

# Registering with OnePass

OnePass is a single sign-on solution that allows users to have one username & password to access Thomson Reuters services including Westlaw, Practical Law, ProView, and Checkpoint.

To begin accessing a service, you must first activate your Registration Key by linking it to your OnePass profile. You will receive a Welcome email from Thomson Reuters Online Services with the details to activate your access. Contact [Techcare.ANZ@thomsonreuters.com](mailto:Techcare.ANZ@thomsonreuters.com) if you have not received this email.

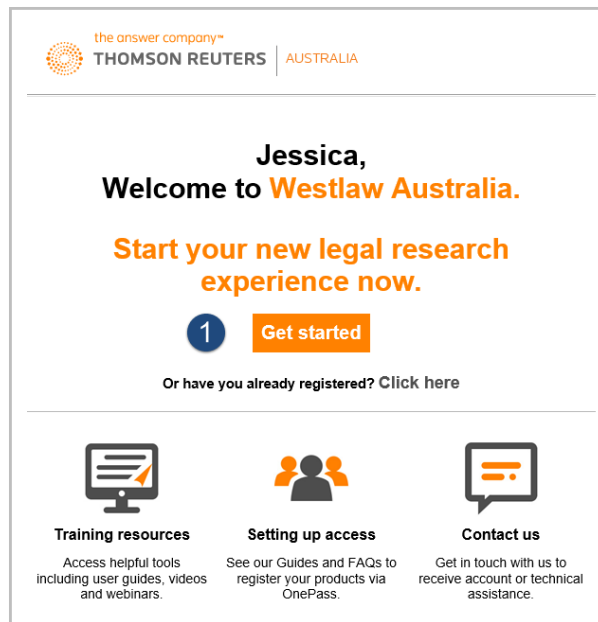
You will be directed through the applicable steps based on whether you are a New or Existing OnePass User. Further guided instructions are provided below.

[New OnePass User](#)

[Existing OnePass User](#)

## Setting up OnePass for the first time to access a new online service

1. You will receive a welcome email from Thomson Reuters Online Services. Click on the 'Get started' button.



2. You will be redirected to the OnePass site. Your unique registration key will be automatically populated in the 'Registration Key' field.

3. You will then be required to enter your registration key's 'Custom Label', as well as your email address.
4. After you click 'Continue', OnePass will search for an existing profile with the same email address. If an existing profile cannot be found, you will be prompted to create a new OnePass profile.

**Note:** A custom label is a label that you assign to different registration keys added to your OnePass profile, so you can differentiate these by the labels you have assigned. We recommend you type in a product name such as Westlaw or Practical Law.

**Register a product** 2

Add a new product registration key to your OnePass profile.

**Product**  
Westlaw Australia

**Registration key**  
13226273-GYSDK1

**Custom label**  
Give this registration key a label to differentiate it from others.

3

**Email**

Continue 4

5. To create a new OnePass profile, first complete the 'Personal Information' section. The 'Email Address' field will be automatically populated based on the email address you entered in step 3.

**Create profile**

**Personal information** 5

**First name**

**Last name**

**Email**

**Confirm email**

**Additional emails (optional)**  
OnePass can send account notifications to others, such as administrators. Separate multiple emails with commas.

Continue

**Note:** The Additional Emails option provides the capability to add another person or persons email addresses to the OnePass profile so they can assist in managing the OnePass profile.



6. You can then complete the 'Security' section. Please note the username and password requirements for OnePass below.

|                       |  |
|-----------------------|--|
| Username Requirements | <ul style="list-style-type: none"> <li>Between 8 and 70 characters</li> <li>The username is case sensitive</li> </ul>  |
| Password Requirements | <p>Between 8 and 16 characters</p> <p>Contain 3 of the below character classes:</p> <ul style="list-style-type: none"> <li>Upper case: A, B, C</li> <li>Lower case: a, b, c</li> <li>Numbers: 1, 2, 3</li> <li>Special characters: @, -, H, \$</li> <li>Other characters: Æ €</li> </ul> <p>The password is case sensitive</p> |

**Create profile**

**Security** 6

**Username**  
Your username is case sensitive.

Between 8 and 70 characters

**Password**

Show

Between 8 and 64 characters  
3 of 5 character types

Uppercase letter      Special character (@ # \$)  
Lowercase letter      Other character (€,Æ,€)  
Number

**Confirm password**

Show

**Security question**

Select a security question ▼

**Answer**

[Back](#) [Create](#)

7. You will then be taken to the 'Registration Complete' screen, which will inform you that your OnePass profile was successfully created and the relevant registration key added. You can now log in to your Thomson Reuters Online Service.

✓ Registration complete!

**Westlaw Australia** 7

**Custom label**  
WestlawAust

**Email**  
jez.gerald@gmail.com

[Continue to Westlaw Australia ->](#)

**Two-step authentication**

Two-step authentication keeps your profile secure by requiring a code in addition to your normal password. This acts as an extra layer of security to ensure no one else is able to access your profile.

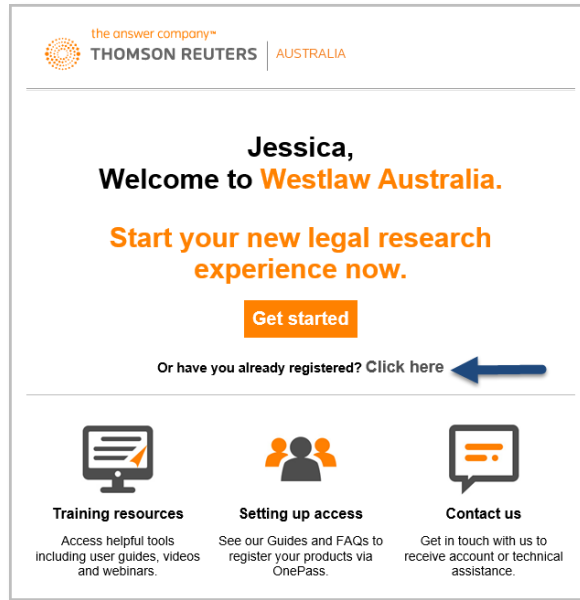
[Set up two-step authentication](#)

New OnePass User

Existing OnePass User

Updating an existing OnePass profile to be linked with a new registration key or online service

1. You will receive a welcome email from Thomson Reuters Online Services. Click on the Click here link.



2. You will be redirected to the OnePass site. Your unique registration key will be automatically populated in the 'Registration Key' field.
3. You can then enter your Registration Keys 'Custom Label' as well as your email address.

### Register a product

Add a new product registration key to your OnePass profile.

**Product**

Select a product ▼

**Registration key**

**Custom label**  
Give this registration key a label to differentiate it from others.

Save
Cancel

**Note:** A custom label is a label that you assign to different registration keys added to your OnePass profile, so you can differentiate these by the labels you have assigned. We recommend you type in a product name such as Westlaw or Practical Law..

4. After you click 'Continue', OnePass will search for an existing profile with the same email address. When an existing profile is found, OnePass automatically adds the new online service to your profile.
5. You will then be taken to the 'Registration Complete' screen, which will inform you that your OnePass profile was successfully updated. You can now log in to your Thomson Reuters Online Service.

