Reference management help sheet

Waipapa Taumata Rau University of Auckland

Alumni Access to EndNote Fusion (formerly RefWorks)

Existing EndNote Fusion users have life-time access to their accounts, and all University of Auckland Alumni have the opportunity to create a new EndNote Fusion account.

Existing EndNote Fusion Users: How to Organise Alumni Access

1. Go directly to the EndNote Fusion site

If prompted for your **Group Code** you will find this in an email sent when you first created your RefWorks or EndNote Fusion account. If you no longer have this email please submit a request via our Help and Support page and include your former 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.**

4. Locate **Type of User** and choose **Alumni** from the drop-down menu.

Alumni Without an Account: How to set up an EndNote Fusion account.

1. To create a new account, you will need the **University of Auckland Group Code**. To obtain this, please submit a request via our Help and Support page and include your former University of Auckland ID number.

2. From the Endnote Fusion site, select **Create an 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 EndNote Fusion

If prompted enter the University of Auckland Group Code and then your username and password.

Associate Members who are also alumni are able to create a new EndNote fusion account.

Help and support will be supplied by EndNote Fusion. Alumni should refer all queries to the EndNote Fusion support team: fusion.endnote.support@ clarivate.com.