

# Creating a new EndNote online account to use with a Facebook Sign In

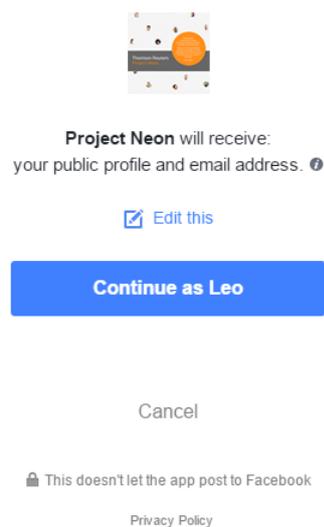
Sign into your Facebook account.

Go to the EndNote online page at <https://my.endnote.com>

Click on the “Sign in with Facebook” button:-



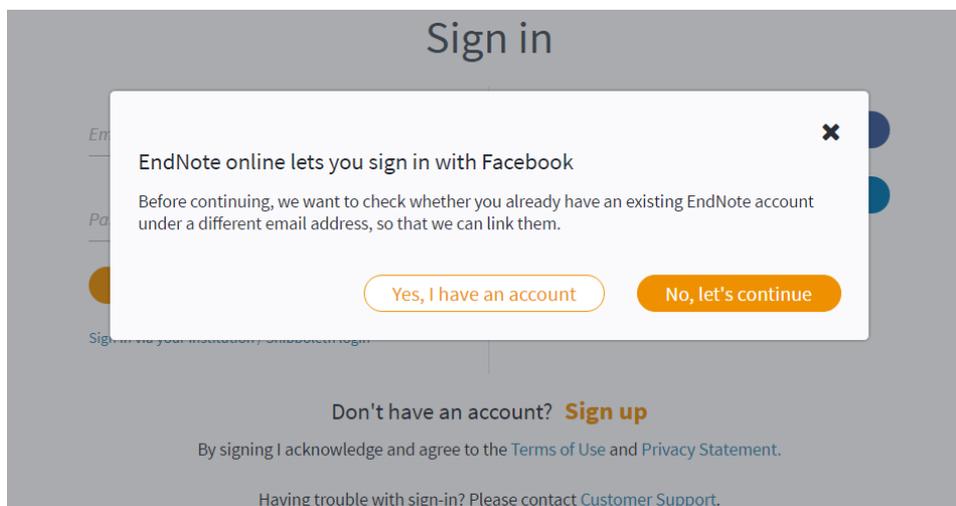
Your name will be picked up from the Facebook page, check this is correct:-



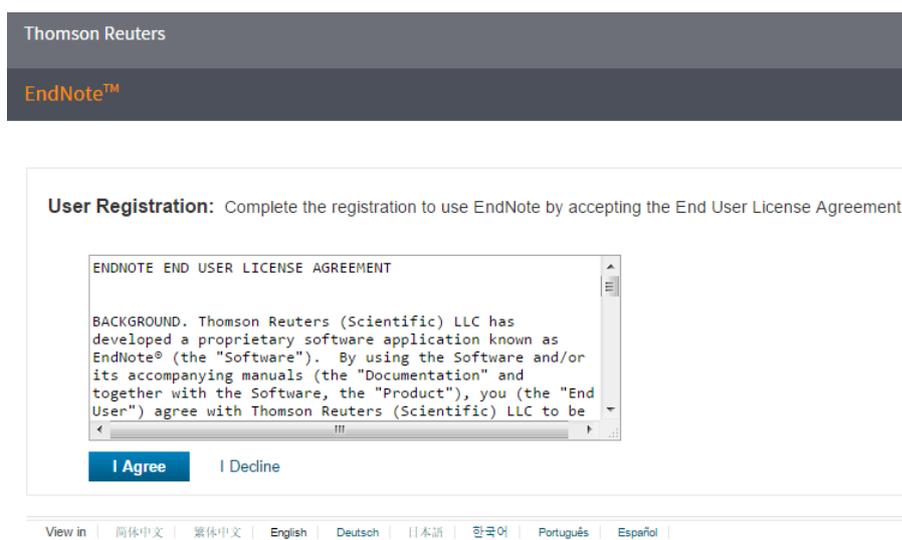
If it is, you can click “Continue”, if not click “Cancel”.

**Note:** You may prefer not to allow EndNote online to have your email address. If you decide to disable this using the “Edit this” link, you will **not** be able to link your Facebook and EndNote online accounts. So leave the settings as they are if you wish to continue to link the two.

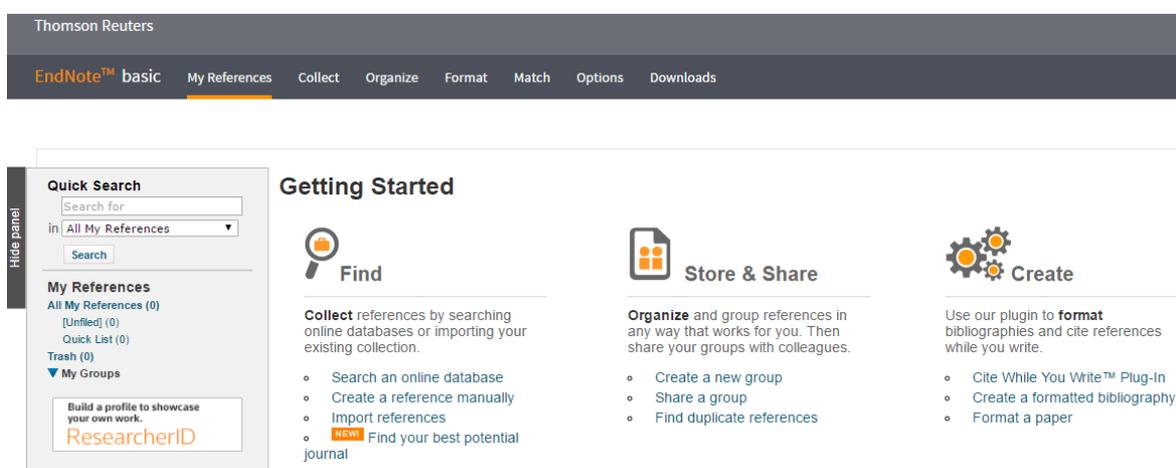
When you are happy with the settings, click “Continue”. Endnote will ask if you want to link your Facebook email address to an existing EndNote online account, or if you want to create a new EndNote online account:-



This set of instructions is for creating a new account, so click “No, let’s continue”. This will display the “Users Registration” screen:-



After agreeing, you will see your account will open:-



**Note:** As this is a new EndNote online account, you will only be able to use the browser access to it, not the CWYW plugin in Word. This is because you have to go through a password reset when the account is first created.

When you agreed to the ‘User Registration’, an email was sent to the email address used for the account (there may be a delay on this and it might go into your ‘Junk’ or ‘Spam’ box):-

## Thomson Reuters **EndNote**

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### Welcome to EndNote!

We see you signed up via Facebook. You now have access to EndNote online. Please click the link below (or copy and paste into your browser).

<https://my.endnote.com>

You'll need a password to sign in to EndNote desktop or EndNote for iPad. You can create a password using the link below:

[https://account.projectne.thomsonreuters.com/enwservices/forgottenpassword/?locale=en\\_us&product=enw](https://account.projectne.thomsonreuters.com/enwservices/forgottenpassword/?locale=en_us&product=enw)

### Find

Search hundreds of online databases & save your research, references, PDFs and attachments all in one place

### Organize

Keep your research, notes, and annotations organized and easy to access

### Create

Use Cite While You Write™ to create and format your bibliographies and CVs

### Connect

Follow and discuss research, connect with other researchers, and share your references and ideas

Thank you,

The EndNote team

**Note:** Don't click on the first link to access EndNote online, as it opens another browser window, so you will have two tabs with your account open, then you will need to close one of these.

You **must** to click the second link so that you can reset the password, as this will enable your account to be used with the CWYW plugin in Word.

When you click this link you are taken to the “Reset your password” page:-

Email address

  
  
[Problems resetting your password?](#)

### Reset your password

Please provide the email address that you used when you signed up for your Thomson Reuters product or service.

We will send you an email that will allow you to reset your password.

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Enter your Facebook email address and click “Send verification email”.

You will see the following:-

**Please check your email**

An email with password reset instructions has been sent to [redacted]

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You will receive an email as below:-



We have received a password change request for your Thomson Reuters account:

If you made this request, then please click on the link below.

**Reset Password**

This link will expire in 24 hours.

If you did not ask us to change your password, someone else might be trying to access your account. You should sign into your account immediately and reset your password.

- The Thomson Reuters team

Click the “Reset Password” button.

You will be taken to the following screen, where you need to enter a new password. The reason for this is to force you to have a secure password for your EndNote online account, your Facebook one might not be complex enough:-

**Reset your password**

Reset the password used to access your Thomson Reuters' product or service.

**Must be 8 or more characters and contain:**

- at least 1 numeral: 0 - 9
- at least 1 alpha character, case-sensitive
- at least 1 symbol: ! @ # \$ % ^ \* ( ) ~ ` { } [ ] | & \_

New password

Confirm new password

Show password

**Update password**

[Problems resetting your password?](#)

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Once you have entered a suitable password twice and clicked “Update password”, you will get a confirmation message:-

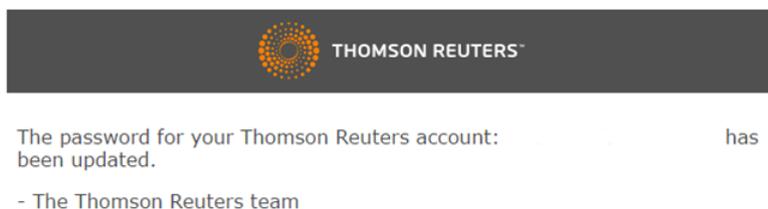
**Your password has been updated**

Your password has been successfully updated. A confirmation has been sent to your email address.

**Return to EndNote™**

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You will also get a password change confirmation email:-



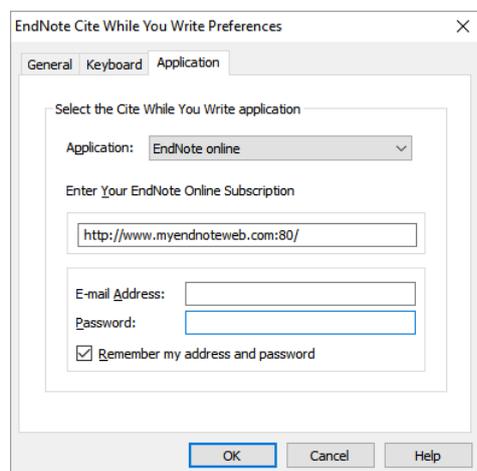
You will now be able to use the Facebook email and new EndNote online password as credentials in the EndNote CWYW plugin in Word.

If you have not already downloaded the plugin (or have a copy of EndNote desktop installed), you will need to sign into your EndNote online account and click the “Downloads” tab, then the appropriate download link:-

- [Download Windows](#) with Internet Explorer plug-in
- [Download Windows MSI](#) for mass program installation
- [Download Macintosh](#)

This download will then need to be run on your computer (with Word and Outlook closed). After which, the plugin will be available in Word, as a ribbon or a toolbar.

Look for the “Preferences” button on the EndNote ribbon in Word (on a Mac it could be in a “Tools” drop down). Click the “Application” tab:-



Make sure “EndNote online” is selected. Then enter your Facebook email and the **new EndNote online password** (not necessarily the same as your Facebook password). Make sure the “Remember my address and password” is ticked. Finally, click “OK”.

Word should now try to authenticate with your account and if successful it will check for available styles, then the plugin is ready to use with your EndNote online account.

## **After the initial setup**

You can now sign into your EndNote online account directly, or via the Facebook option.

If signing in directly, you use the Facebook email address with new **EndNote online password**.

If signing in via Facebook, you use the Facebook email address with **Facebook password**.

If you are not signed into Facebook and try to sign into EndNote online with the Facebook option:-

You will be taken to the Facebook sign in page. Once you have signed in there, it will take you back to the EndNote online sign in page and after a short delay it should open your account.

If it does not open your account, click the “Sign in with Facebook” button again and then it will.

If you are already signed into Facebook and try to sign into EndNote online with the Facebook option:-

After a short delay your account will automatically open.

If it does not, click the “Sign in with Facebook” button again and then it will.

**Note:** Some behaviour may vary as it can be browser dependant and influenced by user settings, like remembering passwords and cookies.