Registering with OnePass

Access to online services such as Practical Law Australia, Westlaw AU, Checkpoint and ProView is granted using a unique 'Registration Key'. To be able to login to Practical Law Australia, Westlaw AU, Checkpoint and ProView, you must first add the registration key to a OnePass profile. The instructions on how to do this are as follows.

Instructions for new users	Instructions for existing users

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

1. You will receive a welcome email from Thomson Reuters Online Services. Click on the 'Practical Law OnePass' button.

2. You will be redirected to the OnePass site. You will then be required to enter your unique registration key, your service's 'Friendly Name' eg. Practical Law Australia, as well as your email address.

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Setting up OnePass for the first time in order to access a new online service (continued...)

3. After you click the 'Continue' button, 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.

Setting up OnePass for the first time in order to access a new online service (continued...)

4. To create a new OnePass profile, first complete the 'Your Information' section.

    The 'Email Address' field will automatically be populated based on the email address you entered in step 2.

    Your Information

    First Name

    Last Name

    Email Address
    techCare.ANZ@tr.com

    Confirm Email Address
    Must be same as Email Address field

    Alternate Email Address(es) (Optional)
    Comma Separated

5. You must then complete the 'Username and Password' section.

    Username and Password

    Username

    Password

    Confirm Password
    Must be same as Password field

    Please note the username and password requirements for OnePass below.

Username Requirements	Password Requirements
- Must be between 8 and 70 characters - Contain 1 of the below character classes	- Must be between 8 and 16 characters - Contain 3 of the below character classes
Character Classes	**Character Classes**
- Uppercase letters (A, B, C…) - Lowercase letters (a, b, c…) - Numbers (1, 2, 3…) - Special characters (i.e. @.-_#$%) - Other characters (i.e. Æ€)	- Uppercase letters (A, B, C…) - Lowercase letters (a, b, c…) - Numbers (1, 2, 3…) - Special characters (i.e. @.-_#$%) - Other characters (i.e. Æ€)
Notes	**Notes**
- The username is case sensitive	- The password is case sensitive

6. You must then complete the 'Security Question' section before clicking on the 'Create Profile' button.

    Security Question

    Select a Security Question
    Select a question

    Answer

    Select a Security Question
    Select a question

    Answer

    Select a Security Question
    Select a question

    Answer

    Create Profile

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Setting up OnePass for the first time in order to access a new online service (continued...)

7. You will then be taken to the 'OnePass General Settings' screen, which will inform you that your OnePass profile was successfully created and the relevant registration key added.

    You can now visit your new online service by clicking on the 'Return to Practical Law Australia' button below the 'Your Profile' section on the left-hand side.
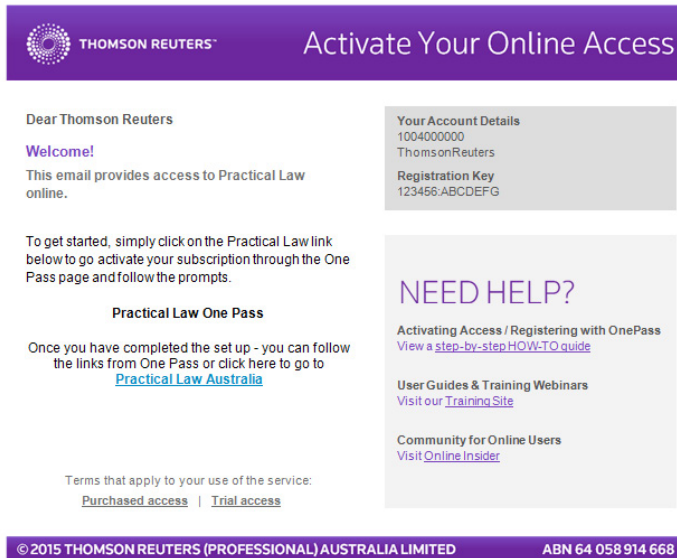
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Updating an existing OnePass profile to be linked with a new online service

1.   You will receive a welcome email from Thomson Reuters Online Services. Click on the 'Practical Law OnePass' button.

2.   You will be redirected to the OnePass site. You will then be required to enter your unique registration key, your services 'Friendly Name' eg. Practical Law Australia, as well as your email address.

Updating an existing OnePass profile to be linked with a new online service (continued...)

3.   After you click the 'Continue' button, OnePass will search for an existing profile with the same email address.

       If an existing profile is found, OnePass automatically adds the new online service to your profile.

4.   You can now visit your new online service by clicking on the 'Return to Practical Law Australia' button below the 'Registration Complete' section and login with your existing OnePass username and password.

       Alternatively, you can click on the 'Forgot your username or password?' link and follow the prompts in order to retrieve your OnePass username or password.

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