Creating a RefWorks account

Purpose:
The purpose of this document is to guide students and faculty members through the process of creating an account in the new RefWorks.

Definition:
RefWorks is an online research management, writing, and collaboration tool designed to help researchers easily gather, manage, store, and share all types of information, as well as generate citations and bibliographies in a variety of documentation systems (MLA, APA, Chicago, and many others). Users must create an account to store citations.

Requirements:
- A valid CCSU email address

Step-by-Step Guide:
1. If you are off campus, you will first have to log into CentralSearch from the library homepage at library.ccsu.edu. For help logging into CentralSearch, follow these instructions.
2. Navigate to the list of databases by clicking the “Databases” tab on the library homepage and then clicking on the “See a list of all databases” link.
3. Choose “Citation Tools” from the “Database Type” drop-down menu. There will likely be two versions of RefWorks listed. Choose the version labeled as the new platform.
4. Click the “Create Account” link on the RefWorks login screen. Even if you have an account in the old RefWorks, you will need to create a new account in the new RefWorks.

5. When creating your new RefWorks account, you will be prompted to enter your CCSU provided email address.

6. After entering your CCSU provided email address, you will be prompted to create a password. You must also check the box to consent to the Privacy Policy and Terms and Conditions of use. Then click the button “Sign Up”.
7. Once you click “Sign Up” an email will be sent to your CCSU email. You must go to your inbox and open the email to click the validation/activation link before you can use RefWorks.

8. Once you have activated your new RefWorks account, you will be prompted to enter your first and last name as well as status and course of study at CCSU.

9. At this point you have successfully created an account in the new version of RefWorks. You can begin using RefWorks to create and manage your citations. If you have an account in the old Refworks, and you want to move all your citations from the old version to the new version, continue on to the next step.