Welcome to the **RefWorks** Alumni Program. Your alumni status at a **RefWorks** subscribing Organization provides you with free access to **RefWorks** for as long as the Organization is a paid customer.

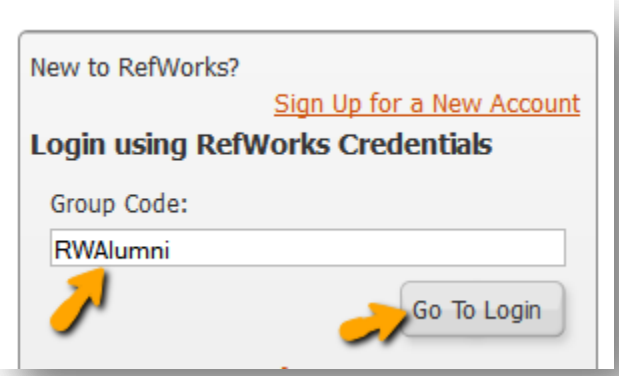
As part of the **RefWorks** Alumni Program, you are entitled to:

- One free **RefWorks** account
- New updates and feature releases
- 200 MB of file attachment storage
- The ability to share your folder or account via RefShare
- Free web-based training
- Technical Support

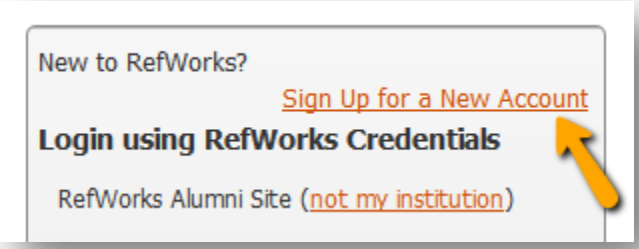
Your access to **RefWorks** is by **Group Code**.

<u>To Create a New RefWorks Account under the Alumni Program:</u>

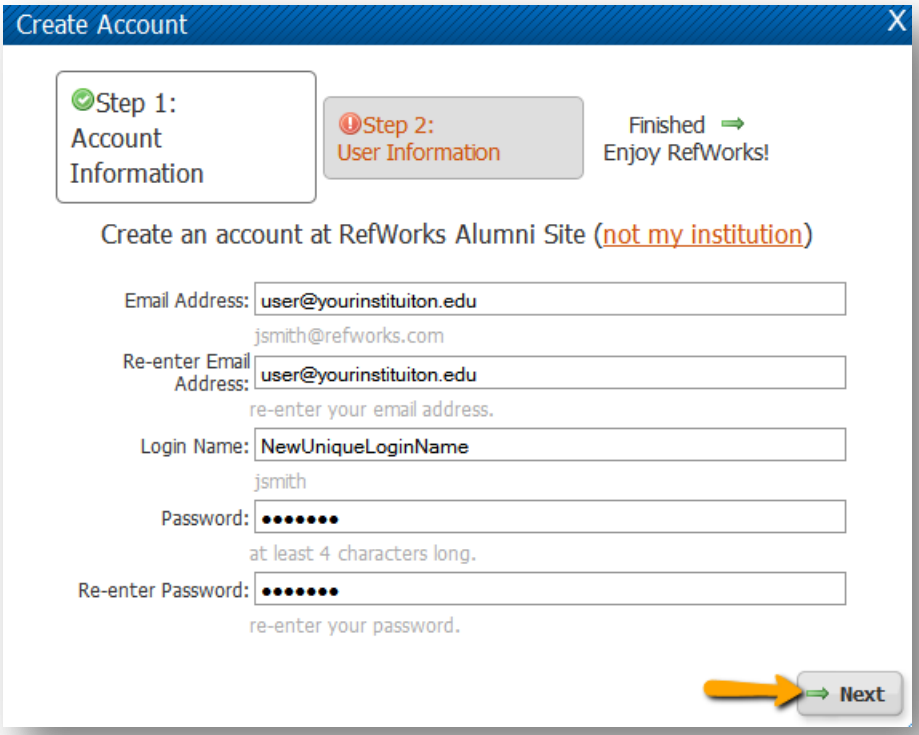
1. Navigate to **www.refworks.com/refworks**
2. Enter the current **Group Code: RWAlumni** and click the **Go to Login** button.



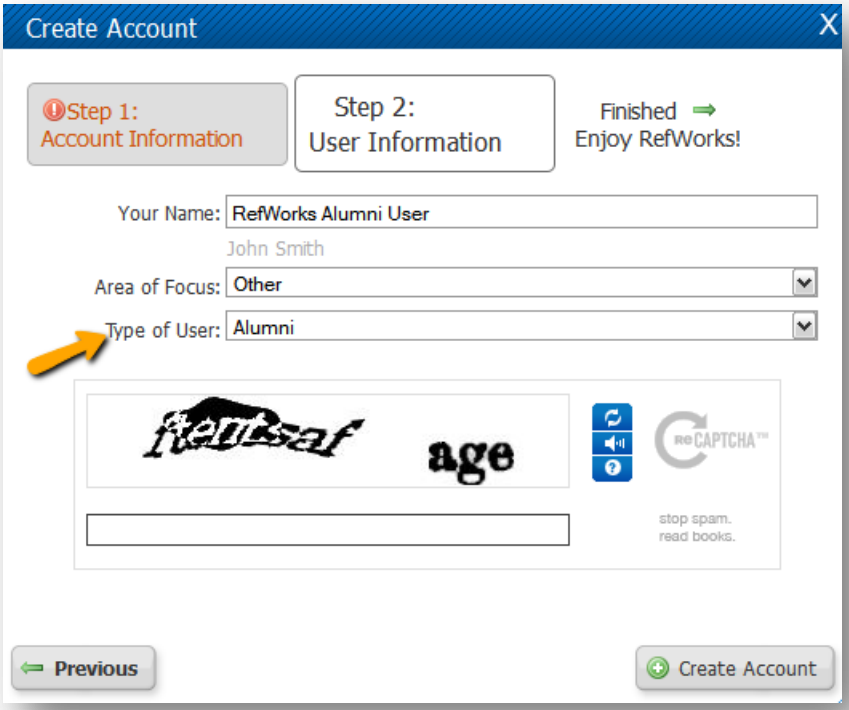
3. On the **RefWorks User Login for RefWorks Alumni Site page**, click on the **Sign Up for a New Account** link.



4. Complete the required information on the first panel then click **Next**.



5. On the following panel complete all fields making sure to select the name of the institution/organization your alumni status is affiliated from the **Type of User** drop-down menu.



6. Click the **Create Account** button when finished. You will be brought into your new, empty RefWorks account.

If you have a current **RefWorks** account that you would like to move into your new Alumni account, you can use the **Backup/Restore** process to make a copy of your database (including RefID numbers and folders), and custom output styles follow the steps below.

Please Note: Folders that do not contain any references will not be saved. If you have empty folders that you wish to retain add a reference to the folder before backing up. Also, any preferences set in the **Customize** area of RefWorks will be included in the backup.

To Backup and Restore Your Current RefWorks Account:

1. Log in to your current **RefWorks** account.
2. From either the **Tools** menu select **Backup/Restore**.
3. By default, **Include References** is selected. If you do not want to include your references, deselect this option.
4. By default, **Include RSS Feeds** is selected. If you do not want to include your RSS Feeds, deselect this option.
5. By default, all custom **Output Styles** are selected to backup. You can deselect any or all custom output styles.
6. Click on **Perform Backup**.
7. Save the file when prompted. If you are not prompted to save the file, click the link that says **Click here** to save your backup file to download the backup to your computer.
8. The default file name is a combination of your organization's Group Code and your login name. It will be saved as a .zip or .rwb file. Please do not change the extension of the file as it is necessary to restore if you need to do so later.

Restoring will overwrite all of the references in the new account. If you need to restore from a back up for some reason, be sure to do so in either an empty database or to an account that does not have any data you want to save.

1. Log in to your new **RefWorks** Alumni account.
2. From either the **Tools** menu select **Backup/Restore**.
3. Select the **Restore** option.
4. Browse to and select the appropriate back up file created in the steps above.
5. Select **Include References, Include Output Styles** and/or **Include RSS Feeds** as desired.
6. Click on **Perform Restore**.

Once you've created your account, you will log in at **www.refworks.com/refworks** using the **Group Code** (RWAlumni) and then enter your login name and password on the **RefWorks** Alumni log-in page.

Important: It is very important that you keep your email address information up-to-date in your **RefWorks** account (you can update it via **Update Profile** at the top of the page when logged into your account). **RefWorks** may periodically change the **Group Code** for the Alumni site and you will receive notification of any change via email. Please make sure you keep your account information updated.