

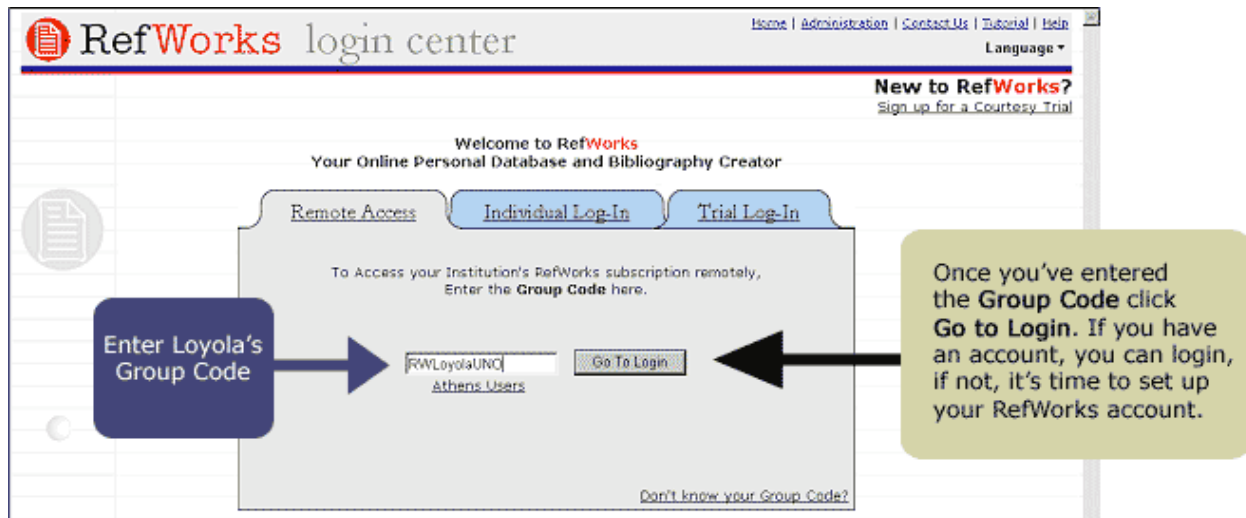
[Library Home](#) > [Ask Us](#) > [DIY Center](#) > [Handouts](#) > **RefWorks**

**RefWorks**, citation management software, is a useful tool for faculty and students. With it you can:

- Create your own personal database of citations
- Import references from many of the library's databases and the library catalog
- Automatically format your papers and bibliographies in the citation style of your choice (e.g. APA, MLA, Chicago)

To access **RefWorks** go to the database page. Search the **Databases by Title** list under "R;" click on RefWorks from the list.

If you're accessing **RefWorks from off campus**, you may be prompted to enter a **Group Code before you can proceed**. Note: on campus users will not see this page. Loyola's group code is **RWLoyolaUNO**.



The screenshot shows the RefWorks login center interface. At the top, it says "RefWorks login center" with navigation links for Home, Administration, Contact Us, Tutorial, and Help. A "Language" dropdown menu is also visible. Below the header, there's a "New to RefWorks?" section with a link to "Sign up for a Courtesy Trial". The main content area is titled "Welcome to RefWorks" and "Your Online Personal Database and Bibliography Creator". It features three tabs: "Remote Access", "Individual Log-In", and "Trial Log-In". Under "Remote Access", there's a text prompt: "To Access your Institution's RefWorks subscription remotely, Enter the Group Code here." Below this is a text input field containing "RWLoyolaUNO" and "Athens Users", and a "Go To Login" button. A blue callout box on the left points to the input field with the text "Enter Loyola's Group Code". A green callout box on the right points to the "Go To Login" button with the text "Once you've entered the Group Code click Go to Login. If you have an account, you can login, if not, it's time to set up your RefWorks account." At the bottom of the main content area, there's a link that says "Don't know your Group Code?"

**Set up a RefWorks account.** Before you can begin using RefWorks, you'll need to setup an individual account. For your convenience, we recommend that you use your Loyola email username and password.

## Here's how you create an individual account:

### First, sign up for an Individual Account

Welcome to RefWorks  
Your Online Personal Database and Bibliography Creator

**RefWorks User Login for Loyola University of New Orleans**

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](#)

[RefWorks Privacy Policy](#)

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### Complete the form and click on Register

**New User Information for Loyola University of New Orleans**  
(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](#)

**Now that you have an account**, you can login to RefWorks from either on or off campus. If you're off campus, remember, you may be prompted to login with a Group Code. **You're now ready to begin using RefWorks to manage citations & create bibliographies in the proper citation style.**

### 5. Simple steps to using RefWorks:

1. Start by clicking **references** and **add new reference** at the top of the page. *Note:* You might want to create a **folder** for a specific project or paper.
2. Select the type of citation – journal, book, website, etc. Enter all your citation information then click **SAVE** at the top of the page. Keep adding them, and if you have a specific folder to put them in, choose that folder at the top of the screen BEFORE you save the citation.
3. When you get to the point that you'd like to generate a bibliography, select **bibliography tab** at the top of the page and choose your **output style** –MLA, Chicago, APA, etc.
4. Then, at the bottom of that same page, click the folder that you'd like to create a bibliography from. Then click **create bibliography**.
5. It will come out in **HTML format**. You can print straight from there, or you can save it as a **Word document**.

For more advanced options, consult the help guide within RefWorks. The RefWorks help section is very good.