

Signing up for Refworks:

Generally speaking it is preferable to sign up with Refworks from the campus. Refwork uses IP information from campus to determine whether you have permission to access their services. If you are not on campus, you may access the Lincoln University services by first inputting the group code that was provided in your email.

Whether on campus or using the group code, the refworks page should indicate that you are signing on or signing up from Lincoln University.

Note: Only official Lincoln University Emails will work with the subscription. If you want to participate in the subscription, you cannot use any other type of email account to access the Lincoln University Refworks when signing up.

So, when you first start, you should see a page similar to this. You will then want to click **Sign Up for New Account**:

RefWorks

About RefWorks Administrator Other Products Contact Us Help

Login to Your RefWorks Account

New to RefWorks? [Sign Up for a New Account](#)

Login using RefWorks Credentials

Lincoln University (not my institution)

Login Name

Password

Login

[Forgot Your Login Information?](#)

Login using Other Credentials


[Athens Credentials](#)

[My Institution's Credentials \(Shibboleth\)](#)

[RefWorks Terms and Conditions](#)

What Is RefWorks?

RefWorks is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds.



Refworks Tutorials & Guides

The following tutorials links will take you to some very helpful videos and guides.

Video Tutorials: [Basic and Advanced](#)

You will then see a screen like this. Fill in all the blanks. **Use your Lincoln University Email**, but you can choose your own username and password. Click Next when you are done filling out the form.

The screenshot shows a web browser window with the RefWorks 'Create Account' form. The form is titled 'Create Account' and has a progress indicator showing 'Step 1: Account Information' is active, 'Step 2: User Information' is next, and 'Finished: Enjoy RefWorks!' is completed. The form is for creating an account at Lincoln University (not my institution). It contains the following fields: Email Address (with a pre-filled example 'jsmith@yourdomain.com'), Re-enter Email Address (with a pre-filled example 're-enter your email address'), Login Name (with a pre-filled example 'jsmith'), Password (with a note 'at least 4 characters long'), and Re-enter Password (with a note 're-enter your password'). A 'Next' button is at the bottom right. The background shows a sidebar with 'Login to Your RefWorks' options and a stack of books illustration.

You will then see a screen similar to this.

The screenshot shows the 'Create Account' form at Step 2: User Information. The progress indicator shows 'Step 1: Account Information' is completed, 'Step 2: User Information' is active, and 'Finished: Enjoy RefWorks!' is completed. The form contains: Your Name (pre-filled with 'John Smith'), Area of Focus (a dropdown menu with the text 'Select your focus area' and a red error message 'Please select a Focus Area'), and Type of User (a dropdown menu with the text 'Select your user type' and a red error message 'Please select a User Type'). Below these is a CAPTCHA image showing the word 'Italy' and a security code '6arsou'. A red error message below the CAPTCHA reads 'Incorrect code entered. Please try again.' There are 'Previous' and 'Create Account' buttons at the bottom. The background shows the same sidebar and stack of books illustration as the previous screenshot.

You will need to select from a list of focus areas and user types. Then enter the security code provided. Then click Create Account. Once you are finished with the process, you will be taken into Refworks and an email with login information will be sent to you at the Lincoln University email account which you provided.