# Creating a RefWorks Account at the University of Waterloo

Welcome to this Library tutorial which will demonstrate how to create a RefWorks account at the University of Waterloo.

**[Transition to library homepage]**

We will start from the library homepage @ **www.lib.uwaterloo.ca**

Please note: You must be at a UW IP-authenticated computer either on campus or from home via the "[Connect from Home](http://proxy.lib.uwaterloo.ca/login)" service, located in the left menu bar, third from the bottom.

Now let’s begin: From the right hand menu bar, locate the RefWorks button second from the bottom, and click on the link.

You are now on the RefWorks log-in page. Ensure that the login box says "University of Waterloo".

Click on the link which says: "Sign up for an Individual Account".

Enter your name in the first box and your preferred log-in name in the second box. Then create a password and re-enter it in the following two boxes.

Finally, be sure and enter your email address. You can also choose a “User Type” and “Focus of Study” for your profile from the drop down menus.

In the final box, at the bottom of the page, copy the code as it is displayed on the screen above.

Click on “Register” when you have finished.

Once your information is submitted, you will have access to RefWorks.

You will receive an e-mail confirmation of your username and password.

Save this e-mail as it contains the group code for UW.

When off campus, you can use the group code to log-in to your RefWorks account and will require it if using Write-N-Cite.

So, next time you want to use RefWorks, go to the RefWorks log-in screen and type in your user name and password.

Remember to use your group code if you are connecting from home.

For additional assistance with RefWorks contact RefWorks assistance at: refworks@library.uwaterloo.ca