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

   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 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.
   - 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 with your former University of Auckland ID number.

2. From 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.

   • 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