

# Creating an EndNote Online account and syncing with EndNote Desktop

This guide takes you through the process of setting up an EndNote Online account.

You will need to download and set up an EndNote Desktop library, before creating an EndNote Online account. Go to our [EndNote Desktop setup guide](#) for help with downloading EndNote Desktop.

## User guidance

- **Downloading EndNote onto a personal computer (all staff and students):** Go to the [university's Software Library](#).
- **Downloading EndNote onto a University laptop (staff and postgraduate researchers):** You may need to [contact IT](#) to request temporary admin rights before you can download EndNote.
- **Associate users:** If you're unable to access the [university's Software Library](#), you may not have the appropriate permissions. Instead, go to [EndNote's interface on the web](#) and click **Register** to set up an **EndNote Basic** account.

For help with using EndNote:

- Go to our [Using EndNote Desktop](#) and [Using EndNote Online](#) guides
- Join one of our term-time [Using EndNote webinars](#) on Teams (all students)
- Book onto our [Using EndNote Desktop for Researchers](#) session (postgraduate researchers and staff),
- Request a [Literature Searching Support one-to-one](#) appointment

## Contents

Creating an EndNote Online account and syncing with EndNote Desktop.....	1
User guidance.....	1
1. Creating an EndNote Online account .....	2
2. Signing up for an EndNote Online account .....	2
3. Creating an EndNote Online account- Enter your email address .....	3
4. Creating an EndNote Online account - Enter your details .....	3
5. Creating an EndNote Online account - Sync .....	4
6. EndNote Online account creation complete .....	4

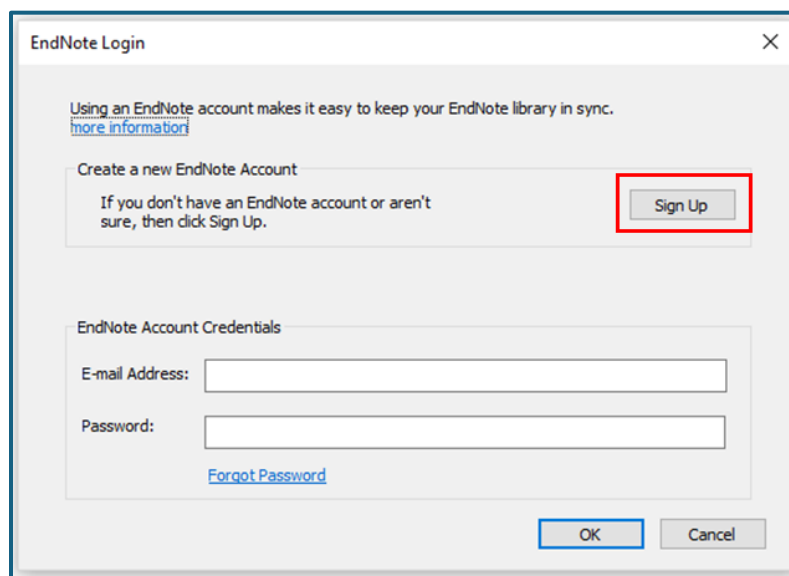
## 1. Creating an EndNote Online account

- Having set up an EndNote Desktop account, we recommended you also create an **EndNote Online account**. This will ensure your EndNote Desktop Library is backed up. As EndNote Online is web-based it also means you can access your account from wherever you are.
- From your new EndNote Desktop library:
  - Click **Sync Configuration** (top left corner) to create an EndNote Online account
  - Then click **Sync Now** (top right corner)



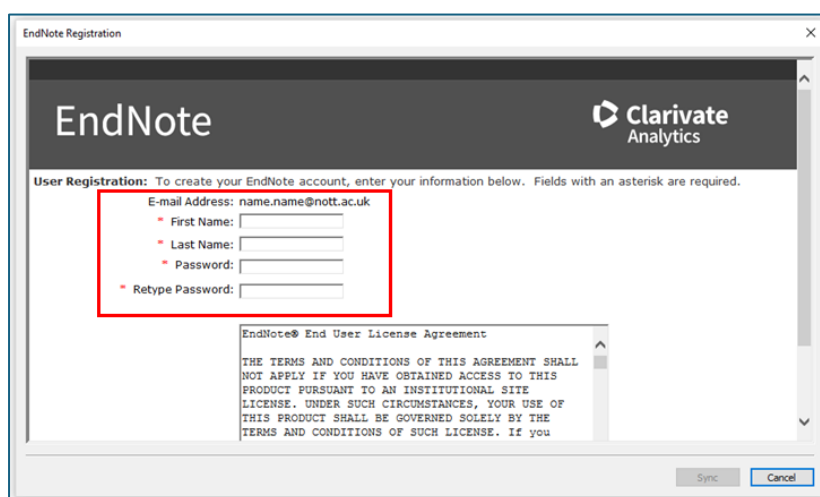
## 2. Signing up for an EndNote Online account

- Having clicked **Sync**, click **Sign-Up** - this will enable you to create an **EndNote Online account** – if you already have an endnote account, enter your details into the 'account credentials section, if you don't have an EndNote Online account click 'sign up'

A screenshot of the "EndNote Login" dialog box. The title bar says "EndNote Login" with a close button (X). The main text reads: "Using an EndNote account makes it easy to keep your EndNote library in sync." followed by a link to "more information". Below this is a section titled "Create a new EndNote Account" with the text: "If you don't have an EndNote account or aren't sure, then click Sign Up." A "Sign Up" button is highlighted with a red box. Below that is the "EndNote Account Credentials" section, which contains two input fields: "E-mail Address:" and "Password:". A "Forgot Password" link is located below the password field. At the bottom right, there are "OK" and "Cancel" buttons.

### 3. Creating an EndNote Online account- Enter your email address

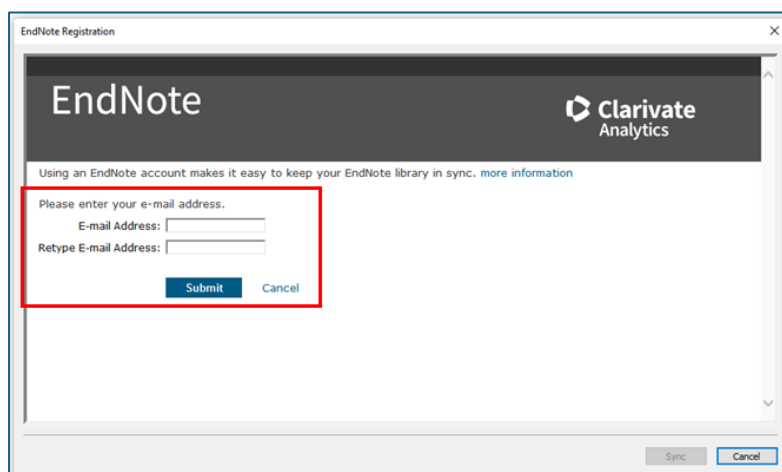
- Enter an **email address** and click **Submit**
- If you use a **personal email address** this will enable you to continue using EndNote Basic after graduation



The screenshot shows the 'EndNote Registration' window. At the top, it says 'EndNote' and 'Clarivate Analytics'. Below that, it says 'User Registration: To create your EndNote account, enter your information below. Fields with an asterisk are required.' The form includes fields for 'E-mail Address: name.name@nott.ac.uk', 'First Name:', 'Last Name:', 'Password:', and 'Retype Password:'. A red box highlights these fields. Below the form is a scrollable area for the 'EndNote® End User License Agreement' with the text: 'THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL NOT APPLY IF YOU HAVE OBTAINED ACCESS TO THIS PRODUCT PURSUANT TO AN INSTITUTIONAL SITE LICENSE. UNDER SUCH CIRCUMSTANCES, YOUR USE OF THIS PRODUCT SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS OF SUCH LICENSE. If you'. At the bottom right, there are 'Sync' and 'Cancel' buttons.

### 4. Creating an EndNote Online account - Enter your details

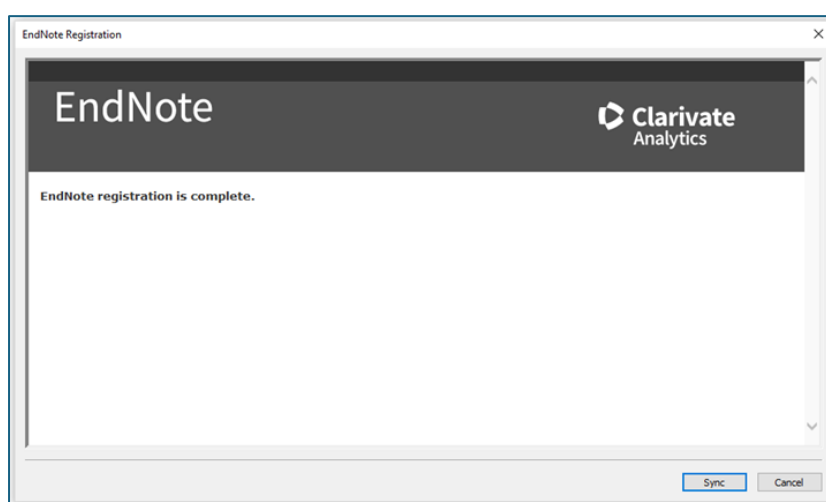
- To begin the user registration process, add your **first and last names**, and set up a **password**
- Your password should be a combination of letters, numbers and symbols
- Scroll down and click 'I agree' to the licence agreement, then click 'save'



The screenshot shows the 'EndNote Registration' window. At the top, it says 'EndNote' and 'Clarivate Analytics'. Below that, it says 'Using an EndNote account makes it easy to keep your EndNote library in sync. more information'. The form includes fields for 'Please enter your e-mail address.', 'E-mail Address:', and 'Retype E-mail Address:'. A red box highlights these fields. Below the form are 'Submit' and 'Cancel' buttons. At the bottom right, there are 'Sync' and 'Cancel' buttons.

## 5. Creating an EndNote Online account - Sync

- Your EndNote Online account should now be set up
- Click **Sync** to connect both your EndNote Online and EndNote Desktop accounts



## 6. EndNote Online account creation complete

- You have now created your EndNote Online account, in order to access your EndNote Online account go to [www.myendnoteweb.com](http://www.myendnoteweb.com)
- You may be asked to enter your University username and password first
- Then, login to EndNote Online with the email address and password you've just created

