

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.

The screenshot shows an email from Thomson Reuters with the subject 'Activate Your Online Access'. The email content includes:

- Dear Thomson Reuters**
- Welcome!**
- This email provides access to Practical Law online.
- To get started, simply click on the Practical Law link below to go activate your subscription through the One Pass page and follow the prompts.
- Practical Law One Pass**
- Once you have completed the set up - you can follow the links from One Pass or click here to go to [Practical Law Australia](#)
- Terms that apply to your use of the service: [Purchased access](#) | [Trial access](#)
- Your Account Details**
 - 100400000
 - ThomsonReuters
 - Registration Key**
 - 1234567-ABCDEFGH
- NEED HELP?**
 - Activating Access / Registering with OnePass
 - View a [step-by-step HOW-TO guide](#)
 - User Guides & Training Webinars
 - Visit our [Training Site](#)
 - Community for Online Users
 - Visit [Online Insider](#)

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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.

OnePass

register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

Registration Key

Example: 1234567-ABCDE1

Friendly Name [What's This?](#)

Email Address

Continue

Return To Practical Law Australia

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

- 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.



Already have a OnePass profile? [Update your profile](#)

General Settings

Return To Practical Law Australia

Register a new OnePass Profile

Register for a new Profile within OnePass by entering the information below.

Your Information

First Name

Last Name

Email Address

Confirm Email Address
Must be same as Email Address field

Alternate Email Address(es) (Optional)
Comma Separated

Username and Password

Username

Password

Confirm Password
Must be same as Password field

Security Questions

OnePass requires three security questions and answers to better protect your account.

Select a Security Question

Answer

Select a Security Question

Answer

Select a Security Question

Answer

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

Confirm Email Address

Alternate Email Address(es) (Optional)

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

Username and Password

Username

Password

Confirm Password

Please note the username and password requirements for OnePass below.

Username Requirements	Password Requirements
<ul style="list-style-type: none"> - Must be between 8 and 70 characters - Contain 1 of the below character classes 	<ul style="list-style-type: none"> - Must be between 8 and 16 characters - Contain 3 of the below character classes
Character Classes	Character Classes
<ul style="list-style-type: none"> - Uppercase letters (A, B, C...) - Lowercase letters (a, b, c...) - Numbers (1, 2, 3...) - Special characters (i.e. @.-_#\$\$%) - Other characters (i.e. Æ€) 	<ul style="list-style-type: none"> - 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
<ul style="list-style-type: none"> - The username is case sensitive 	<ul style="list-style-type: none"> - 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

Answer

Select a Security Question

Answer

Select a Security Question

Answer

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

- 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.

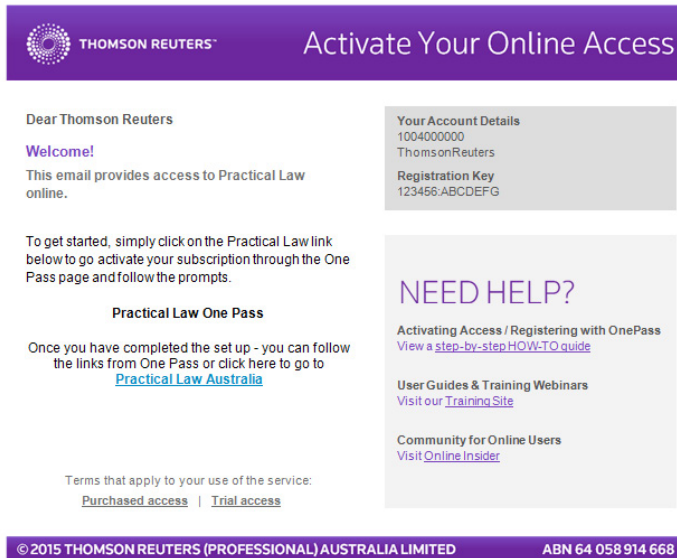
OnePass

General Settings	<h3>General Settings</h3> <p>Manage the general OnePass Profile settings.</p> <p>Your Information</p> <p>First Name <input type="text" value="Practical Law AU"/></p> <p>Last Name <input type="text" value="Practical Law AU"/></p> <p>Email Address <input type="text" value="TechCare.ANZ@tr.com"/></p> <p>Confirm Email Address <input type="text" value="TechCare.ANZ@tr.com"/></p> <p>Alternate Email Address(es) (Optional) <input type="text" value="Comma Separated"/></p> <p>Username and Password</p> <p>Username <input type="text"/></p> <p>Password <input type="text" value="Hidden for your security"/></p> <p>Confirm Password <input type="text" value="Must be same as Password field"/></p> <p style="text-align: center;"><input type="button" value="Save"/></p>
Manage Products	
Security Questions	
Security Settings	
Electronic Payments	
Alternate Passwords	
Sign Out	

Your Profile
Username RhiannonPLADEMO
Email Address rhiannon.kerr@tr.com
<input type="button" value="Return To Practical Law Australia"/>

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.



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- Dear Thomson Reuters**
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- Practical Law One Pass**
- Once you have completed the set up - you can follow the links from One Pass or click here to go to [Practical Law Australia](#)
- Terms that apply to your use of the service: [Purchased access](#) | [Trial access](#)

On the right side of the email, there is a box titled 'Your Account Details' containing:

- 100400000
- ThomsonReuters
- Registration Key: 123456:ABCDEFGH

Below that is a 'NEED HELP?' section with links for:

- Activating Access / Registering with OnePass: [View a step-by-step HOW-TO guide](#)
- User Guides & Training Webinars: [Visit our Training Site](#)
- Community for Online Users: [Visit Online Insider](#)

At the bottom of the email, it says: © 2015 THOMSON REUTERS (PROFESSIONAL) AUSTRALIA LIMITED ABN 64 058 914 668

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.

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register a new profile

To start the registration process, please enter the information below. This information is needed for us to verify that there isn't already a profile registered within OnePass, and will be used as a starting point for the new profile.

Registration Key

Example: 1234567-ABCDE1

Friendly Name [What's This?](#)

Email Address

Continue

Return To Practical Law Australia

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.

OnePass

registration complete

The Registration Key was added to your OnePass Profile.

Click the link below to return to Practical Law Australia, or enter your OnePass username and password to modify your OnePass Profile.

Return To Practical Law Australia

manage onepass

Username

Password

[Forgot your username or password?](#)

Sign In

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.

OnePass

registration complete

The Registration Key was added to your OnePass Profile.

Click the link below to return to Practical Law Australia, or enter your OnePass username and password to modify your OnePass Profile.

Return To Practical Law Australia

manage onepass

Username

Password

[Forgot your username or password?](#)

Sign In