

## PROFESSIONAL LEGAL RESEARCH

You can easily set up the username and password you personally select to access lawschool.westlaw.com, Westlaw, TWEN®, and other law school applications in your OnePass account, which is the online record of your personal username and password.

### Creating an Account When You Are New to OnePass

To create a OnePass account from the lawschool.westlaw.com sign-on page, follow these steps (*Note:* if you have an existing Westlaw password, these steps will not apply):

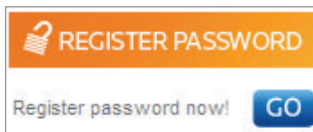


Figure 1. Link to the OnePass Academic registration page

1. Click **Register password now!** in the lower left frame of the lawschool.westlaw.com sign-on page (Figure 1) to display the OnePass academic registration page.
2. Click the *Registering for the First Time?* link.
3. Type your e-mail address in the *Email Address* text box and click **Go**. This is the e-mail address to which lawschool.westlaw.com and TWEN e-mail messages will be sent.
4. Type the Westlaw password from your Westlaw Account Information Card in the *Westlaw password* text box and click **Go** to access the OnePass academic registration page.
5. Type a unique username in the *Choose a Username* text box. Usernames must be at least eight characters in length. They can include any of the following characters:
  - uppercase letters
  - lowercase letters
  - numerals
  - special symbols: period ( . ), at ( @ ), hyphen ( - ), or underscore ( \_ )
6. Type a unique password in the *Choose a Password* text box. Passwords must be at least eight characters in length and include at least **three** of the following four attributes:
  - uppercase letters
  - lowercase letters
  - numerals
  - special symbols: period ( . ), at ( @ ), hyphen ( - ), or underscore ( \_ )
7. Type the password again in the *Confirm Password* text box.
8. Select a security question from the drop-down list and type your answer in the *Security question answer* text box.
9. Complete the remaining registration information.
10. Click **I Agree**. A message confirming your registration is displayed. You will also receive an e-mail message confirming your registration.

**Category:**

Research Fundamentals

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For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at 1-800-850-WEST (1-800-850-9378) or click **Help** on Westlaw® for a live help session.

Figure 2. OnePass sign-on page on lawschool.westlaw.com

Figure 3. Update link in Welcome box

## Updating Your OnePass Account

After you have created your OnePass account, you may need to access it to update your account information. To access your OnePass account, follow these steps:

1. At the lawschool.westlaw.com sign-on page (Figure 2), type your OnePass username in the *Username* text box and your OnePass password in the *Password* text box. Then click **Sign On**.
2. Click **Update** in the Welcome message (Figure 3) of the upper left side of the page to display the Manage Account page.
3. After making your changes, click **Update Registration**. A message confirming your updated registration is displayed.

## Tips for Creating a Memorable Username and Password

Use these tips to develop a memorable username and password that satisfies OnePass requirements.

- **Make it lengthy.** The longer the username or password, the more protection it provides. Usernames must contain at least eight characters and can contain as many as 70 characters. Passwords must contain at least eight characters and can contain as many as 16 characters. A longer username or password may also be easier to remember.
- **Add complexity.** Combine uppercase and lowercase letters, numerals, and symbols. Do not use sequences (e.g., 12345678), repeated characters (e.g., zzzzzzzz), or adjacent letters on your keyboard (e.g., qwertyui). The greater variety of characters that you use, the harder it is for someone else to guess your username and password. You can also use combinations to aid memory.
- **Create a username and a password that are easy to remember.** This is the key to an efficient sign-on process. Use a combination of letters, numerals, and symbols that is easy for you to remember, but hard for others to guess. This means avoiding the use of your name, birthday, or similar personal data. Make it personal; make it your own; make it easy to remember.

## Using Your New OnePass Username and Password

You will need your new OnePass username and password to sign on to lawschool.westlaw.com, Westlaw, TWEN, Westlaw Rewards®, Law Student Jobs Online and AttorneyJobs™, and other tools and resources to help you succeed in law school.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).  
For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).