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.
2. Use this link to create your account.

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.

2. Click Create an Account.
4. Click CWL Login and login to your CWL account.
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.
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/](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/](https://refworks.proquest.com/), under your name, select Tools.
2. As shown in RefWorks, Drag the Save to RefWorks button to your favorites bar.
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.

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.

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