

Endnote Web Frequently Asked Questions

For more information contact: endnoteweb@uflib.ufl.edu (352) 273-0370

FAQs

- **How Do I Access UF's EndNote Web Service?**
- **How Do I Login to My EndNote Web Account?**
- **How Do I Add citations to My Groups?**
- **How Do I Place a citation in my Shared Group So It Appears in My Unit Administrator's List?**
- **How Do I Add EDIS citations to My Groups?**
- **How do I configure the UF Virtual Private Network (VPN) to access EndNote Web and Web of Science?**
- **How do I import citations from Web of Science or Google Scholar into EndNote Web?**

How Do I Access UF's EndNote Web Service?

The University of Florida's EndNote Web application is maintained by the George A. Smathers Libraries. It can be accessed by clicking the "Endnote Web Login" link on the library's EndNote Web site at <http://web.uflib.ufl.edu/endnoteweb.html> or by navigating to EndNote Web directly at <http://www.myendnoteweb.com/>

How Do I Login to My EndNote Web Account?

To login to your EndNote Web account, go to <http://www.myendnoteweb.com/> as seen in the interface below. Enter your email address (username@ufl.edu) and your account password then click the "Sign In" button.

Sign in

Email address

Password

Forgot password? [Sign in](#)

Sign in via your Institution / Shibboleth login

OR

[f](#) Sign in with Facebook

[in](#) Sign in with LinkedIn

Don't have an account? [Sign up](#)

We've updated our [Terms of Use](#) and [Privacy Statement](#). By signing in you acknowledge and agree to these new terms.

Having trouble with sign-in? Please contact [Customer Support](#).

If you do not have an account online with EndNote, please [visit Step 1](#) in the faculty tutorials.

How Do I Add citations to My Groups?

There are two ways citations can be added to your groups: Importing the citations using Web of Science or importing using Google Scholar. Importing citations from Web of Science is preferred since citations include the most accurate and complete metadata. If you have additional peer-reviewed publications not listed in Web of Science, then import from Google Scholar.

To import citations using Web of Science, please visit [Step 3](#) of faculty tutorials or for Google Scholar, visit [Step 4](#). If you are *absolutely unable* to import your citations using either of these methods, you may enter your citations manually. Please only use this option as a last resort.

How Do I Place a citation in my Shared Group So It Appears in My Unit Administrator's List?

To place a citation in a shared group so it appears in the unit administrator's list please follow the step by step instructions in [Step 2](#) of the faculty tutorials

How Do I Add EDIS citations to My Groups?

EDIS publications are not included in this report. Only externally peer-reviewed publications are included in this report.

How do I configure the UF Virtual Private Network (VPN) to access EndNote Web and Web of Science?

In order to get full text access to library journal subscriptions through EndNote and Web of Science you need to connect to the UF VPN. To connect to the VPN follow the instructions here: <https://vpn.ufl.edu/+CSCOE+/logon.html> .

How do I import citations from Web of Science or Google Scholar to EndNote Web?

Importing citations from Web of Science is preferred since citations include the most accurate and complete metadata. If you have additional peer-reviewed publications not listed in Web of Science, then import from Google Scholar. To import citations using Web of Science, please **follow the step by step instructions** in [Step 3](#) of the faculty tutorials or for Google Scholar, visit [Step 4](#).