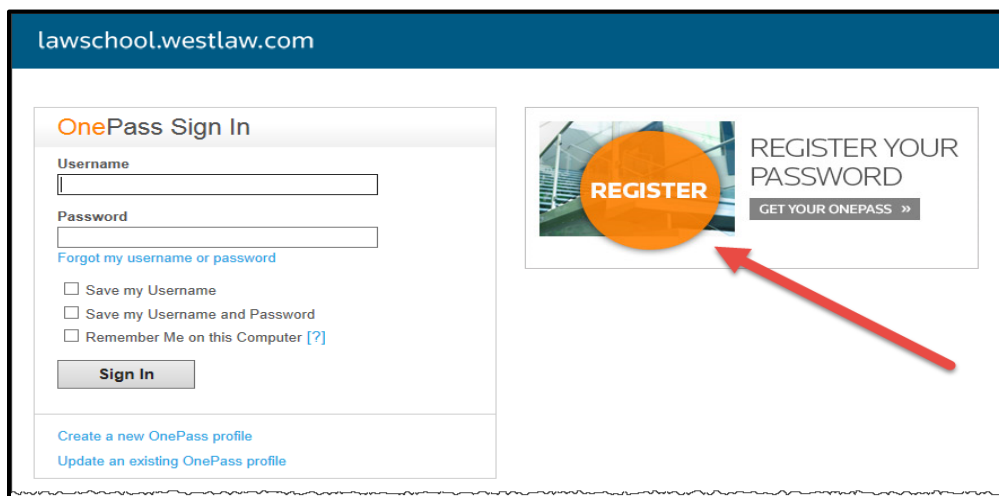


## INSTRUCTIONS FOR REGISTERING FOR WESTLAW & TWEN COURSES

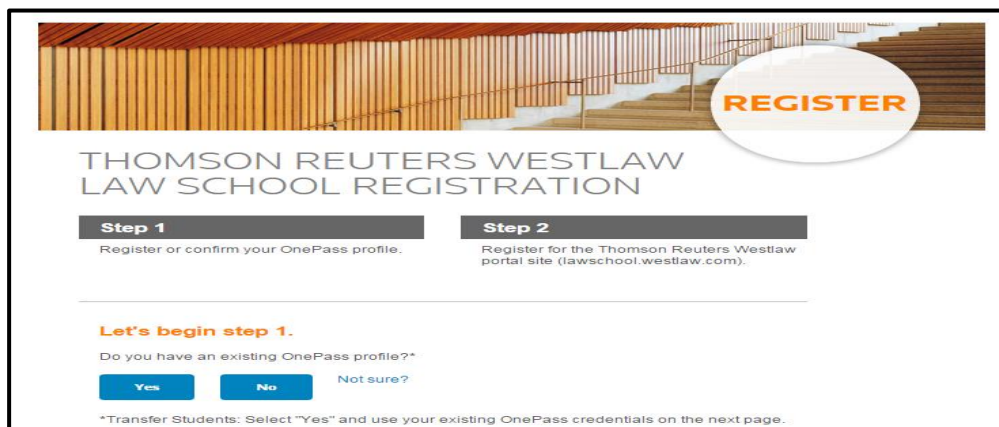
All 1Ls will use Westlaw and TWEN during the fall semester. To gain access to TWEN, you must first register for Westlaw access. After you register for Westlaw access, register for the TWEN Courses identified on the Orientation Checklist and any additional TWEN Courses assigned by your professors.<sup>1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

### Registering for Westlaw/TWEN Access

1. Obtain your Westlaw Registration Key from Jan Stone by emailing her at [jstone5@memphis.edu](mailto:jstone5@memphis.edu).
2. Go to [www.lawschool.westlaw.com](http://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.



<sup>1</sup> 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.

The screenshot shows a web form titled "Create a OnePass profile" with the instruction "Enter an email to begin." The form contains the following fields:

- Product:** A dropdown menu with "Law School" selected.
- Registration key:** A text input field with the example "XXXXX-XXXXX or XXXXXXXXXXXXX" shown below it.
- Custom label:** A text input field containing "ACADEMIC\_06/20/2018".
- Email:** A text input field.
- Continue:** A blue button at the bottom of the form.

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

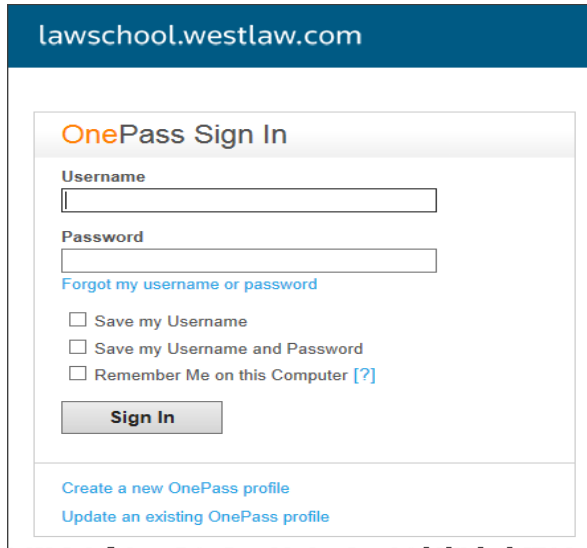
The screenshot shows a web form titled "Register a new OnePass Profile" with the instruction "Register for a new Profile within OnePass by entering the information below." The form is divided into two main sections:

- Your Information:**
  - First Name:** A text input field.
  - Last Name:** A text input field.
  - Email Address:** A text input field.
  - Confirm Email Address:** A text input field with the instruction "Must be same as Email Address field" below it.
  - Alternate Email Address(es) (Optional):** A text input field with the instruction "Comma Separated" below it.
- Username and Password:**
  - Username:** A text input field.
  - Password:** A text input field (partially visible).

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.

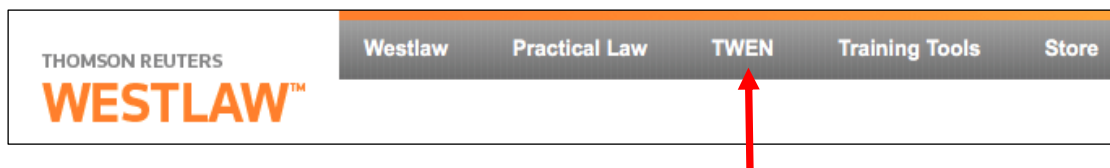
## Enrolling in the TWEN Courses

1. Go to [www.lawschool.westlaw.com](http://www.lawschool.westlaw.com).
2. Enter your OnePass Username and Password. Click Sign In.

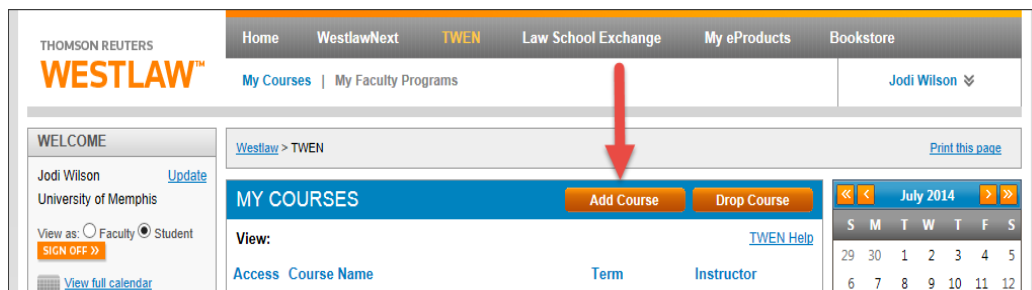


The screenshot shows the OnePass Sign In page on the website lawschool.westlaw.com. The page has a blue header with the site name. Below it, the "OnePass Sign In" section contains a "Username" input field, a "Password" input field, and a link "Forgot my username or password". There are three checkboxes: "Save my Username", "Save my Username and Password", and "Remember Me on this Computer [?]". A "Sign In" button is located below these options. At the bottom, there are two links: "Create a new OnePass profile" and "Update an existing OnePass profile".

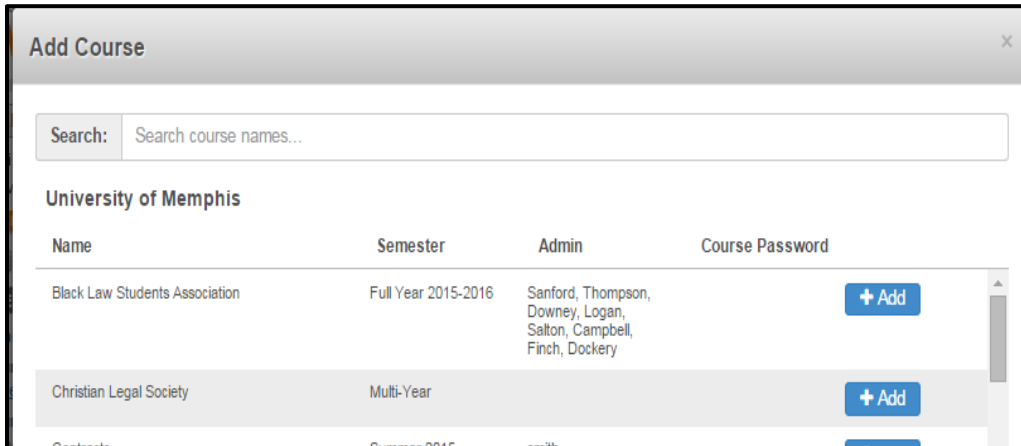
3. You should now see the Westlaw "Home" page. Click TWEN at the top of the page.



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 Add button next to each TWEN course that you want to add.



The screenshot shows a window titled "Add Course" with a search bar at the top. Below the search bar, the text "University of Memphis" is displayed. A table lists available courses with columns for Name, Semester, Admin, and Course Password. Two courses are visible: "Black Law Students Association" and "Christian Legal Society". Each course has a blue "+ Add" button next to it.

Name	Semester	Admin	Course Password
Black Law Students Association	Full Year 2015-2016	Sanford, Thompson, Downey, Logan, Salton, Campbell, Finch, Dockery	+ Add
Christian Legal Society	Multi-Year		+ Add

6. Scroll to the bottom of the window and click Close.
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.