

# 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  jsample@comcast.net

Organization type **Government - State or Local**

Business name  Patton Business phone number  888.777.2727

ZIP code  55002 Country  United States

**Continue**

- 3 Skip the “Add Colleagues” page

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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 jsample@comcast.net

Colleagues 1

First name  Last name

Business email address

**Skip**

**Continue**

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

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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.

Please note: If you change your email address in the next section, we may not be able to give you instant access.

**Your trial includes the following content:**

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

**Trial participants details**

Yes

John Sample

jsample@comcast.net

**Firm Details**

Patton

**I agree to Terms & Conditions**

**Create profile**

- 5 & 6 Create OnePass Profile and complete security fields

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**Create OnePass profile**

STEP 1 OF 2

Personal information

First name  John

Last name  Sample

Email  jsample@comcast.net

Confirm email  jsample@comcast.net

Additional email (optional)  
OnePass can send a count notification to others, such as administrators. Separate multiple emails with commas.

**Continue**

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**Create OnePass profile**

STEP 2 OF 2

Security

Username  jsample123

Your username meets requirements.

Password

Your password meets requirements.

Confirm password

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 jsample@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!

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**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: 07/28/2020 Trial end: 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

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OnePass username: jsample Trial participant: jsample@comcast.net

Duration: 45 min Start: 04/17/2020 End: 04/28/2020 Rating: FREE

**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