorks Login' link is circled in red, and a red speech bubble points to it with the text '2. Use this link to create your account.' Below the login links, there is a 'Legacy RefWorks Group Code' section with instructions on how to use the group code to access RefWorks. The page also features a sidebar on the left with links to 'Home', 'RefWorks Login', 'What is RefWorks', 'Learn to Use RefWorks in 20 Minutes', 'Workshops', 'RefWorks and Systematic Reviews', 'Create an Account', 'Adding Citations', 'Use Citations / Write-N-Cite', 'Share Citations', and 'Help'.

Note: If you are already a RefWorks user and are using the Legacy version of RefWorks, you should click on Legacy RefWorks Login instead.



Using a non-UBC email address

1. Go to <https://guides.library.ubc.ca/refworks>.

The screenshot shows the UBC Library website with the RefWorks section. The left sidebar contains a menu with the following items: Home, RefWorks Login, RefWorks and Systematic Reviews, **Create an Account** (highlighted with a red circle), Adding Citations, Use Citations / Write-N-Cite, Share Citations, and Help. A red callout box with the text "2. Click Create an Account." points to the "Create an Account" button. The main content area is titled "RefWorks Login" and includes links for "Legacy RefWorks Login" and "New RefWorks Login". Below these links is a section for "Legacy RefWorks Group Code" with instructions on how to use it. At the bottom, there is a "What is RefWorks" section.



The screenshot shows the UBC Library website with the 'RefWorks' section selected. The 'Create an Account' page is displayed, featuring two main options: 'Create a Legacy RefWorks Account' and 'Create a New RefWorks Account'. The 'New RefWorks' section contains a link to 'http://resources.library.ubc.ca/ubcauth/2317', which is circled in red. A red speech bubble with the text '3. Click the link for non-ubc.ca' points to this link. The browser's address bar shows the URL 'https://guides.library.ubc.ca/c.php?g=653212&p=5007119'. The Windows taskbar at the bottom shows the time as 12:21 PM on 2019-04-04.

4. Click CWL Login and login to your CWL account.

The screenshot shows the UBC Library website with the 'EZproxy Login' page. The page has a blue header with 'UBC Library' and a navigation bar. The main content area is titled 'EZproxy Login' and 'CWL Library Login'. It instructs users to click the 'CWL Login' button to log into EZproxy using the UBC Campus-Wide Login (CWL) facility. A blue 'CWL Login' button is visible at the bottom.



The effective behavior change to: x | Intensive supervision of rehabili... x | Intensive supervision of rehabili... x | Citation Management Tools-201... x | UBC Indexes & Databases | UBC Libr... x

resources.library.ubc.ca.ezproxy.library.ubc.ca/ubcauth/2317

Apps | elham.esfandiar... | UBC Faculty and Staff E... | UBC Student Servic... | UBC University of British... | Self-Service Portal | User Dashboard | Save to RefWorks | ResearchNet - Rech... | UBC Research Com...

THE UNIVERSITY OF BRITISH COLUMBIA

Library

Library Home Search Collections Indexes & Databases

Library Home » Search Collections » Indexes & Databases

Indexes & Databases

RefWorks Access Code

Access code : rva-u-er4i

To set up a RefWorks account using your personal email address (rather than your UBC email address), cut & paste this URL into your browser:

<http://refworks.proquest.com/signup/university-of-british-columbia>

...and enter the Access Code when requested.

Last modified: Nov 22, 2017

UBC Library
Vancouver Campus
1961 East Mall
Vancouver, BC Canada V6T 1Z1
Phone: 604-822-6375
Fax: 604-822-3893

UBC Library
Okanagan Campus
3333 University Way
Kelowna, BC Canada V1V 1V7
Phone: 250-807-9107
Fax: 250-807-8057

Find Us
[Staff Site](#)
[Copyright Guidelines](#)
[Policies, Procedures and Guidelines](#)
[Contact Us](#)

Back to top

THE UNIVERSITY OF BRITISH COLUMBIA

About UBC

UBC Campuses

Type here to search

ENG 12:27 PM 2019-04-04

5. In a new tab or web browser window copy and paste the link

The Sign Up – RefWorks tab opens in the tab where you pasted the link.

6. Go back to the same tab where you copied the link from. Now copy the access code and paste it into the Sign Up - RefWorks tab.

Library Home » Search Collections » Indexes & Databases

Indexes & Databases

RefWorks Access Code

Access code :

To set up a RefWorks account using your personal email address (rather than your UBC email address), cut & paste this URL into your browser:

<http://refworks.proquest.com/signup/university-of-british-columbia>

...and enter the Access Code when requested.





Even though you are creating an account with a non-UBC email, it may say “Enter your university email and a password.” Don’t worry. Just use whichever email you want to use.

Start using RefWorks

Provided for you by University of British Columbia

Enter your university email and a password.

@gmail.com

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.

Password *

●●●●●●●●

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



I consent to the collection and use of my personal information consistent with the [Privacy Policy](#), and I acknowledge that use of the service is subject to the [Terms & Conditions](#). Without your consent, we can not create an account.

Sign Up



Login to RefWorks ProQuest

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

Install Plugins

In this section learn about and install the three plugins for RefWorks:

- Save to RefWorks from Browser
- Write-N-Cite for Microsoft Word
- Google Docs

Save to RefWorks from web browser plugin

To be able to cite works as you work along on the internet, install this plug-in.

1. In <https://refworks.proquest.com/>, under your name, select Tools.



Tools

https://refworks.proquest.com/tools/

Apps Admin stuff

RefWorks will be down Apr 20th at 7:00am (PDT) to Apr 20th at 8:00am (PDT). [More...](#)

ProQuest® RefWorks Untitled Project

All Documents

2. As shown in RefWorks, Drag the Save to RefWorks button to your favorites bar.

Save to RefWorks

Drag this button to your browser's favorites bar

How to use Save to RefWorks

Make sure that your browser's favorites bar is shown, and then drag the Save to RefWorks button to the favorites bar.

Save to RefWorks



Installing Cite in Microsoft Word Plugin

To be able to easily access your RefWorks Citation while you are working on your writing in Word, install the Cite in Microsoft Word plugin.

The screenshot shows the RefWorks website interface. The top navigation bar includes the ProQuest RefWorks logo, a user profile dropdown, and links for 'University of British Columbia Library', 'Language (en)', and 'Elham Esfandiari'. The left sidebar contains links for 'All Documents', 'Search Databases', 'Last Imported', 'Sharing', 'My Folders', 'Tags', and 'Deleted'. The main content area is divided into two sections: 'Save references on the web' and 'Cite in Microsoft Word'. The 'Save references on the web' section features a 'New Tab' browser window with a search bar and a 'Save to RefWorks' button highlighted by a red circle. The 'Cite in Microsoft Word' section shows a Microsoft Word interface with the 'RefWorks' tab selected in the ribbon. A 'Download & install' button is highlighted by a red circle, and a red speech bubble points to it with the text: '1. Download and then Install the Cite in Microsoft Word plugin. Follow onscreen install instructions as they vary between Windows and MAC.'

Manually adding the Word Plug-in

If the Word Plug-in options do not appear for you in Microsoft Word, follow these steps.

1. Open a Word document.
2. In Windows, Go to File > Options > Add-ins and add it.

In MAC: The RefWorks Add-in for Word document is in MAC as a floating window.

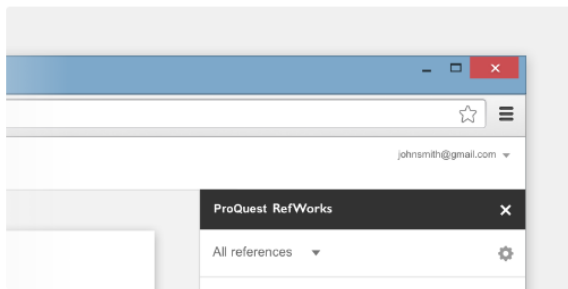
- Go to the Insert Toolbar
- Go to the Add-ins
- Add the RefWorks from the Apple Store



Add the Google Doc. Plug-in

To be able to easily access your RefWorks Citation while you are working on your writing in Google Docs, get the Add-on.

Cite in Google Docs



Use Google Docs to write? Our
from your RefWorks library wh
bibliography for you!

Get the Add-on

1. Click Get the Add-on under Cite in Google Docs. Follow onscreen install instructions as they vary between Windows and MAC.

tions
our