Before leaving Doshisha University

(To all Doshisha Refworks users)

Doshisha RefWorks is available only to
Doshisha University students, faculty, and staff.

*Only the members of Doshisha University (undergraduate and graduate students,
faculty, staff etc.) who have registered a valid e-mail address provided by the
university (*@*.doshisha.ac.jp) in their RefWorks user profile are eligible to use
the service.
[Refer to: RefWorks User Guide-Upon Using RefWorks-2. Eligibility]

We recommend that you complete the following steps
before leaving Doshisha University.

1. Export references
2. Remove your RefWorks account

You can export your references in order to import them to another citation manager.

1. Navigate to the folder you want to export, or from **All References**, or from any search results, select **Share > Export references**. The Export references dialog box appears.

2. Select whether to export all references in the current folder / search results or only selected references.

3. Select the output format and the output ID.

4. Select **Export**.
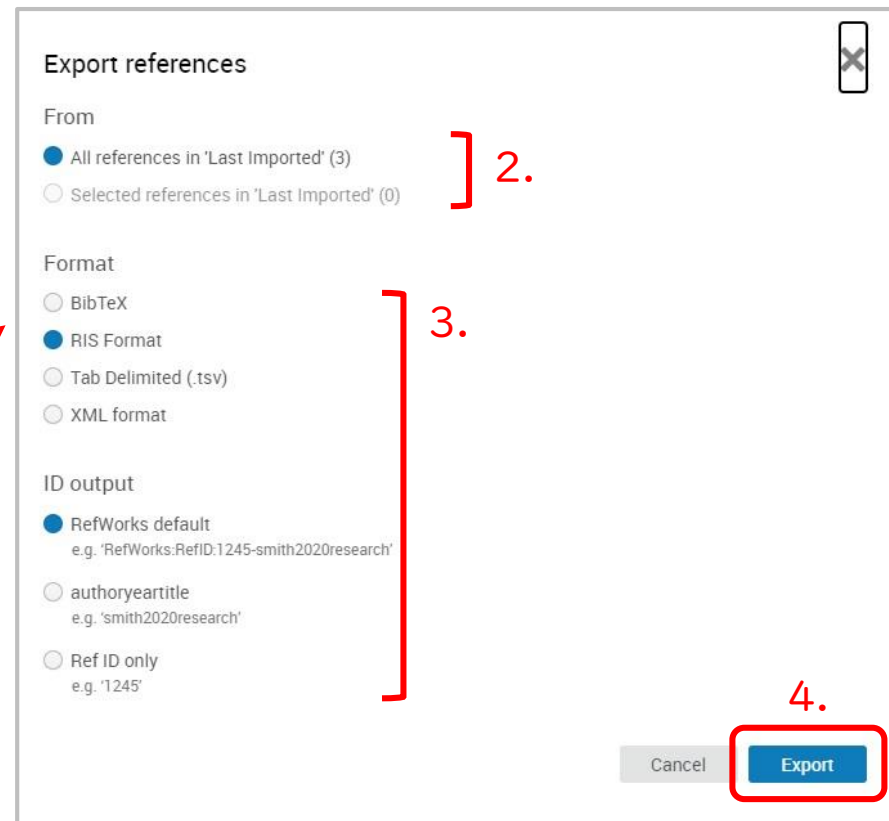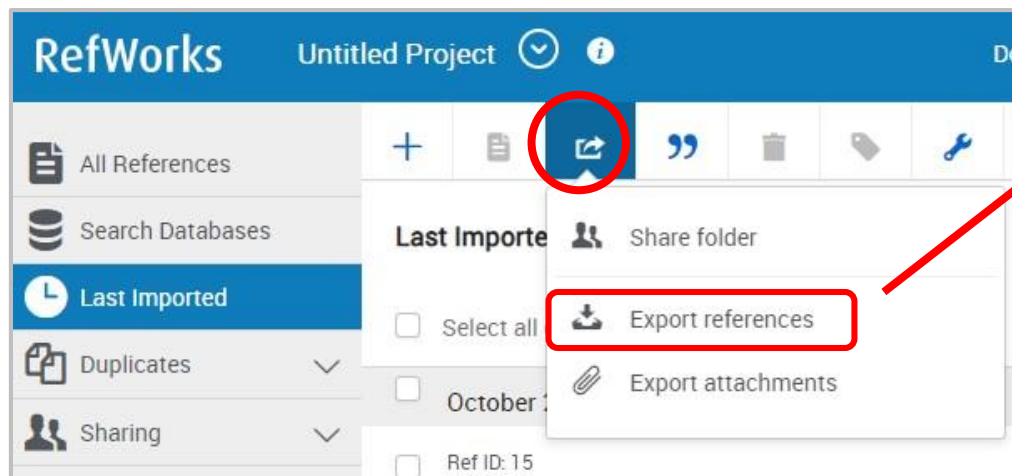
2. Remove your RefWorks account

*After you graduate or leave your position, any personal data associated with
 your RefWorks account will no longer be managed.
 We recommend that you delete your account when leaving the university.

1. Select **Settings** from the user menu.

2. Scroll down and choose **Remove account**.

3. Select **Remove Account** in the
   confirmation dialog box.
   This action cannot be undone.