

# Westlaw Registration for Library Patrons

## Instructions for access to Westlaw and Practical Law for 14 days

- 1 Access the Westlaw trial page and enter your email address.  
<https://legal.thomsonreuters.com/en/c/remote-patron-access>

Ready for instant access to **Patron Access?** Email address

**Get started**

- 2 Enter your contact information. **In the Organization Type field, select Government – State or Local.**

Access **Westlaw for 14 days**

There is no credit card required and no need to cancel when your trial ends. To get started, fill out the form below and click continue.

All fields required

First name: John Last name: Sample

Business email address: jsmith@comcast.net

Organization type: **Government - State or Local**

Business name: Patton Business phone number: 888.777.2727

ZIP code: 55005 Country: United States

**Continue**

- 3 Skip the “Add Colleagues” page

THOMSON REUTERS LEGAL SOLUTIONS USA

1 YOUR DETAILS 2 ADD COLLEAGUES 3 SUMMARY 4 CREATE PROFILE

**Add Colleagues to this trial**

ADD COLLEAGUE DETAILS TO CREATE ACCESS TO THE TRIAL

Your details: John Sample jsmith@comcast.net

Colleagues 1

**Skip**

**Continue**

- 4 Click “I agree to Terms & Conditions” and click Create Profile

THOMSON REUTERS LEGAL SOLUTIONS USA

1 YOUR DETAILS 2 ADD COLLEAGUES 3 SUMMARY 4 CREATE PROFILE

**Almost Done**

Please review your trial summary, agree to Terms and Conditions, then create your OnePass profile.

**Your trial includes the following content:**

Trial start date: 04/14/2020 Trial end date: 04/28/2020

**Trial participants details**

Yes

John Sample  
jsmith@comcast.net

**Firm Details**

Patton

**I agree to Terms & Conditions** **Create profile**

- 5 & 6 Create OnePass Profile and complete security fields

THOMSON REUTERS LEGAL SOLUTIONS USA

1 YOUR DETAILS 2 ADD COLLEAGUES 3 SUMMARY 4 CREATE PROFILE

**Create OnePass profile**

STEP 1 OF 2

Personal information

First name: John

Last name: Sample

Email: jsmith@comcast.net

Confirm email: jsmith@comcast.net

Additional email (optional): OnePass can send a confirm email to others, such as an administrator. Separate multiple emails with commas.

**Continue**

THOMSON REUTERS LEGAL SOLUTIONS USA

1 YOUR DETAILS 2 ADD COLLEAGUES 3 SUMMARY 4 CREATE PROFILE

**Create OnePass profile**

STEP 2 OF 2

Security

Username: jsmith@cs

Your username meets requirements.

Password: [masked]

Your password meets requirements.

Confirm password: [masked]

Security question: What is your pet's name?

Answer: Dog

**Back** **Create**

- 7 Confirm your OnePass profile

the answer company THOMSON REUTERS LEGAL SOLUTIONS USA

**Create OnePass profile**

Your OnePass Profile for jsmith@comcast.net has been successfully created.

Please continue to the next page to confirm your order and get the full summary of your trial.

**Confirm and Continue**

- 8 Click “Get Started” and start searching on Westlaw!

THOMSON REUTERS LEGAL SOLUTIONS USA

**Thank You!**

Hi Mark,

Your OnePass Profile has been successfully created. You can start using your trial immediately!

All the details of your trial are included below. We've also found some training materials to help you get started.

**Your trial includes the following content:**

Trial start date: 07/28/2020 Trial end date: 08/10/2020

- Patron Access Westlaw and Practical Law 14-Day Trial

**Get Started**

Related Training

STEP 1: **Getting Started Guide** 5-10 min read

STEP 2: **Self-paced training videos** 45 min video

THOMSON REUTERS LEGAL SOLUTIONS USA

Duration: 45 min

Start: 04/17/2020

End: 04/28/2020

Rating: FREE

OnePass username: jsmith@comcast.net

Trial participant: jsmith@comcast.net

**Please Read:**

- Do not select Pro Se or Law Student in the Organization Type field
- Users must select Government – State or Local in the Organization Type field
- The email used by users cannot be known to the Thomson Reuters system