

Relinking Your RefWorks Account – A Guide for Users

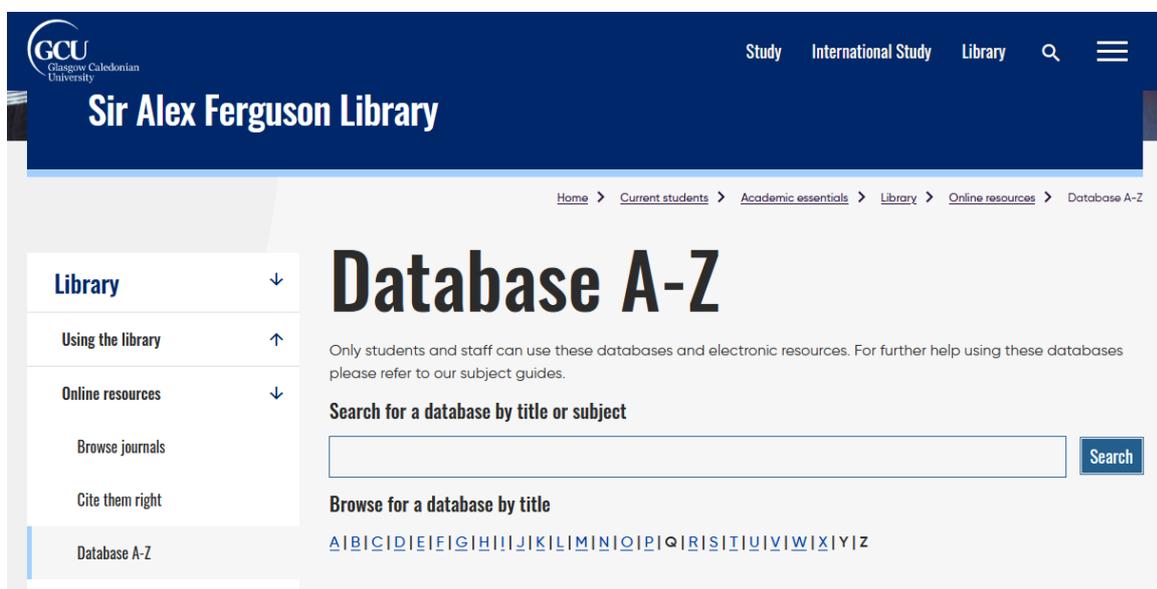
The library has implemented a new authentication system to enhance security and streamline access to our digital resources, including RefWorks. As part of this change, all users are required to perform a one-time relink of their personal RefWorks account when next logging into RefWorks. This relink is necessary to retain access to your personalised content, including references, folders, and custom settings.

If you have a RefWorks account, follow this guide to re-associate your account with the new authentication system. This process is quick and will only need to be done once.

What you need to do:

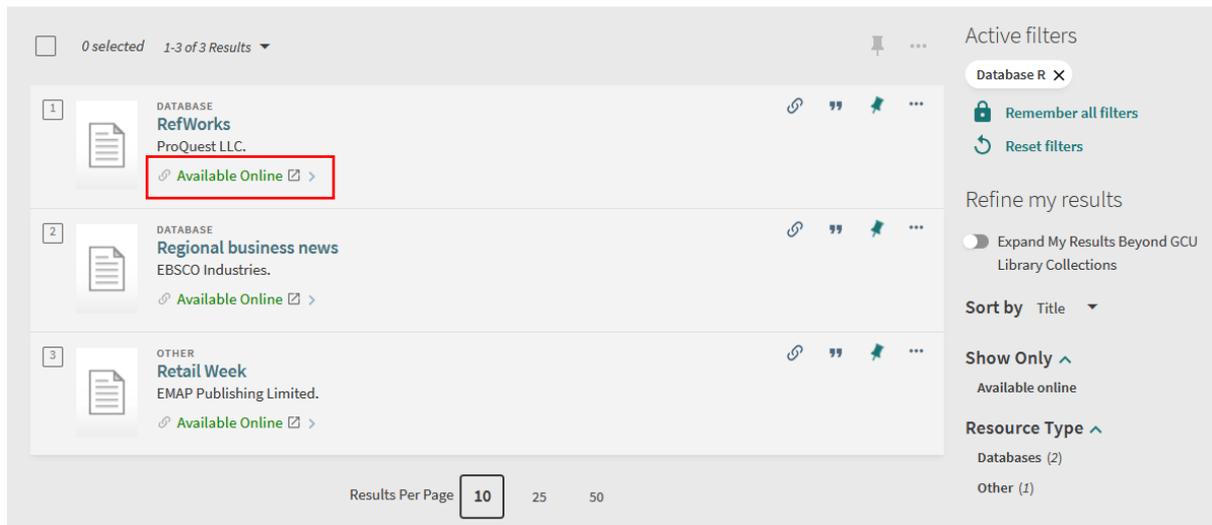
To ensure a smooth transition, please follow the instructions below to relink your RefWorks account:

1. Access the Library's Database A-Z, and select 'R' for 'RefWorks'
<https://www.gcu.ac.uk/currentstudents/essentials/library/onlineresources/database-a-z>

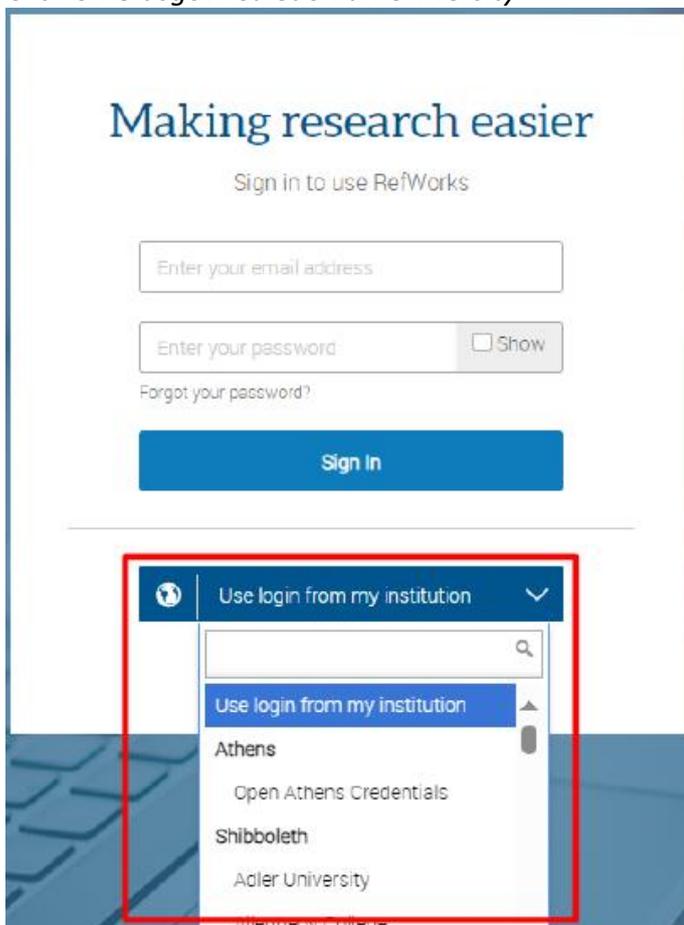


The screenshot shows the Sir Alex Ferguson Library website. The header includes the GCU Glasgow Caledonian University logo and navigation links for Study, International Study, and Library. The main content area is titled 'Database A-Z' and features a search bar and a list of databases. The 'Database A-Z' link is highlighted in the left sidebar.

2. Under 'RefWorks', click the 'Available online' link to navigate to the RefWorks platform



3. On the [RefWorks login page](#), click on **"Use login from my institution"**
4. Scroll through the list, or search for *Glasgow Caledonian University*
5. Click on *Glasgow Caledonian University*



4. You will be taken to the GCU SSO login page where you should enter your user credentials.
5. You will be taken to a page that asks you to relink your account. **Important:** If you are unsure of the email address associated with your RefWorks account, stop and get in touch with our [enquiries team](#) who will confirm the correct email address to

use. Type in the email address you used to create your RefWorks account in the 'Institutional email address' field and click 'Check'.

Start using RefWorks

Please enter your institutional email address:

- **New Users** - Check if your institution has a subscription
- **Existing Users** - Perform a one-time reassociation of your login credentials

Institutional email address

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.

Check

Forgot your email address?

[Contact Support](#)

6. Depending on whether you have a RefWorks account, you will see either option:
 - a. If you are a new user, RefWorks will automatically create a RefWorks account, and link your university details.
 - b. If you are an existing user, RefWorks will automatically send an email to the email address entered
 - i. In the email click the link to reassociate your login credentials.
 - ii. You will be redirected to RefWorks page and will be authenticated into your account.

If you have any problems or questions related to this change, please contact our [enquiries team](#) who will be happy to assist you.