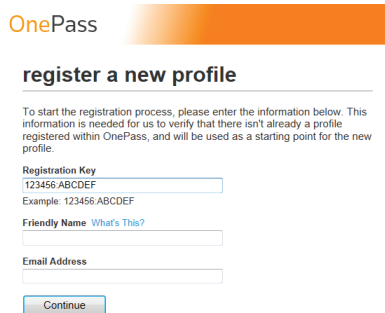


Access to online platforms such as Westlaw, Checkpoint, & ProView is granted using a unique 'Registration Key' for each User. To be able to log into Westlaw, Checkpoint, & ProView, the Registration Key first needs to be added to a OnePass profile.

NEW

Setting up OnePass for the first time in order to access a new online platform

- 1 User receives a 'welcome email' from Customer Care and clicks on the 'click here' hyperlink
- 2 User is redirected to the OnePass site. Their unique registration key is embedded in the 'click here' hyperlink so it is automatically added to the Registration Key field



OnePass

register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

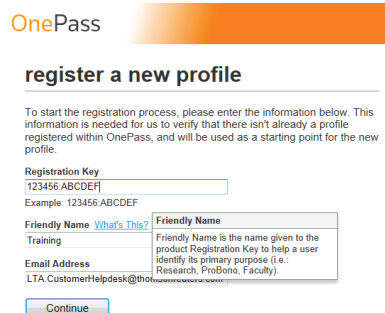
Registration Key
123456-ABCDEF
Example: 123456-ABCDEF

Friendly Name What's This?

Email Address

[Continue](#)

- 3 User needs to enter a Friendly Name (a nickname for the new platform), as well as an email address



OnePass

register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

Registration Key
123456-ABCDEF
Example: 123456-ABCDEF

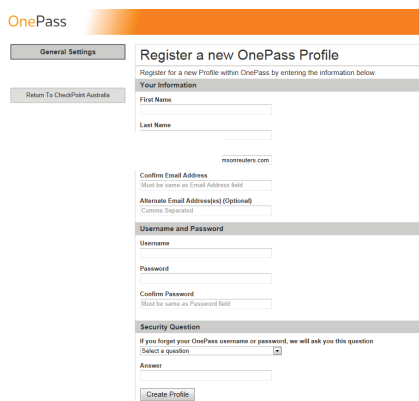
Friendly Name What's This? **Friendly Name**
Training Friendly Name is the name given to the product. Registration Key to help a user identify its primary purpose (i.e.: Research, ProBono, Faculty).

Email Address
LTA.CustomerHelpdesk@thomsonreuters.com

[Continue](#)

- 4 When the User clicks on 'Continue' OnePass searches for an existing profile with the same email address

If an existing profile cannot be found, the user is prompted to create a new OnePass profile



OnePass

Register a new OnePass Profile

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

Your Information

First Name

Last Name

Confirm Email Address
Must be same as Email Address field

Alternate Email Address(es) (Optional)
Comma Separated

Username and Password

Username

Password

Confirm Password
Must be same as Password field

Security Question
If you forget your OnePass username or password, we will ask you this question

Select a question

Answer

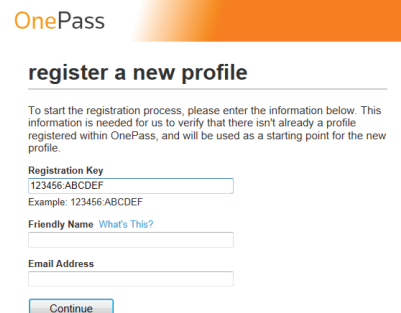
[Create Profile](#)

- 5 After clicking on 'Create Profile', the User can now visit the new online platform, and log in with the OnePass Username & Password

EXISTING

Updating an existing OnePass profile to be linked with a new online platform

- 1 User receives a 'welcome email' from Customer Care and clicks on the 'click here' hyperlink
- 2 User is redirected to the OnePass site. Their unique registration key is embedded in the 'click here' hyperlink so it is automatically added to the Registration Key field



OnePass

register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

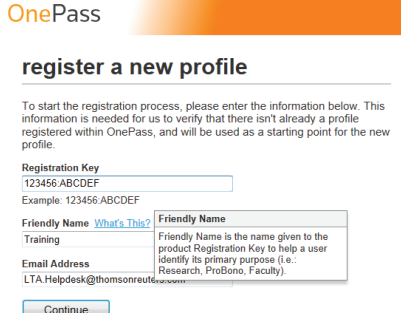
Registration Key
123456-ABCDEF
Example: 123456-ABCDEF

Friendly Name What's This?

Email Address

[Continue](#)

- 3 User needs to enter a Friendly Name (a nickname for the new platform), as well as an email address



OnePass

register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

Registration Key
123456-ABCDEF
Example: 123456-ABCDEF

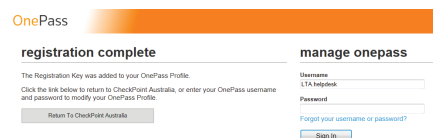
Friendly Name What's This? **Friendly Name**
Training Friendly Name is the name given to the product. Registration Key to help a user identify its primary purpose (i.e.: Research, ProBono, Faculty).

Email Address
LTA.Helpdesk@thomsonreuters.com

[Continue](#)

- 4 When the User clicks on 'Continue' OnePass searches for an existing profile with the same email address

If an existing profile is found, OnePass automatically adds the new online platform to the User's OnePass profile



OnePass

registration complete

The Registration Key was added to your OnePass Profile.
Click the link below to return to OnePass Australia, or enter your OnePass username and password to modify your OnePass Profile.

[Return To OnePass Australia](#)

manage onepass

Username
LTA.Helpdesk

Password

[Forgot your username or password?](#)

[Sign In](#)

- 5 User can now visit the new online platform and log in with the existing OnePass Username & Password