

WestlawNext Canada - Transcript

How to create a OnePass profile and add your registration key to it

Welcome to this video tutorial on how to create a OnePass profile and add your registration key to it.

All WestlawNext Canada users must have a OnePass profile to use WestlawNext Canada. If you are new user and do not have a OnePass profile, you must create one.

There are two starting points that you can use to create a OnePass profile.

You can start by selecting the **Activate Now** button located in the WestlawNext Canada Welcome email that you received...OR...Start the process by going directly to the WestlawNext Canada Sign In page and selecting the **Create OnePass profile** link.

The **Create a OnePass Profile** page appears. Confirm that WestlawNext Canada is the product for which you are registering your key and then enter your registration key into the field provided. Note that the key field is case sensitive.

Enter a custom label which will help you remember to which product this key belongs and then the email address you want to associate to this profile. Select **Continue**.

The **Create profile** page appears. Enter your personal information into the fields provided and then select **Continue**. Continue creating your profile by completing the security information. Select **Create**.

A confirmation message appears and an email is sent to the address registered to the profile. Select the **Sign out** button located in the upper right corner to exit the OnePass registration process.

To sign in to WestlawNext Canada, enter the username and password you created in your OnePass profile into the fields provided on the WestlawNext Canada sign in page. If using your personal computer, you can also choose one of three options so that you don't have to re-enter this information again.

Select **Save username** to only save the username on this page. You will need to enter your password each time you want to sign in.

Select **Save username and password** to remember both parts of your OnePass credentials.

Or...Select **Remember me**. With this option you will by-pass this sign in page altogether and go directly to the WestlawNext Canada home page or whichever page you selected as your default home page. To undo this option, you will need to go to the Security page within your OnePass profile.

Thank you for watching this video tutorial on how to create a OnePass profile and add your registration key to it. We hope you found it helpful.

For assistance using WestlawNext Canada select the Help link located at the top of any page to access the Customer Learning Centre where you can find other tutorials and quick reference cards or register for a training webinar facilitated by one of our Learning Consultants. You can also select the Live Chat link at the bottom of any page for immediate research support. Additionally, you can call or email our Technical and Research Support teams directly.