OnePass: Registering Your Westlaw® Password

Setting Up Your Westlaw Username and Password with OnePass

A OnePass account is the online record of the username and password you personally select to access Westlaw. Selecting your own username and password strengthens your ability to control access to Westlaw; you will be the only person who knows them. **Note:** The following steps cover accessing a OnePass account via Westlaw. Accessing OnePass via another West service may differ.

Creating a OnePass Account

To create a OnePass account from the Sign On with Westlaw Password page (Figure 1), follow these steps:

1. Click **Switch to OnePass Sign On** to display the Sign On with OnePass page (Figure 2). Then click **Register my Westlaw Password** to display the Enter Westlaw Password/Online ID page (Figure 3).

2. Type your Westlaw password in the *Westlaw Password/Online ID* text box.

3. Type your e-mail address in the *Email Address* text box. Click **Continue** to display the Create a New OnePass Account page (Figure 4).

4. Type your first name and last name in the appropriate text boxes.

5. Type your e-mail address in the *Confirm Email Address* text box.

For assistance with OnePass, call
Technical Support
(1-800-387-5164).

For more information about OnePass, visit
www.westlawecarswell.com /support/onepasshelp.htm

Figure 1. Sign On with Westlaw Password page

Figure 2. Sign On with OnePass page

Figure 3. Enter Westlaw Password/Online ID page

Figure 4. Create a New OnePass Account page

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6. Type a unique username in the *OnePass Username* box. Usernames[*] must be between 8-70 characters in length. Can be any letter, number, or character combination with the exception of <, >, and *.

7. Type a unique password in the *OnePass Password* text box. Passwords[*] must be between 8 and 16 characters in length (do not use <, >, *). They must include at least three of the following characters:
   - uppercase letters
   - lowercase letters
   - numerals
   - special characters: period (.), at (@), hyphen (-), underscore (_), #, $, and percentage (%)

8. Type the password again in the *Confirm OnePass Password* text box.

9. Under *Select Security Question*, choose a security question from the drop-down list (e.g., *What is your city of birth?*) and type your answer in the *Your Answer* text box.

10. Click **Create Account and Sign On** to display the Sign On with OnePass page.

Updating Your Username and Password

If you have an existing OnePass account, you may need to access it and update your username and password to meet the new, more stringent requirements. To update your current username and password, follow these steps:

1. At the Sign On with OnePass page (Figure 2), click **Edit or Update OnePass Account** to display the Update/Manage Your Existing OnePass Account page.

2. Type your current username in the *OnePass Username* text box and your current password in the *OnePass Password* text box. Then click **Update Account**.

3. If you need to update your username, type a new username in the *OnePass Username* text box. Usernames[*] must be between 8-70 characters in length and can be composed of any combination of letters, numbers, or characters, with the exception of <, >, *.

4. If you need to update your password, type a new password in the *OnePass Password* text box. Passwords[*] must be between 8 and 16 characters in length (do not use <, >, *). They must include at least three of the following characters:
   - uppercase letters
   - lowercase letters
   - numerals
   - special characters: period (.), at (@), hyphen (-), underscore (_), #, $ and percentage (%)

5. Type the new password again in the *Confirm OnePass Password* text box.

6. Under *Security Question*, you can change the security question or your answer.

7. Click **Update Account and Sign On** to display the Sign On with OnePass page.

Tips for Creating a Memorable Username and Password

Use these tips to create a memorable username and password that satisfy OnePass requirements.

- **Make it lengthy.** The longer the username or password, the more protection it provides.

- **Add complexity.** Combine uppercase and lowercase letters, numerals, and symbols. Do not use sequences (e.g., 12345678), repeated characters (e.g., zzzzzzzzz), or adjacent letters on your keyboard (e.g., qwertyui).

- **Create a username and a password that are easy to remember.** Use a combination of letters, numerals, and symbols that is easy for you to remember, but hard for others to guess.

- **Usernames must be unique.** Your username must differ from all other usernames registered in OnePass.

Note Your current password assigned to you by West remains as your online ID. Westlaw usage charges will continue to be associated with this identifying number on your West invoice.

Note If your username and password are automatically entered for a Westlaw session and you access sensitive content, such as public records, during that session, you will be asked to retype your password.

[*] For more information about OnePass username and password requirements, please check the OnePass FAQs document.

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