

WestlawNext Canada – Transcript

How to update your OnePass account by adding or removing a registration key

Welcome to this tutorial on how to update your OnePass account by adding or removing a registration key.

To add or remove a registration key, select the **Update an existing OnePass profile** link located on the WestlawNext Canada Sign In page. Enter your OnePass login credentials into the fields provided and select **Sign In**. Next, select **Manage Products** on the left side.

To add a registration key, select **Add a new Registration key**. Enter your registration key and friendly name by which you will remember this key. Select the **Preferred** checkbox if you wish to make this key your default when signing in with WestlawNext Canada. Select **Save**. A confirmation message appears and an email is sent to the address associated with the account. Select **Return to WestlawNext Canada** to sign into the service and begin using this new key.

To remove a registration key, select **Remove** from the *Actions* column next to the registration key you wish to remove. A message requesting confirmation of the removal appears. Select **OK**. The *Manage Products* page appears with the registration key removed. Select **Sign Out** to sign out of OnePass or select **Return to WestlawNext Canada** to return to the WestlawNext Canada Sign In page. To learn more about OnePass, please review the other tutorials on this topic. This ends your tutorial on how to update your OnePass account by adding or removing a registration key.

For assistance using WestlawNext Canada select **Help** located at the bottom of any page to access other WestlawNext Canada tutorials and Quick Reference Cards or register for a training Webinar facilitated by one of our Learning Consultants. Select **Contact Us** for information on how to contact our Technical and Reference Support teams.