SIGN UP FOR AN ENDNOTE ONLINE ACCOUNT (ACCESS ANYWHERE):

- The Endnote online license will last for **2 years** and you can reactivate if you are here.
- You must have a Cincinnati Children’s computer that already has Endnote in the C Drive.
- Make sure you are not using wireless and that you are on campus to sign up. Cincinnati Children’s desktops or laptops must be networked in-yellow cord-to get the full Endnote license. Use a docking station for a laptop or connect it using a yellow cord that connects to a network outlet. If you do not follow these directions you will only get **Endnote Basic** and not all features will work (e.g. you can’t add pdfs to the library).

1. **Open Endnote** from the start flag.
2. In Endnote go to **Help-Endnote online**.
3. In the new webpage click on ‘Don’t have an account? Sign up.’

   ![EndNote Sign Up](image)

4. **Fill in the form**
   a. Enter your work or personal email.
   b. Create a password (must include a capital letter, number and symbol).
   c. Fill out the rest of the form using your work address (3333 Burnet, Cincinnati, OH 45229).

5. **An email will be sent to you.** Click the link to **activate** and log in.

6. **Finally, check that you have the full license:**
   a. Click on **Options** (in the black band at the top) > **Subscription**
      i. Make sure you see **Endnote x8 or X9 Active** and have an expiration date of 2 years. If you see Endnote Basic you will need to log into this account using a desktop or laptop on a docking station (yellow network cable is connected).

To access **Endnote online** from any computer go to:
[http://myendnoteweb.com](http://myendnoteweb.com)

For more information including the download (to your C Drive) go to the Pratt Library Guide on EndNote:
[https://prattlibrary.cchmc.org/endnote](https://prattlibrary.cchmc.org/endnote)

For additional tips on using the EndNote try see our Quick Guide:
[http://libguides.cchmc.org/endnote](http://libguides.cchmc.org/endnote)