

OnePass: Registering Multiple Westlaw® Passwords

Creating Nicknames in OnePass

The username and password you create in your OnePass account is associated with a particular Westlaw password/online ID, and Westlaw usage charges are associated with this identifying number on your West invoice. You may, however, have more than one Westlaw password/online ID; for example, you may use one Westlaw password/online ID for your regular Westlaw research and a second one for pro bono research.

You can register more than one Westlaw password/online ID in your OnePass account by creating a nickname for each Westlaw password/online ID. To register multiple Westlaw passwords/online IDs and assign nicknames, 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 OnePass username and password in the text boxes under *Update an Existing OnePass Account* and click **Update Account**. Your current OnePass account information is displayed.
3. Click **Add another** under the current Westlaw password/online ID registered in OnePass.
4. Type a nickname in the *Nickname* text box above the current Westlaw password/online ID registered in OnePass (Figure 1). This nickname is associated with this Westlaw password/online ID. If it is the password you use most often, click **Set as primary**.
5. In the next set of text boxes, type a nickname in the *Nickname* text box and type the Westlaw password/online ID you want to associate with this nickname (e.g., the Westlaw password/online ID you use for your pro bono research).
6. If you want to register additional Westlaw passwords/online IDs in this OnePass account, click **Add another** and repeat step 5.

Once you have registered more than one Westlaw password/online ID in OnePass, you will be asked at sign on to select the Westlaw password/online ID you want to use for the Westlaw session (Figure 2). The nickname you designated as *primary* is selected as the default. Choose another Westlaw password/online ID to change the Westlaw password/online ID for the session.

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. Update Your OnePass Account page

Figure 2. Choosing a Westlaw password/online ID