Setting up an alternate password on RefWorks

To use this guide you must already be using the new RefWorks. To find out more please look at http://libguides.staffs.ac.uk/newrefworks and how to migrate over from the old version or set up a new account.

In order to use the RefWorks Citation Manager for Word 2016 or the Google Docs Citation manager you will need to set up an alternate password. Please note! This will not change your normal log in details to RefWorks. You will still need to log into RefWorks using your University username & password.

To start this process log into the new version of RefWorks via https://refworks.proquest.com. Then select log in with your institution’s credentials.

Then select use login from my institution.

Search for and select Staffordshire University.

Enter your University username & password then select sign in.
Select your **name** and then **settings**. Your name can be found in the top right hand corner of the screen.

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Scroll down the page and locate the **alternate password box**. Select **set alternate password**.

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Create your **alternate password** and select **save**.

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When you use the Word 2016 Citation Manager or the Google Docs Citation Manager you will need to enter your **eMail address** and **alternate password** then select **log in** to access the resource.