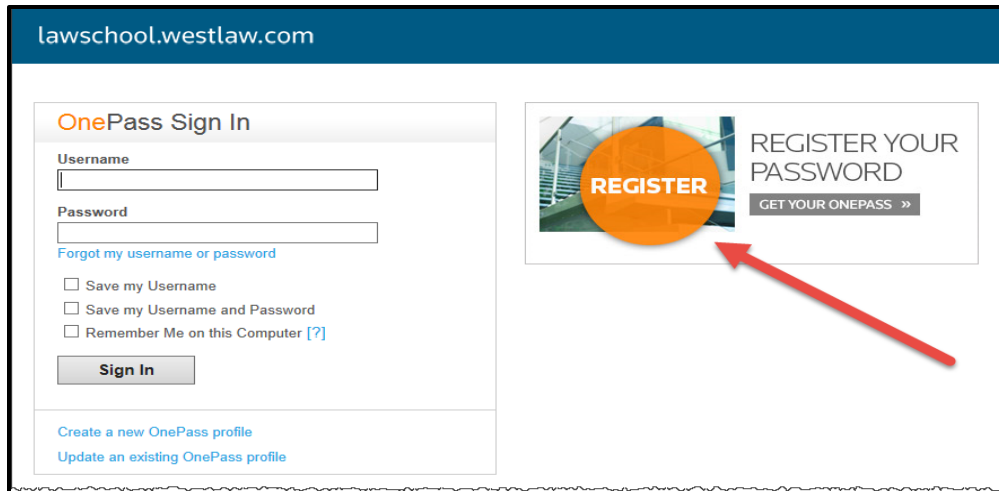


INSTRUCTIONS FOR REGISTERING FOR WESTLAW, TWEN & THE LEGAL METHODS TWEN COURSE

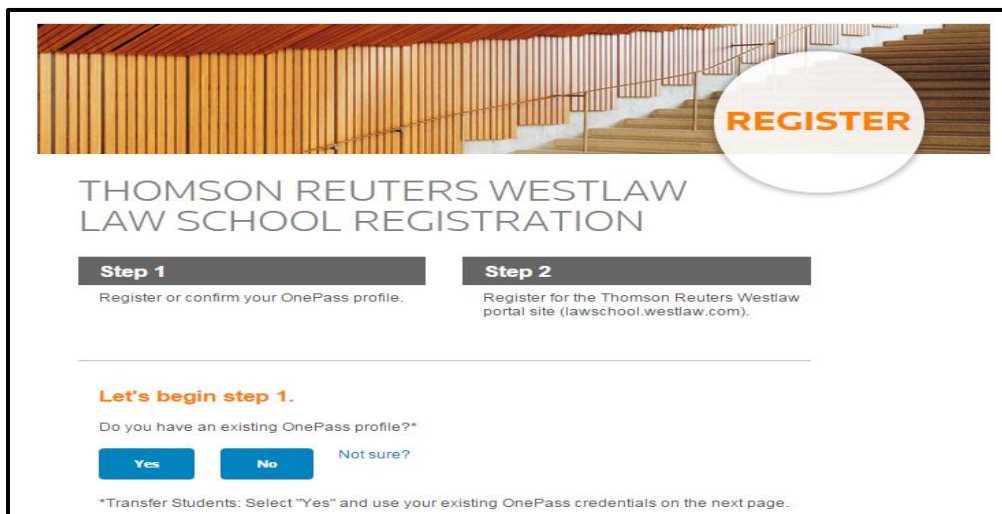
All 1Ls will use Westlaw and TWEN during the fall semester. To gain access to TWEN, you must first register for Westlaw access. After you register for Westlaw access, register for the Legal Methods TWEN Course.¹

Registering for Westlaw/TWEN Access

1. Obtain your Westlaw Password from Linda Hayes.
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.



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

5. Fill in the Westlaw Registration Key provided to you by Linda Hayes and your preferred email address in the appropriate boxes. Click Continue.

The screenshot shows the OnePass registration interface. At the top, the OnePass logo is displayed. Below it, the heading "register a new profile" is centered. A paragraph of text explains that the user needs to provide information to verify they don't already have a profile. There are two input fields: "Registration Key" with a placeholder "XXXXX-XXXXX or XXXXXXXXXXXX" and an example "XXXXX-XXXXX or XXXXXXXXXXXX", and "Email Address" with an empty field. A "Continue" button is located at the bottom.

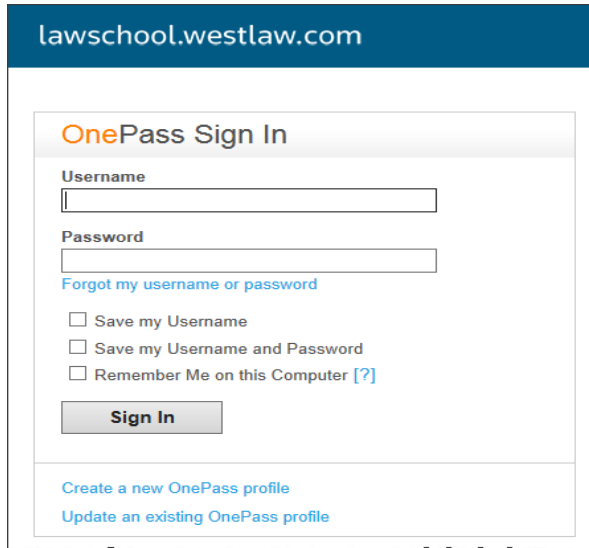
6. Fill out the registration information. Click Create Profile.

This screenshot shows the "Your Information" section of the OnePass registration page. It includes a link "Already have a OnePass profile? Update your profile" and the heading "Register a new OnePass Profile". Below the heading, there is a sub-heading "Your Information" and a paragraph: "Register for a new Profile within OnePass by entering the information below." The form contains several fields: "First Name", "Last Name", "Email Address", "Confirm Email Address" (with a note "Must be same as Email Address field"), "Alternate Email Address(es) (Optional)" (with a note "Comma Separated"), and "Username and Password" (with a "Username" field and a "Password" 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.

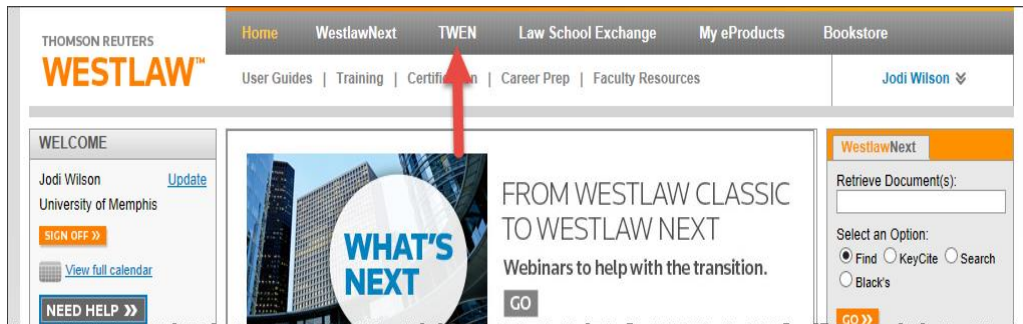
Enrolling in the Legal Methods TWEN Course

1. Go to www.lawschool.westlaw.com.
2. Enter your OnePass Username and Password. Click Sign In.



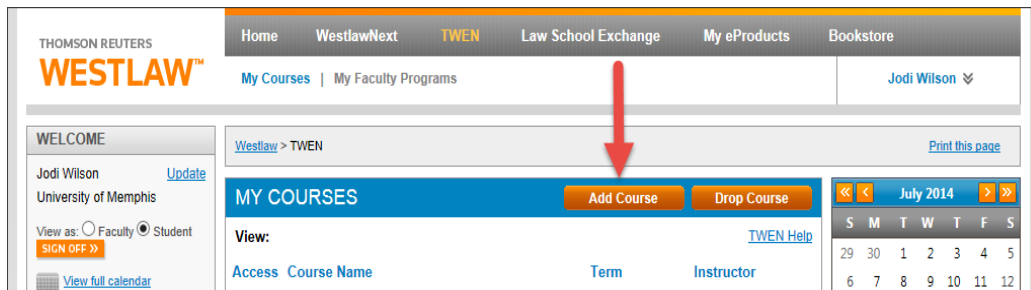
The screenshot shows the OnePass Sign In page on the website lawschool.westlaw.com. The page has a blue header with the site name. Below the header is a white box with the title "OnePass Sign In". Inside this box, there are two input fields: "Username" and "Password". Below the password field is a link "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 the checkboxes. At the bottom of the white box, 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.



The screenshot shows the Westlaw Home page. The top navigation bar includes "Home", "WestlawNext", "TWEN", "Law School Exchange", "My eProducts", and "Bookstore". A red arrow points to the "TWEN" link. Below the navigation bar, there is a "WELCOME" section for Jodi Wilson, University of Memphis, with "SIGN OFF" and "NEED HELP" buttons. A central banner reads "WHAT'S NEXT" and "FROM WESTLAW CLASSIC TO WESTLAW NEXT" with a "GO" button. On the right, there is a "WestlawNext" section with a search bar and options for "Find", "KeyCite", "Search", and "Black's".

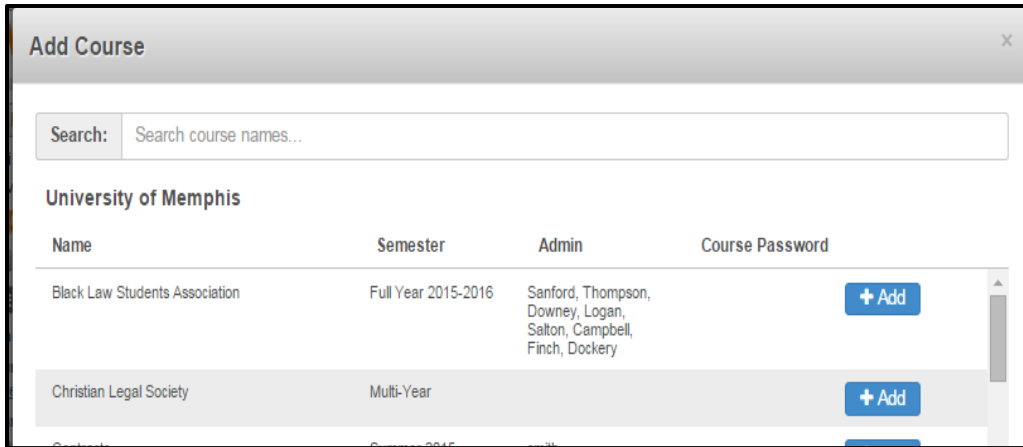
4. You should now see the "My Courses" page. Click Add Course at the top of the My Courses page.



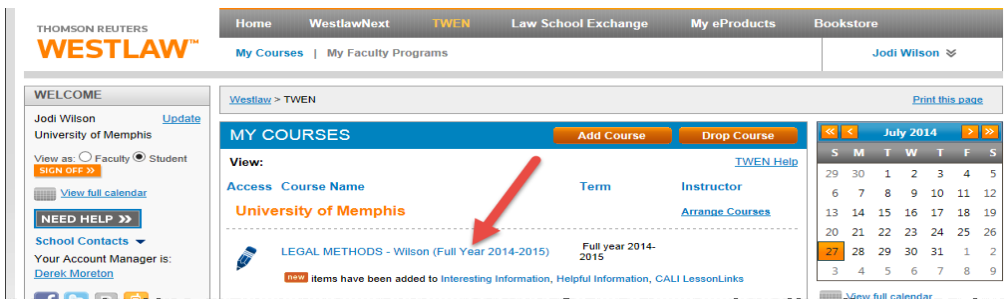
The screenshot shows the Westlaw "My Courses" page. The top navigation bar includes "Home", "WestlawNext", "TWEN", "Law School Exchange", "My eProducts", and "Bookstore". A red arrow points to the "Add Course" button. Below the navigation bar, there is a "WELCOME" section for Jodi Wilson, University of Memphis, with "SIGN OFF" and "NEED HELP" buttons. A central banner reads "MY COURSES" with "Add Course" and "Drop Course" buttons. Below the banner, there is a table with columns for "Access", "Course Name", "Term", and "Instructor". A "TWEN Help" link is also present. On the right, there is a calendar for July 2014.

- The TWEN courses that are available for you will be displayed. Under University of Memphis, you should see a course named LEGAL METHODS – Wilson (Full Year 2016-2017). Click Add.

➤ NOTE: If your other professors are also using TWEN, you may want to add those courses now too.



- Scroll to the bottom of the window and click Close.
- This will take you back to the My Courses page. You should see all of the courses you added.
- On your My Courses page, click the link for LEGAL METHODS – Wilson (Full Year 2016-2017) to enter the Legal Methods TWEN Course.



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