

INSTRUCTIONS FOR REGISTERING FOR LEXIS ACCESS

All 1Ls will use Lexis during the fall semester. Thus, all 1Ls should register for Lexis access *now*.

Registering for Lexis Access

1. After you are registered for classes, you will receive an email from one of our librarians, Jan Stone, that contains information about how to register for Lexis.
2. Go to www.lexisnexis.com/register.
3. Enter your name, your preferred email address, and the University of Memphis Registration Code provided to you by Jan Stone. Click Submit.

Lexis Advance® Registration

To begin LexisNexis® registration, please enter your information below and click Submit and Go To The Next Step.

Tips

First name

Last name

Email address

Registration code

Submit and Go To The Next Step

3. Complete your Personal Profile and click Submit.

1. Enter Registration Information **2. Build Personal Profile** 3. Build Sign-in Profile

Tips

Your personal law school profile gives us the information we need to help you with your research needs.

Select Your Role

☒ Student
☐ Faculty

Please provide the information requested below

* Language Preference

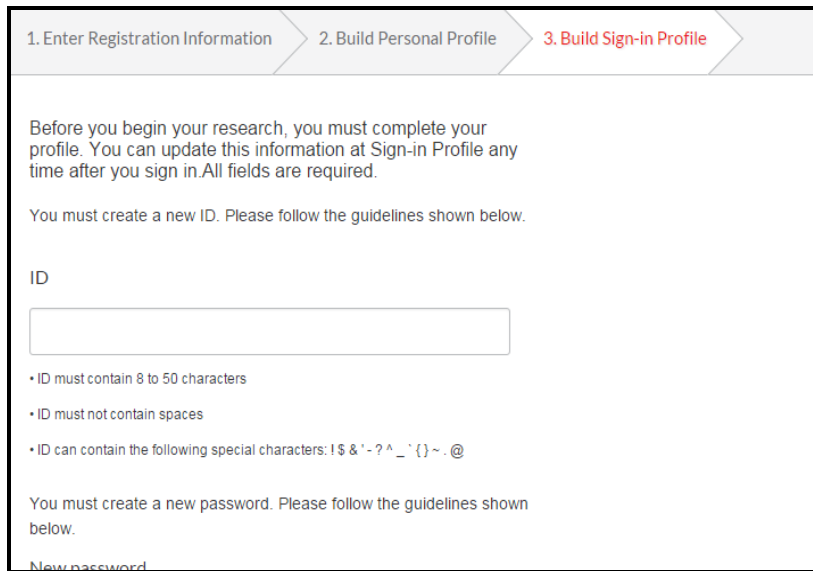
U.S. English

* Display Preference

U.S. English

* Time Zone

4. Complete your Sign-In Profile and click Finish.

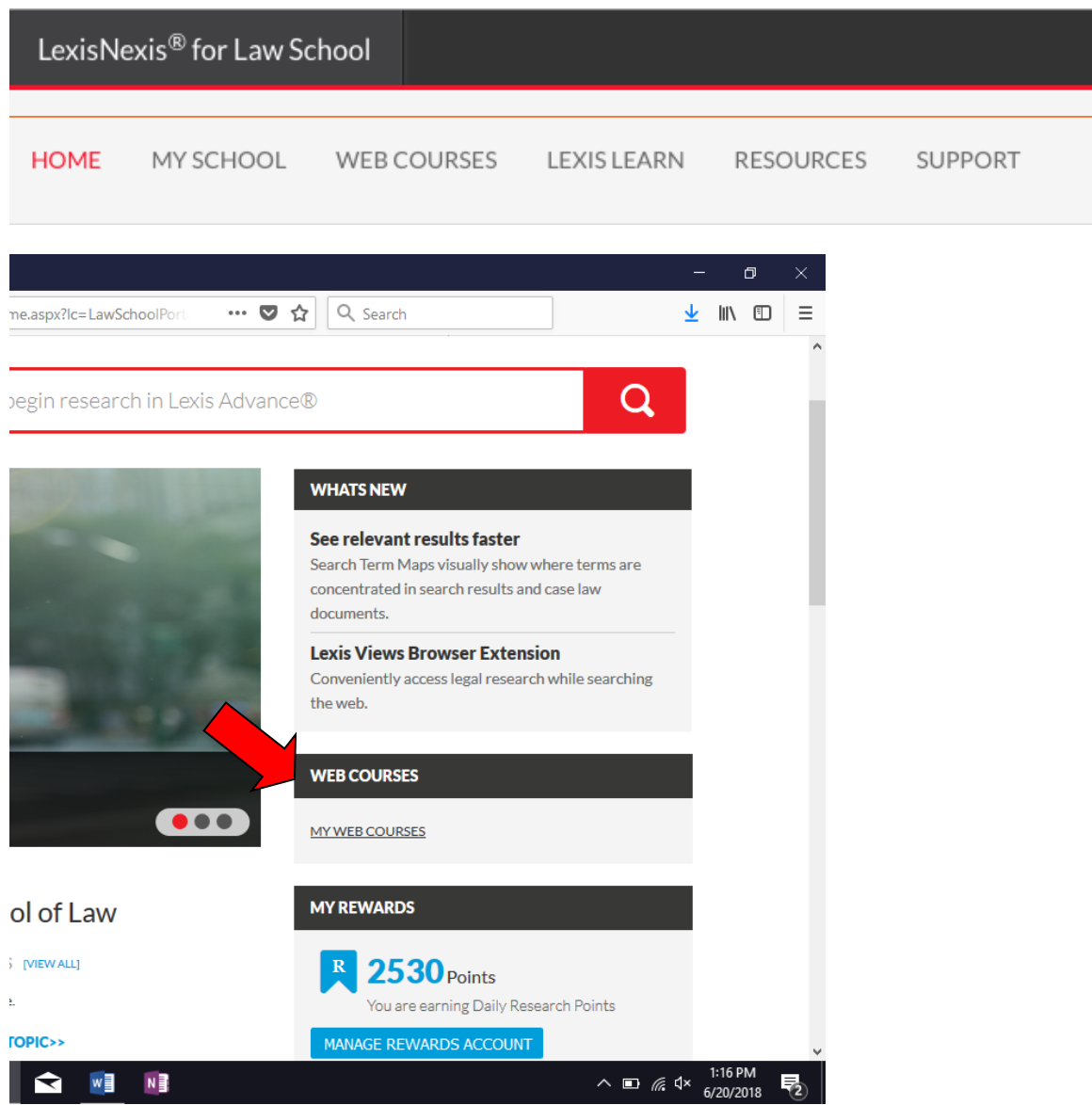


The screenshot shows a web interface for creating a Lexis Sign-In Profile. At the top, there is a progress bar with three steps: "1. Enter Registration Information", "2. Build Personal Profile", and "3. Build Sign-in Profile". The third step is highlighted in red. Below the progress bar, the text reads: "Before you begin your research, you must complete your profile. You can update this information at Sign-in Profile any time after you sign in. All fields are required." followed by "You must create a new ID. Please follow the guidelines shown below." There is a label "ID" above a text input field. Below the input field, there are three bullet points: "• ID must contain 8 to 50 characters", "• ID must not contain spaces", and "• ID can contain the following special characters: ! \$ & ' - ? ^ _ ` { } ~ . @". Below this, it says "You must create a new password. Please follow the guidelines shown below." and the text "New password:" is partially visible at the bottom.

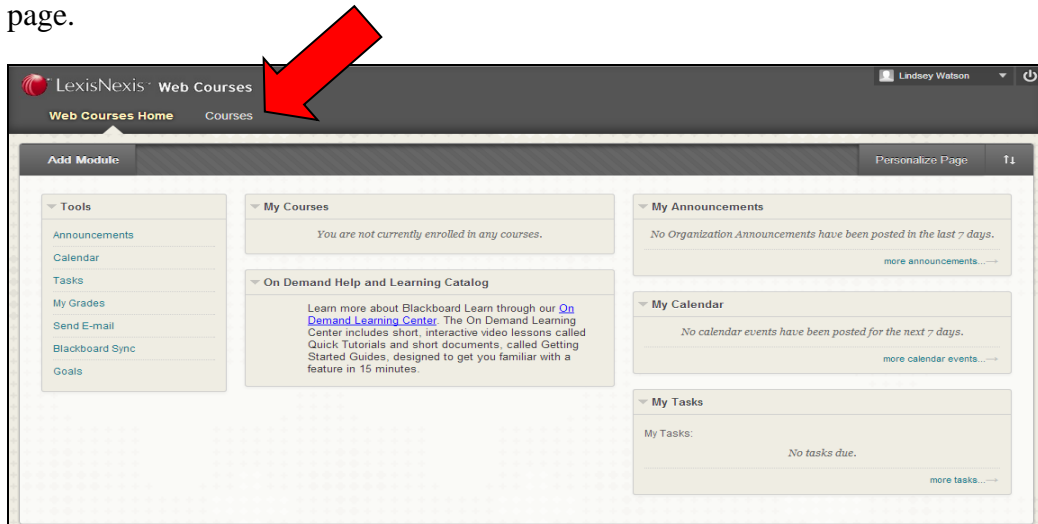
5. After you set up your Lexis Profiles, you will be taken back to the Lexis Law School Home Page. Later in the semester, you will learn how to conduct legal research on Lexis.
6. If you have problems registering for Lexis access, contact your Lexis representative, Lindsey Watson, at Lindsey.Watson@lexisnexis.com or the Lexis Law School Support Line at 1-800-45-LEXIS.

Registering for a Web Course on Blackboard

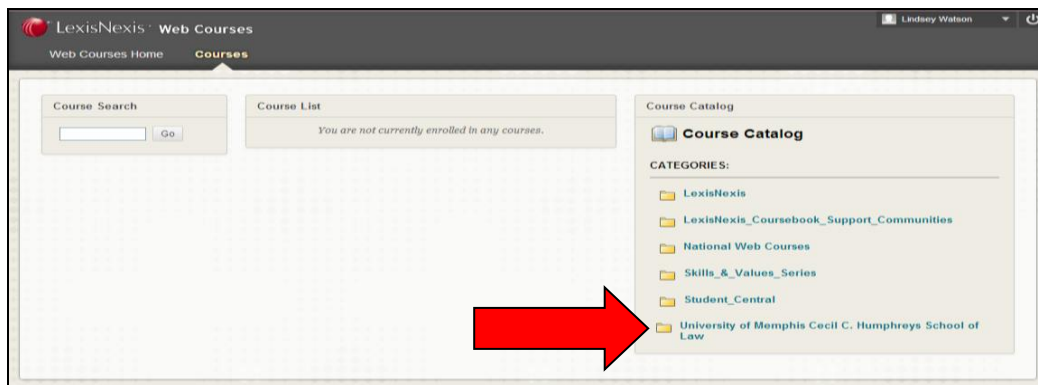
1. Check your first assignments on eCourseware to see if any of your professors uses Lexis Web Courses. If you have any classes that require you to use Lexis Web Course, follow the instructions below.
2. Go to <http://www.lexisnexis.com/lawschool> and sign in using the username and password you created.
3. Click on Web Courses on the right side of the screen.



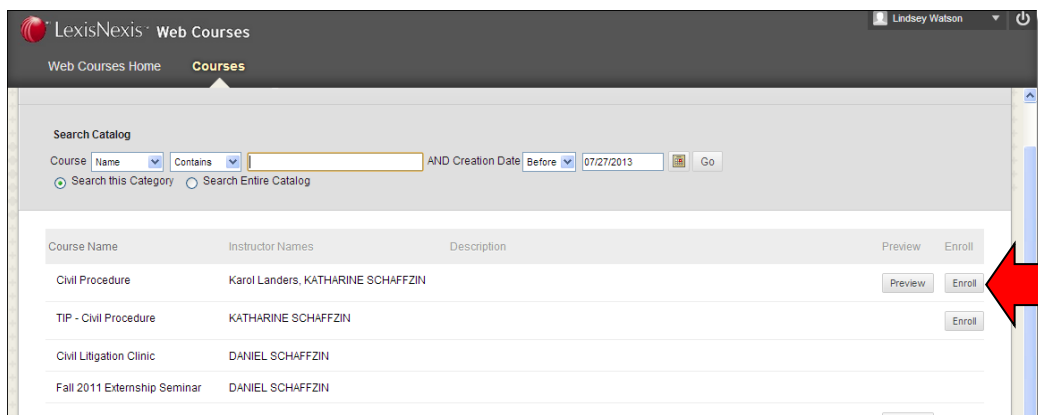
3. You will be taken to the Web Courses Home Page. Click on Courses at the top of the page.



4. In the Course Catalog, click on University of Memphis Cecil C. Humphreys School of Law.



5. Find your course in the list and click Enroll.



6. Click Submit to confirm your enrollment. Once you receive the “Action Successful” message, return to the Web Courses Home to access the course.

LexisNexis Web Courses

Web Courses Home Courses

Self Enrollment

Self Enrollment

Cancel Submit

1. **Enroll in Course: Civil Procedure (Civil_Procedure_131686)**

Instructor: Karol Landers, KATHARINE SCHAFFZIN

Description:

Categories: Education: Higher Education

2. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

7. If you have problems registering for a Web Course, contact your Lexis representative, Lindsey Watson, at Lindsey.Watson@lexisnexis.com or the Lexis Law School Support Line at 1-800-45-LEXIS.