

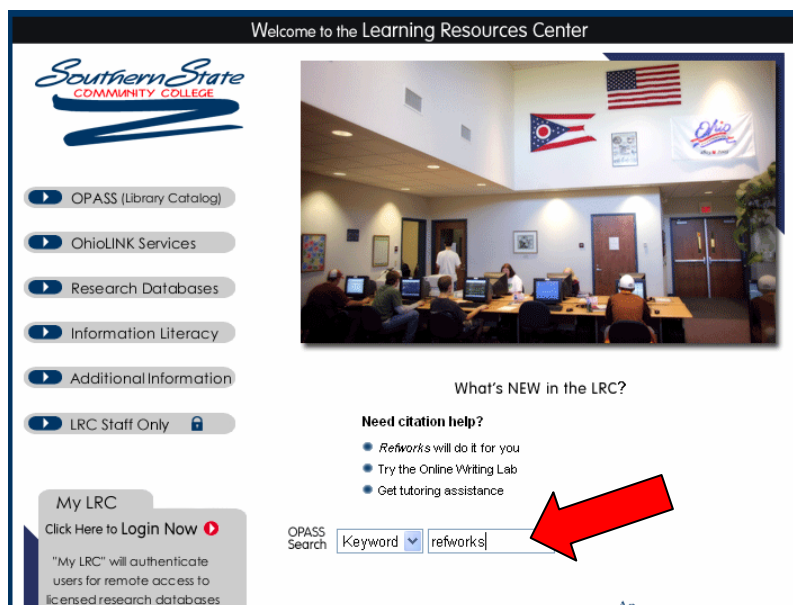


Provided by the Learning Resources Center  
**Setting up your *RefWorks* Account**  
*Instructions for new students and faculty members*  
*Revised on December 18, 2007*

Please set up your *RefWorks* account before the upcoming LRC Orientation session. Follow these instructions for setting up an account. If you already have an account with *RefWorks*, you can disregard this, but make sure you can access your account.

Go to a computer with Internet access and open *Internet Explorer*. Connect to the LRC home web page at <http://lrc.sccc.edu>.

Once you connect to the LRC home page, enter 'refworks' in the OPASS search box. See the example below:



Next, you'll see the record in OPASS for *RefWorks*. You need to connect to the title online by clicking on the blue link in the middle of the screen. If you are off-campus, you'll need that Remote Access Group Code (RWSouthernSCC) provided in the link (the code is case-sensitive). An example of the *RefWorks* screen in OPASS is below. This is your **ONLY** portal of entry to *RefWorks*!

KEYWORD <input type="text" value="refworks"/> <input type="button" value="Search"/>		
Sorted by Date <input type="text"/>		
Title	<b>RefWorks [electronic resource] : your personal Web-based database and bibliography creator</b>	
Publish info	Encinitas, Calif. : RefWorks, c2002-	
Click on the following to:		
<a href="#">Connect to this title online (Remote Access Group Code: RWSouthernSCC)</a>		
LOCATION	CALL #	STATUS
Internet Resource	<a href="#">E-Reference</a>	AVAILABLE

After you connect to the title online, you will see the screen below. Since you are new to *RefWorks*, click on the blue [Sign Up for an Individual Account](#) link.

RefWorks login center [Home](#) | [Administ](#)

Welcome to RefWorks  
Your Online Personal Database and Bibliography Creator

RefWorks User Login  
for  
Southern State Community  
College

Provided by the  
Learning Resources Center

Southern State  
COMMUNITY COLLEGE

New to RefWorks?  
[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#)

[Athens Users](#)

Not your Organization?  
[Login using your Group Code](#)

It is recommended you follow the example below for establishing a new account. Enter your name, login name (use your campus network *Windows* and *Blackboard/WebCT* login since you are accustomed to using this already), enter your password (keep it the same as *Windows* and *Blackboard*), your complete Internet email address (enter the one you check regularly. If you don't think you have email, you do. It's your *Windows* login@webmail.sccc.edu.). If you follow the example below, you should be ok. After you enter the data required, click on the Register icon.

**New User Information for Southern State Community College**

(All fields are required)

Your Name:

Login Name:

Password:

Re-enter Password:


E-Mail Address

Type of User


Area of Focus

[Back to RefWorks Login](#)

**Register**



Congratulations! You now have a *RefWorks* account. You'll see the screen below if you were successful with the registration:


New RefWorks Release - [details](#)
Welcome, I  
Southern State

---

References ▾ Search ▾ View ▾ Folders ▾ Bibliography | Tools ▾ Help ▾
Search RefWorks

---

**Congratulations!**

You have successfully set up your **RefWorks** account. As a new user to the service, we recommend you view the online [Tutorial](#) before getting started.

**Getting Started**

**Step 1:**

- [Create Your Personal Database](#)
- Importing data directly from online databases
- Importing data from saved text files
- Importing records from other bibliographic management programs
- Adding references manually





**Step 2:**


- [Write Your Paper Using References From Your Database](#)
- Using Write-N-Cite
- Using One Line/Cite View

**Step 3:**

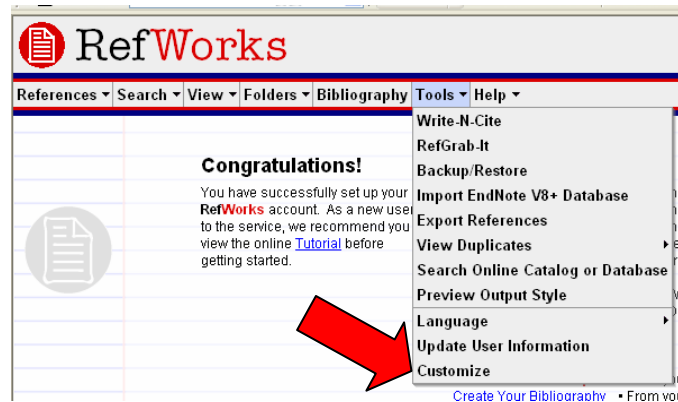
- [Create Your Bibliography](#)
- From your reference list
- From your paper

**Need additional assistance getting started with RefWorks?**

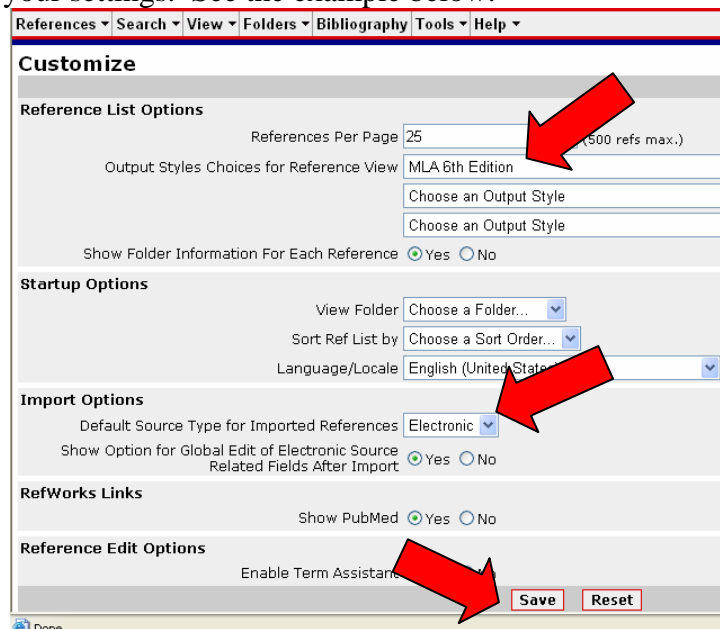
-  Help
-  Tutorial
-  F.A.Q.s
-  Contact Us

Why not view the Quick Start Guide? 

Now you should customize your *RefWorks* account. You'll only have to do this once. Hold your cursor over Tools, then move down to Customize:

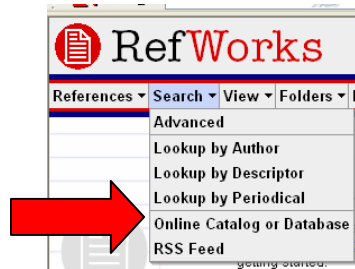


Make sure your output style is set to MLA 6<sup>th</sup> edition or APA 5<sup>th</sup> edition (depending on your class requirements). Set your Default Source Type for Imported References to Electronic. Select Yes under Show Option for Global Edit of Electronic Source. Click on Save to save your settings. See the example below:

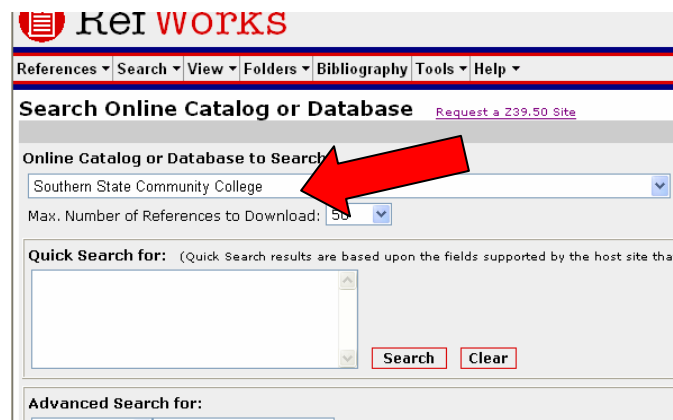


By customizing your Reference List Options (as displayed above), you will be capable of creating more accurate references in your works cited page or bibliography. No matter what a professor requires in class, you'll have the capability of globally editing the references you export to your account.

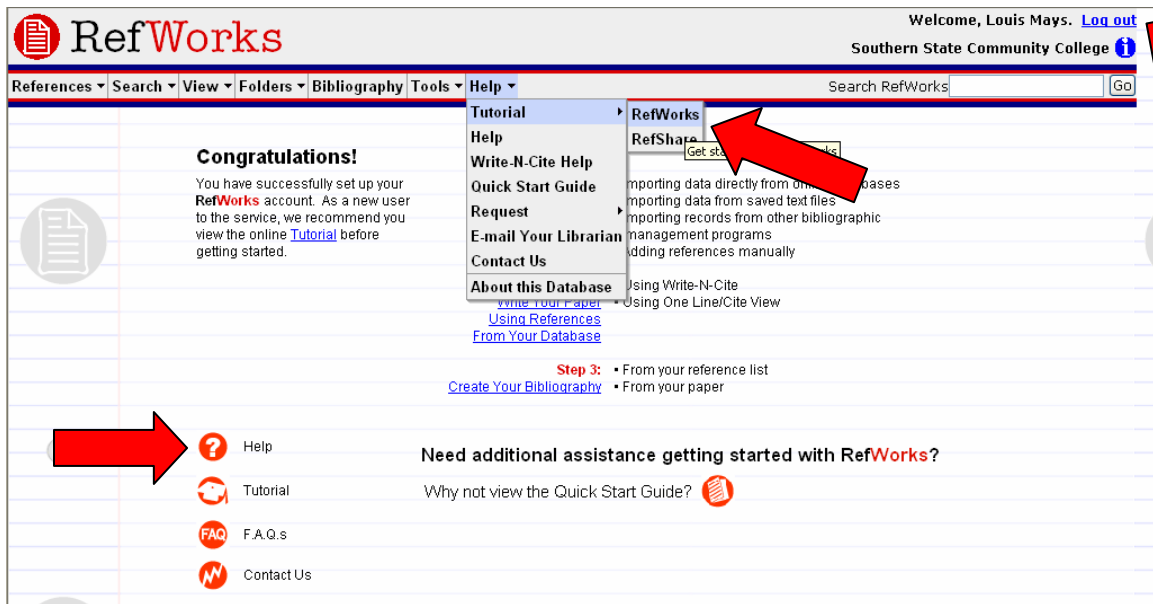
Now you need to select your online catalog or database you wish to search in *RefWorks*. Since you will be searching OPASS at Southern State Community College, this will be your selection. To do this, hold your cursor over Search and move down to the Online Catalog or Database Option and click. See the example below:



Set your Online Catalog or Database to Southern State Community College. *RefWorks* will reset to look for the SSCC library catalog, OPASS. Now you can easily search OPASS from *RefWorks*. Items found in this search can be selected for import to your *RefWorks* account.



It's required that you take the online tutorial to *RefWorks*. To do this, click on the Tutorial icon at the Congratulations page, or if you are not at your list of references, click on Help, Tutorial, *RefWorks*. See the example below:



Always remember to Log Out of *RefWorks* when you are finished.

Please make sure you have an account with *RefWorks* established before the LRC Orientation session. If you have any questions, contact Louis Mays by email at [lmays@sscc.edu](mailto:lmays@sscc.edu) or call him at 800.334.6619 Ext. 3580. Thank you!

## Learning Resources Center

