

# Alumni access to RefWorks

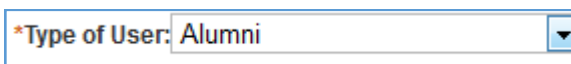
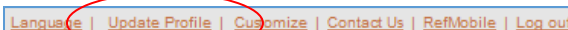
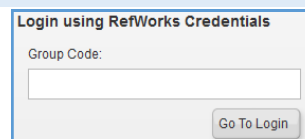
Existing RefWorks users have life-time access to their accounts, and all University of Auckland alumni have the opportunity to create a new RefWorks account.

## Existing RefWorks users: How to organise alumni access

1. Go directly to the RefWorks site: [www.refworks.com](http://www.refworks.com)

If prompted for your **Group Code** you will find this in an email sent when you first created your RefWorks account. If you no longer have this email, please contact: [reftools@auckland.ac.nz](mailto:reftools@auckland.ac.nz). with your University of Auckland ID number.

2. Enter your existing username and password.
3. After logging in, **change your status to "Alumni" as follows:**  
In the upper right hand menu, select **Update Profile**.
4. Locate **Type of User** and choose **Alumni** from the drop-down menu.



## Alumni without an account: How to set up a RefWorks account.

1. To create a new account, you will need the University of Auckland **Group Code**. To obtain this, email: [reftools@auckland.ac.nz](mailto:reftools@auckland.ac.nz) with your former University of Auckland ID number.
2. From [www.refworks.com](http://www.refworks.com), select **Login** and follow the prompts to **Sign Up for a new account**.

When creating your new account, you will be prompted for a **User Type**.

Make sure you select **Alumni**.



3. Once you have created an account, you can log-in directly from RefWorks: [www.refworks.com](http://www.refworks.com).
  - If prompted enter the University of Auckland **Group Code** and then your username and password.
4. **Associate Members** who are also alumni are able to create a new RefWorks account.  
Unfortunately this access is not available to Associate Members only.

**Help** and **support** will be supplied by RefWorks. Alumni should refer all queries to the RefWorks support team: <http://support.proquest.com/apex/contactussubmitcase>