
Will users be able to access RefWorks after leaving institution?

Question

Can users who leave institution retain their RefWorks access?
Will alumni be able to access RefWorks after graduation?

Answer

Yes, institutions that maintain a current subscription to the program will be able to extend continued access to RefWorks to users who leave the institution.

Users who change institutions, or alumni, should update their RefWorks account prior to leaving/graduation by selecting the **Alumni** or **Other** option from the *Profile/Role* section of the *Settings* page.

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).

Institution

Used for institutional reporting purposes.

Role *

Used for institutional reporting purposes.



They should also update their email if they will no longer have access to an institutional address. Email address can be updated on the *Profile/Email* section of the *Settings* page.

Email *

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.

Shibboleth and Athens users will need to remove the institutional login from their account. Once the association with Shibboleth has been broken, accessing RefWorks will be via user name and password and not with the "Use login from my institution" dropdown. To remove the institution login select settings / Remove credentials

Institution Credentials

If your institution supports single sign-on, you can connect it to your RefWorks account. This will allow you to log into RefWorks using your institutional login.

Remove Credentials

You will then be asked to set a password for your account. Enter a new password and click Save Password and Continue.

Set an account password

Please provide a password so you can log into your account after breaking Shibboleth association.

Create an alternate password

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