THE UNIVERSITY OF
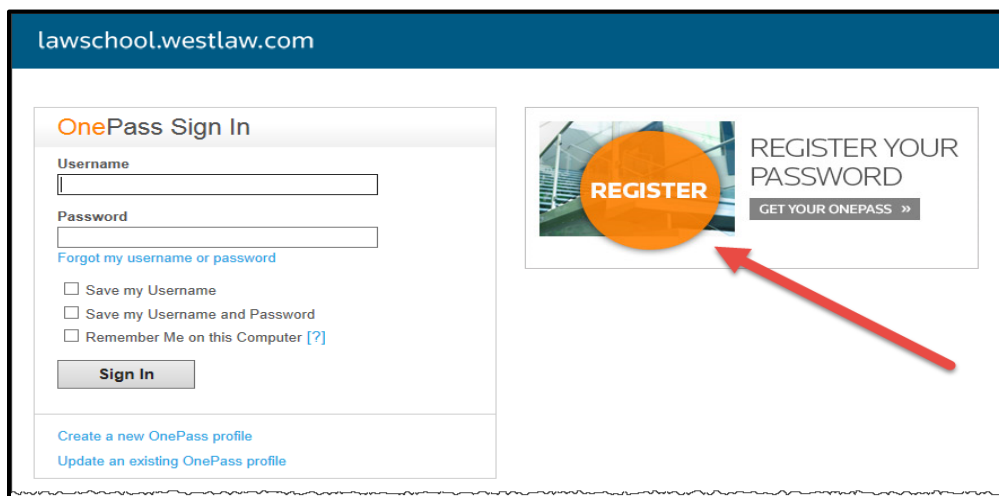# MEMPHIS.
Cecil C. Humphreys School of Law

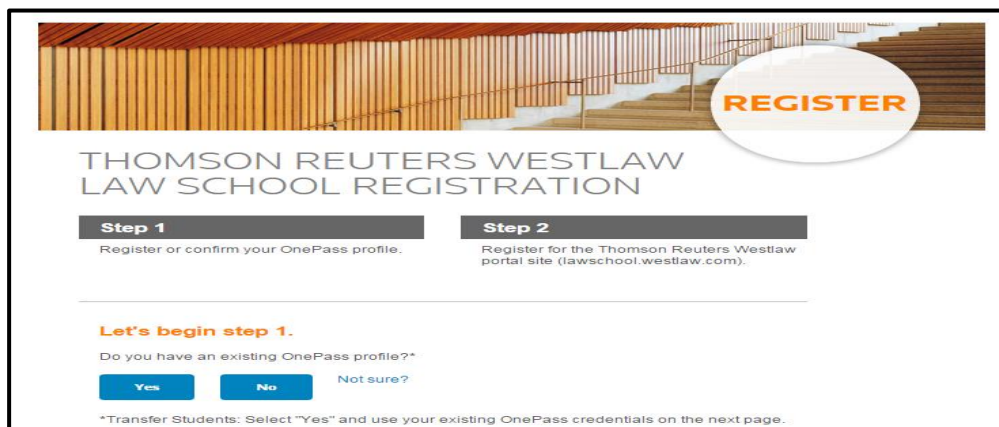# INSTRUCTIONS FOR REGISTERING FOR WESTLAW & TWEN COURSES

All 1Ls will use Westlaw and TWEN during the fall semester. To gain access to TWEN, you must first register for Westlaw access. After you register for Westlaw access, register for the TWEN Courses identified on the Orientation Checklist and any additional TWEN Courses assigned by your professors.[1]

Registering for Westlaw/TWEN Access

1.   Obtain your Westlaw Registration Key from Jan Stone by emailing her at jstone5@memphis.edu.

2.   Go to www.lawschool.westlaw.com.

3.   Click the Register link located on the right.

4.   Select No in response to whether you have an existing OnePass profile.

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[1] Several of your professors will use TWEN. Please review the first assignments and syllabi for your classes to determine whether you need to register for additional TWEN Courses.

5. Fill in your Westlaw Registration Key (obtained from Jan Stone) and your preferred email address in the appropriate boxes. Keep Product box as Law School. Click Continue.

Create a OnePass profile

Enter an email to begin.

Product

Law School ▾

Registration key
Example: XXXXX-XXXXX or XXXXXXXXXX

Custom label
ACADEMIC_06/20/2018

Email

Continue

6. Fill out the registration information. Click Create Profile.

Already have a OnePass profile? Update your profile
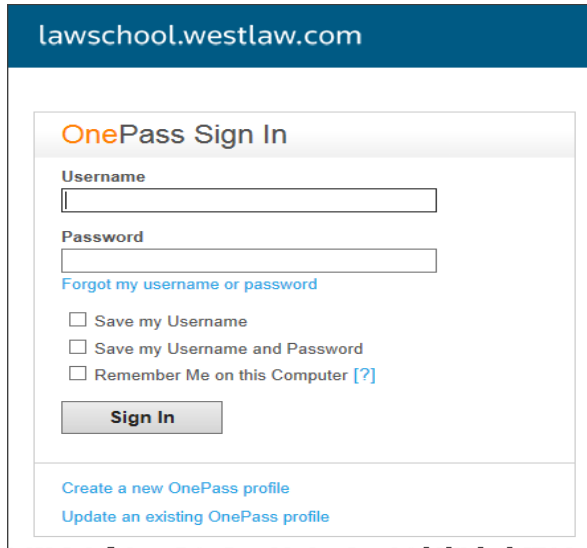
Register a new OnePass Profile

Register for a new Profile within OnePass by entering the information below.

Your Information

First Name

Last Name

Email Address

Confirm Email Address
Must be same as Email Address field

Alternate Email Address(es) (Optional)
Comma Separated

Username and Password

Username

Password

7.   You are now registered for Westlaw and TWEN. Later in the semester, you will learn how to conduct legal research on Westlaw.

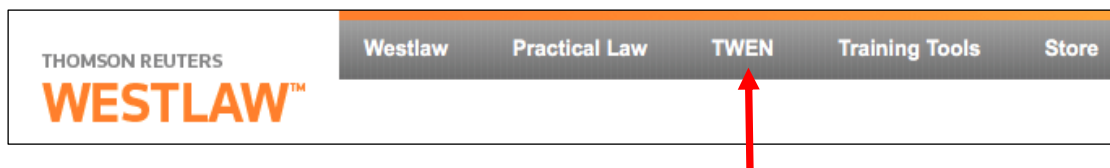8.   If you have problems registering for Westlaw, contact Westlaw technical support at (800) 850-WEST.

Enrolling in the TWEN Courses

1.   Go to www.lawschool.westlaw.com.

2.   Enter your OnePass Username and Password. Click Sign In.

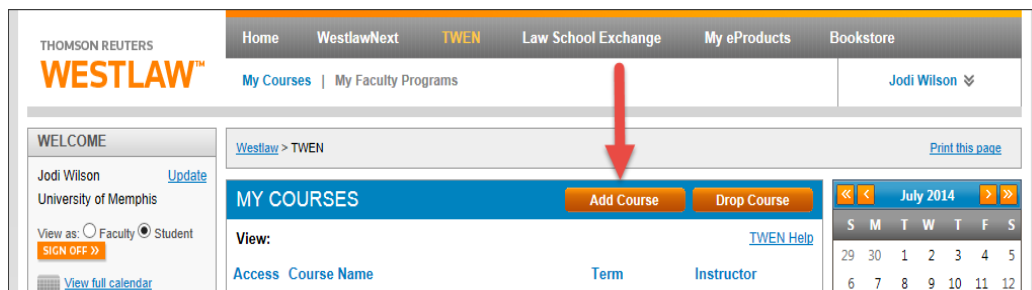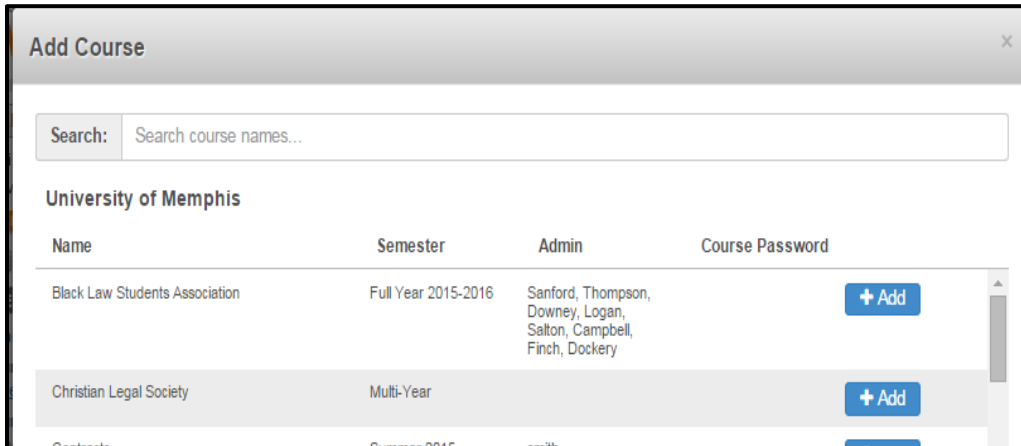3.   You should now see the Westlaw "Home" page. Click TWEN at the top of the page.

4.   You should now see the "My Courses" page. Click Add Course at the top of the My Courses page.

5.   The TWEN courses that are available will be displayed. Under University of Memphis, you should see a list of courses, including the courses identified on the Orientation Checklist, such as "Legal Technology." Click the <u>Add</u> button next to each TWEN course that you want to add.

6.   Scroll to the bottom of the window and click <u>Close</u>.

7.   This will take you back to the My Courses page. You should now see all of the courses you added.

8.   To enter a particular course, click the link for that course on your My Courses page.

9.   If you have problems registering for TWEN Courses, contact Westlaw technical support at (800) 850-WEST.