

Change Your RefWorks User Information

After you have created your new RefWorks account, you may login and change your personal user information.

- **Information that may be changed or updated includes:**

- Full Name
- User Name
- Password
- E-Mail Address (such as when you use an account other than UM-Flint more often)
- User Type (should your status change from undergrad to grad – or staff/faculty)
- Area of Focus (change of typical subject search, such as selection or change of major)

- **To change any of the above:**

- Go to the top toolbar and select the “Tools” drop-down list.
- Select “Update User Information” (near bottom of list)
- Change the information in the appropriate box.
- Write down the new information and *REMEMBER IT* for future use!
- Click the “Update” button at bottom right of screen.

NOTE: If you forget your password and are unable to login, contact the Thompson Library:

(810) 762-3408	(Reference Desk)	reference@umflint.edu
(810) 762-3413	(Vera Anderson)	verakay@umflint.edu
(810) 762-3405	(Paul Streby)	pgstreby@umflint.edu