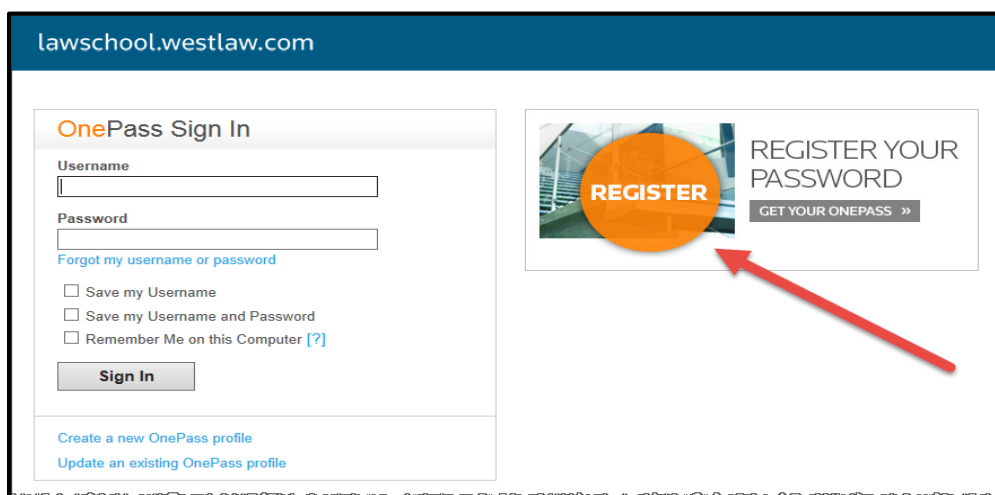


INSTRUCTIONS FOR REGISTERING FOR WESTLAW & TWEN COURSES

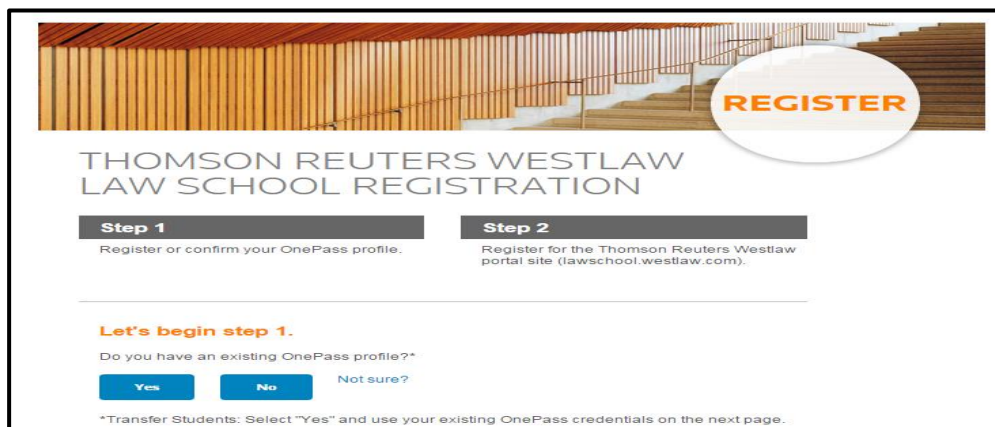
All 1Ls will use Westlaw and TWEN during the fall semester. To gain access to TWEN, you must first register for Westlaw access. After you register for Westlaw access, register for the TWEN Courses identified on the Orientation Checklist and any additional TWEN Courses assigned by your professors.¹

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.



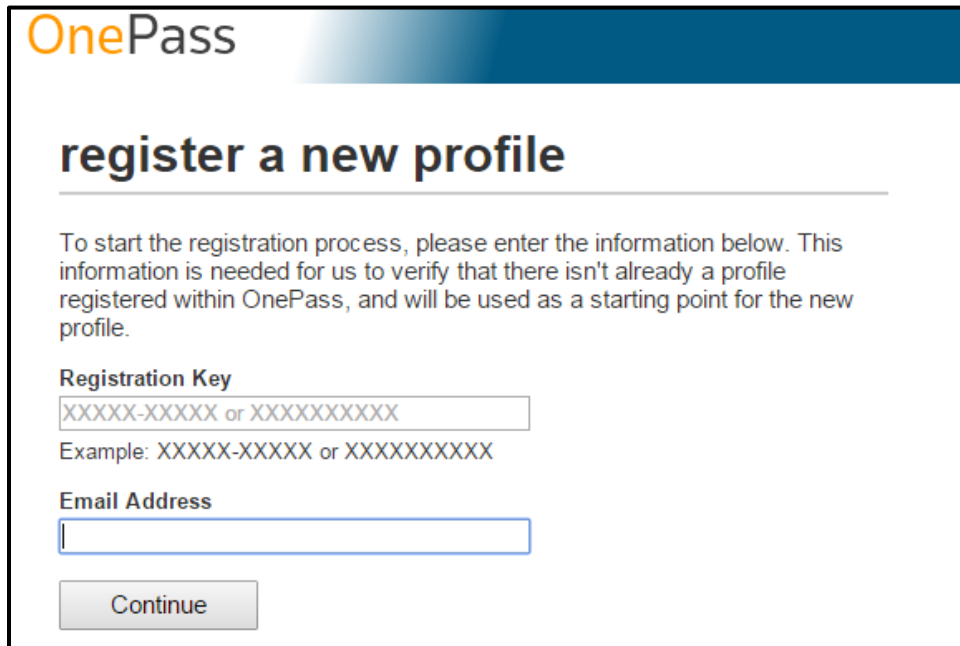
4. Select No in response to whether you have an existing OnePass profile.



5. Fill in
your
Westlaw

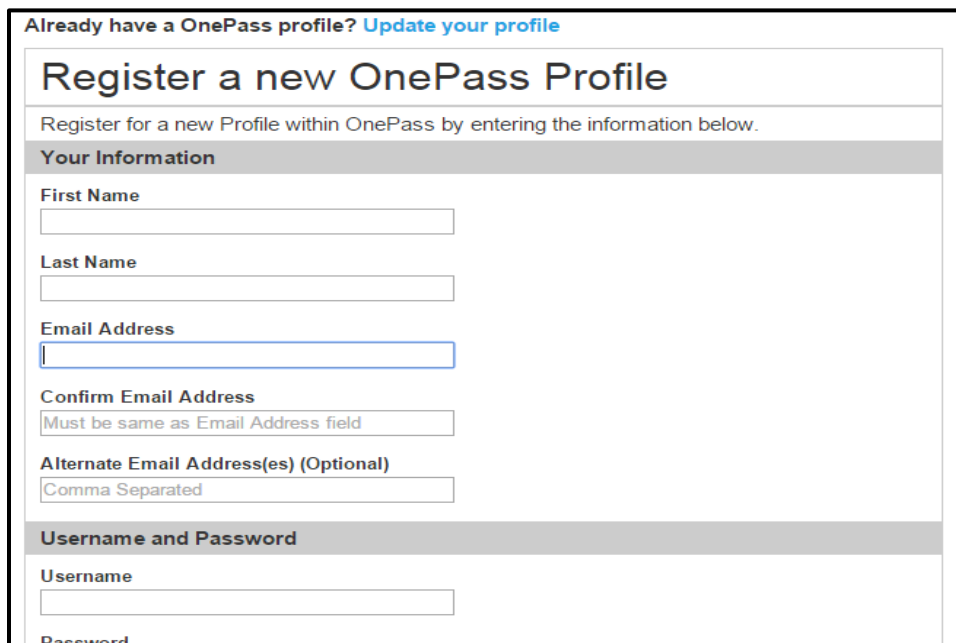
¹ Several of your professors will use TWEN. Please review the first assignments and syllabi for your classes to determine whether you need to register for additional TWEN Courses.

Registration Key (obtained from Jan Stone) and your preferred email address in the appropriate boxes. Click Continue.



The image shows a web form titled "OnePass register a new profile". The form includes a "Registration Key" field with a placeholder "XXXXX-XXXXX or XXXXXXXXXXXX" and an example "Example: XXXXX-XXXXX or XXXXXXXXXXXX". Below that is an "Email Address" field. A "Continue" button is at the bottom.

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

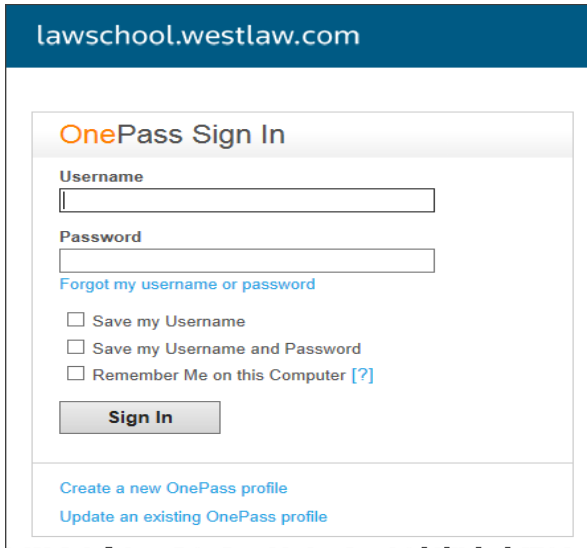


The image shows a more detailed registration form titled "Register a new OnePass Profile". It includes a link "Already have a OnePass profile? Update your profile". The form is divided into sections: "Your Information" with fields for "First Name", "Last Name", "Email Address", and "Confirm Email Address" (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. The "Password" field is partially visible at the bottom.

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](#).

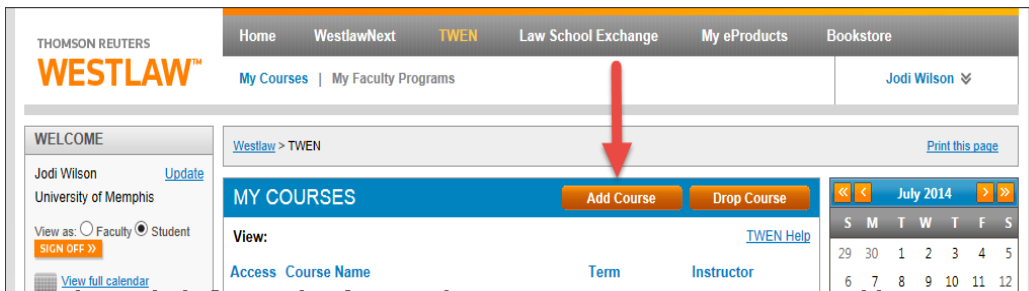


The screenshot shows the OnePass Sign In page on the website lawschool.westlaw.com. The page has a blue header with the site name. Below the header is a white box containing the sign-in form. The form includes fields for Username and Password, a link for 'Forgot my username or password', and three checkboxes: '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 form, 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.

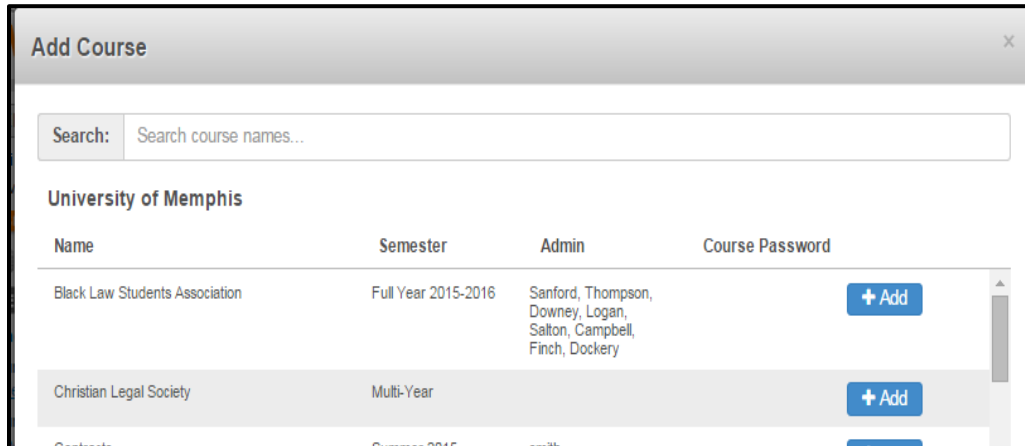


4. You should now see the “My Courses” page. Click [Add Course](#) at the top of the My Courses page.



The screenshot shows the 'My Courses' page on the Westlaw website. The page has a blue header with the Thomson Reuters logo and the word 'WESTLAW™'. Below the header is a navigation bar with links: 'Home', 'WestlawNext', 'TWEN', 'Law School Exchange', 'My eProducts', and 'Bookstore'. The 'TWEN' link is highlighted. Below the navigation bar is a 'WELCOME' section for Jodi Wilson, University of Memphis, with a 'SIGN OFF' button. The main content area is titled 'MY COURSES' and has a blue background. It includes a 'View:' section with a 'TWEN Help' link, and a table with columns for 'Access', 'Course Name', 'Term', and 'Instructor'. There are two orange buttons: 'Add Course' and 'Drop Course'. A red arrow points to the 'Add Course' button. On the right side, there is a calendar for July 2014.

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.



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.