

Registering Your Westlaw Password

Setting up your Westlaw username and password with OnePass

A OnePass account is the online record of the username and password you personally select to access Westlaw. Selecting your own username and password strengthens your ability to control access to Westlaw; you will be the only person who knows them. **Note** The following steps cover accessing a OnePass Account via Westlaw. Accessing OnePass via another West service may vary.

For assistance with OnePass, call
1-800-WESTLAW
(1-800-937-8529).

For more information about OnePass, visit
west.thomson.com/support/customer-service/onepass.



Figure 1. Accessing OnePass to create a new username and password

Creating a OnePass Account

To create a OnePass account from the Westlaw sign-on page (Figure 1), follow these steps:

1. Click **OnePass Username and Password**, then click **Register/Edit** to display the Manage My OnePass Account page.
2. Click **Create Account**. The Register a Username and Password page is displayed (Figure 2).
3. Type your current Westlaw password in the *Westlaw Password/Online ID* text box.
4. Type your first name and last name in the appropriate text boxes.
5. Type a unique username in the *Username* text box. Usernames must be at least eight characters in length and include at least two of the following four characters:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters: period (.), at (@), hyphen (-), or underscore (_)
6. Type a unique password in the *Password* text box. Passwords must be at least eight characters in length and include at least three of the following four characters:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters: period (.), at (@), hyphen (-), or underscore (_)
7. Type the password again in the *Confirm Password* text box.
8. Under *Password Reset Options*, choose a security question from the drop-down list and type your answer in the *Your Answer* text box.
9. Type your e-mail address in the *Email address* text box and type it again in the *Confirm Email Address* text box.
10. Click **Create Account**. A message confirming your registration is displayed. You will also receive an e-mail message confirming your registration.

Figure 2. OnePass registration page

Updating Your Username and Password

If you have an existing OnePass account, you may need to access it and update your username and password to meet the new, more stringent requirements. To update your current username and password, follow these steps:

1. At the Westlaw Sign On with OnePass page, click **Register/Edit** to display the Manage My OnePass Account page.
2. Type your current username in the *Username* text box and your current password in the *Password* text box. Then click **Continue**.
3. If you need to reset your username, type a new username in the *Username* text box. Usernames must be at least eight characters in length and include at least two of the following four characters:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters: period (.), at (@), hyphen (-), or underscore (_)
4. If you need to reset your password, type a new password in the *Password* text box. Passwords must be at least eight characters in length and include at least three of the following four characters:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters: period (.), at (@), hyphen (-), or underscore (_)
5. Type the password again in the *Confirm Password* text box.
6. Under *Password Reset Options*, you can change the security question or your answer. You can also update your e-mail address.
7. Click **Update Account**.

Note Your current password assigned to you by West remains as your online ID. Westlaw usage charges will continue to be associated with this identifying number on your West invoice.

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.
- **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 information. Make it personal; make it your own; make it easy to remember.
- **Usernames must be unique.** Your username must be unique from all other usernames registered in OnePass. A good example is using your e-mail address as your username. It is unique and easy to remember.

You can select the **Save Username** check box if you want your username automatically entered each time you sign on to Westlaw. You can also select the **Save Username/Password** check box if you want both your username and password automatically entered. Note, however, that if your username and password are automatically entered for a Westlaw session and you access sensitive content, such as public records, during that session, you will be asked to retype your password.