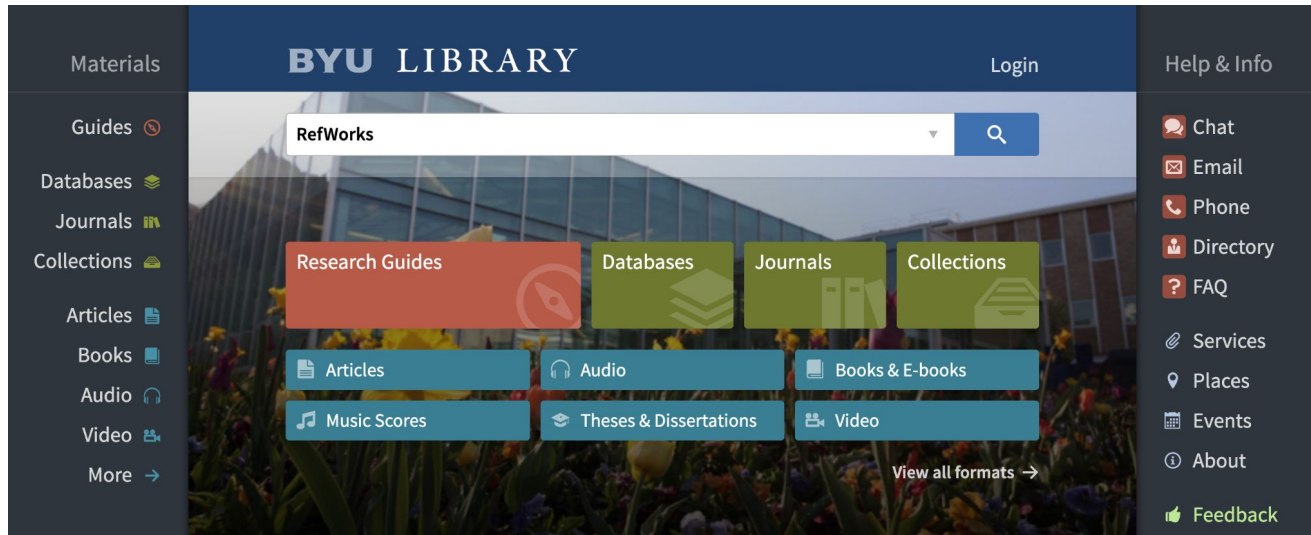


# How to Setup Your Own RefWorks Account

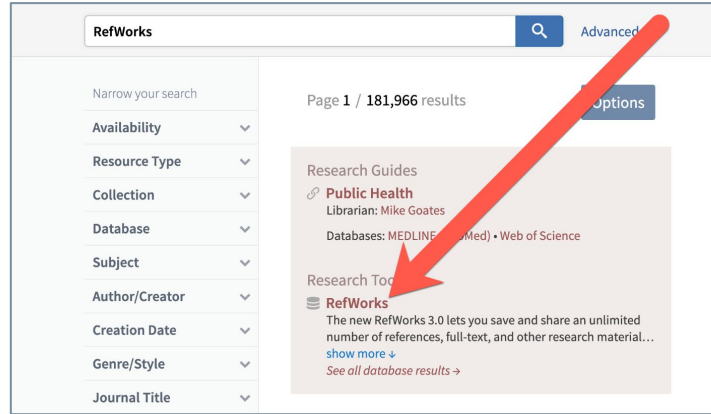
**Step 1:** Type the library website URL into your browser's address bar. ([lib.byu.edu](http://lib.byu.edu))

**Step 2:** Search for “refworks” in the search bar.



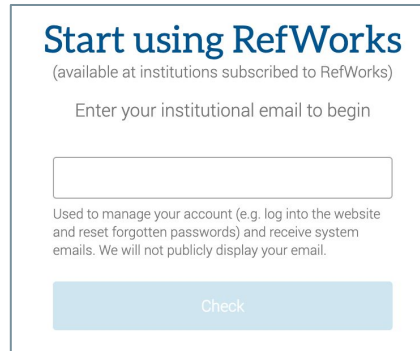
The screenshot displays the BYU Library website interface. At the top, the text "BYU LIBRARY" is centered, with a "Login" link to the right. A search bar is prominently featured, containing the text "RefWorks" and a magnifying glass icon. Below the search bar, a grid of resource categories is visible, including "Research Guides", "Databases", "Journals", "Collections", "Articles", "Audio", "Books & E-books", "Music Scores", "Theses & Dissertations", and "Video". A "View all formats" link is located at the bottom right of this grid. On the left side, a vertical navigation menu lists "Materials", "Guides", "Databases", "Journals", "Collections", "Articles", "Books", "Audio", "Video", and "More". On the right side, a "Help & Info" section lists various services: "Chat", "Email", "Phone", "Directory", "FAQ", "Services", "Places", "Events", "About", and "Feedback".

**Step 3:** Click on “RefWorks”



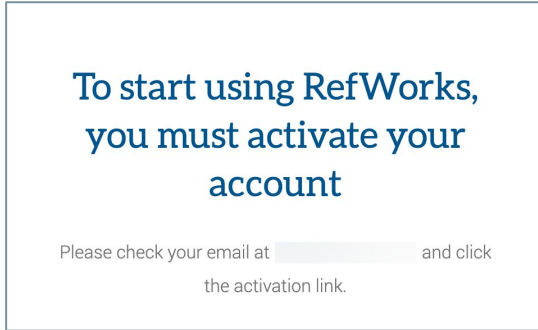
The screenshot shows a search results page for RefWorks. On the left, there is a sidebar with filters: Availability, Resource Type, Collection, Database, Subject, Author/Creator, Creation Date, Genre/Style, and Journal Title. The main content area displays "Page 1 / 181,966 results" and a list of search results. A red arrow points to the "RefWorks" link in the "Research Tools" section. The "RefWorks" link is accompanied by a brief description: "The new RefWorks 3.0 lets you save and share an unlimited number of references, full-text, and other research material..." and a "show more" link. Below the description is a link to "See all database results".

**Step 4:** On the RefWorks site, you will see a screen like the one below. Type in your BYU email address and make a password to sign up.

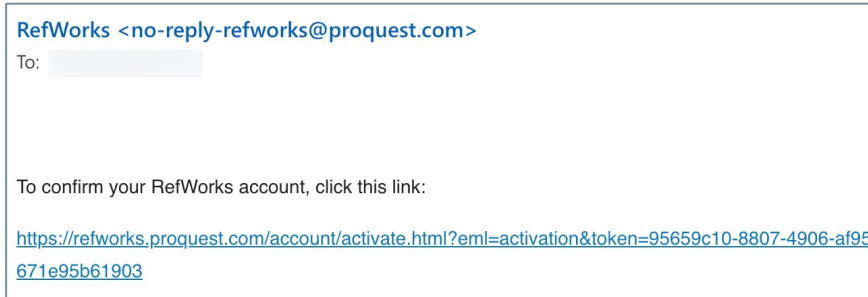


The screenshot shows the "Start using RefWorks" sign-up page. The page is titled "Start using RefWorks" and includes the text "(available at institutions subscribed to RefWorks)". Below the title is a form field labeled "Enter your institutional email to begin". The form field is empty. Below the form field is a "Check" button. Below the button is a paragraph of text: "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."

**Step 5:** After signing up, you will be directed to this page. At this point, check the email account that you used to sign up.



**Step 6:** You should have received an email that looks like this. Click the link.



**Step 7:** You will be sent to this page. Enter your information and click “Next.”

Please complete your Brigham Young University profile.

**Required \***

First name  Last name

Displayed on the screen when you are signed in, and within emails sent from your RefWorks account (e.g. when sharing a folder).

Area of focus  Role

Used for institutional reporting purposes. Used for institutional reporting purposes.

• • • • •

**Step 8:** Your screen will then look like the one below. Congratulations, you have set up your RefWorks account.

