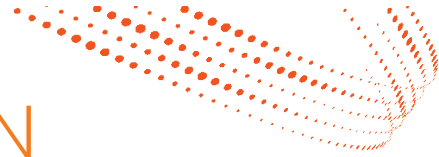


IP Personalisation allows IP User to customise their IP access. This is done by creating a personal IP restricted profile that allows access to Preferences, Favourites, Folders, History and Alerts. The process is a onetime registration and provides users and organisations with the best of both IP and Traditional Username & Password access.

To personalize IP Users can follow these steps:

1. Log on to Westlaw NZ & Click on “Preferences” or go to <http://www.westlaw.co.nz/maf/wlau/app/preferences/change> , then click on “Create A New Profile”.
2. Enter First Name, Last Name & Email and click “Create A New Profile”.
- ➔ You will see a confirmation screen stating “Thank for you creating your profile. An email will be sent to@....co.nz, with instructions on how you can confirm your account. Once you click on the link on the email to validate your account, you will be able to personalise your experience.”
- ➔ Open your email service.
3. Locate the registration email from Westlaw NZ and click on the “click here” link to complete the registration.
4. Enter your information in the fields you see on screen.
There are some security requirements for choosing a username and password – you can see these when you click into the respective fields.
Choose a security questions that can be used to recover your details if you ever forget them.
- ➔ You have successfully personalised your IP access. From now on you can log on using OnePass details to identify yourself.

Preferences and personalisation



- ➔ You will see a confirmation screen stating
- 5. You can now go to Westlaw NZ to login.
- 6. Enter your newly created OnePass Username & Password then tick “Save My Username & Password” or “Remember Me on this computer” if you don’t want to go via the login screen each time.
- ➔ Click Sign In – you are IP Personalised!

