Requesting EndNote 20

Do you currently, or do you plan to, write manuscripts for journal submissions, papers for your continuing education degree, or even for policy here at Children's?

Do you hate keeping track of your references, especially if you add one or the citation format changes?

Talk with your manager first, then use these 5 steps to request EndNote 20

Remember, if you are working remotely, you need to log in through MyDesk first.

1. On ChildNet, click on **IS Help** (It is **in Quick Links** on the right side of the screen). It will automatically log you in if you are on campus.

Quick Links

- COVID-19 Resources & Updates
- On Call Search
- Paging/Web Directory
- Human Resources
- IS Help
- Learning and Leadership Institute
- Departments Directory
- Policy Tracker

- Resources
- Kronos
- Infor (formerly Lawson)
- Food Services
- Workspace
- Rounding for Children's Health
- Analytics Dashboards
- SafeLink

2. Click on **Request Something**

Request Something

Ask for something new (i.e. new computer, application enhancement, new software)

3. Click on **Software Asset Request** (Bottom of the page under the Epic options)

Software Asset Request

4. Most of this will already be filled in with your name, department and your manager's name.

Approver Information

Full Name ⓘ [____]

Username [____]

Job Title [____]

Department ⓘ [____]

* Software Name [____]

5. Under **Software Name**, if you **type "end"** EndNote 20 will populate, this is what you want to request.

end

End Note 20

EndNote

After your manager approves this, IS will contact you about the install, which will be done on your cloud account rather than your hard drive. This means that you can only access it through MyDesk.

Once IS has installed EndNote 20, email Amy if you would like training on how to use this.

children's health