



HAYS COUNTY LAW LIBRARY


WESTLAW

Patron Access - Remote

ONLINE LEGAL RESEARCH INSTRUCTIONS FOR REQUESTING ACCESS & CREATING A USER ACCOUNT

Remote access to Westlaw is now available, enabling self-represented litigants to conduct their legal research from the comfort of their homes or any preferred location, at their convenience, on any day and at any hour.

The Hays County Law Library is participating in the Westlaw Remote Patron Access Pilot program in collaboration with Thomson Reuters. This initiative enables remote access to Westlaw, a leading legal research database.



Online Research Resources

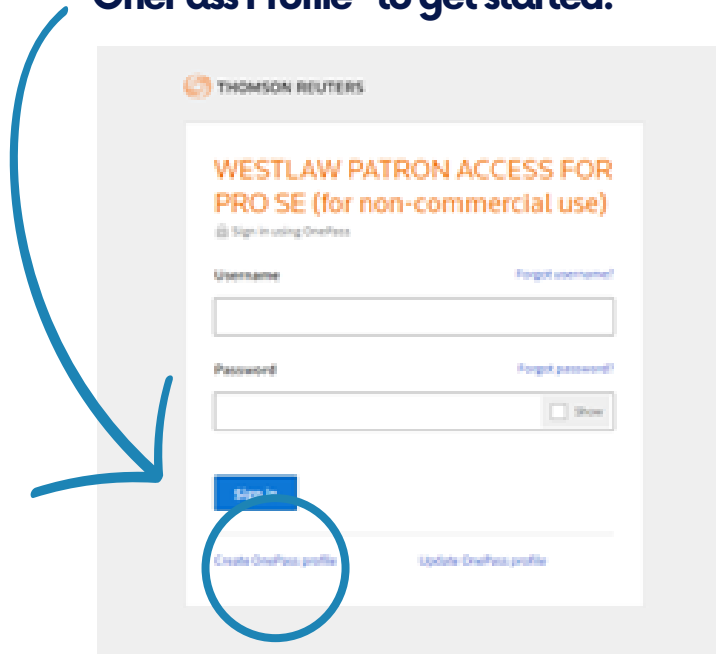
WESTLAW ACCESS - REMOTE ACCESS REGISTRATION INSTRUCTIONS

1

Submit a request for access to Westlaw Remote Patron Access by completing the online [sign-up form](https://forms.office.com/g/PeDSdYYRu2) <https://forms.office.com/g/PeDSdYYRu2> or submitting an email to HAYSCOUNTYLAWLIBRARY@HAYSCOUNTYTX.GOV.

2

Once your request is processed. You will receive an email with a link to access Westlaw and signup for a login. The screen below will appear when you visit the Westlaw site for the first time. Click on "Create OnePass Profile" to get started.



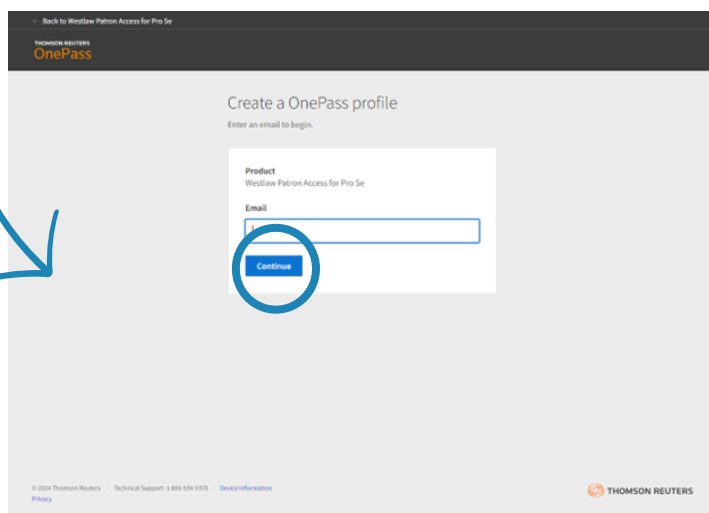
Online Research Resources

WESTLAW ACCESS - REMOTE ACCESS REGISTRATION INSTRUCTIONS

3

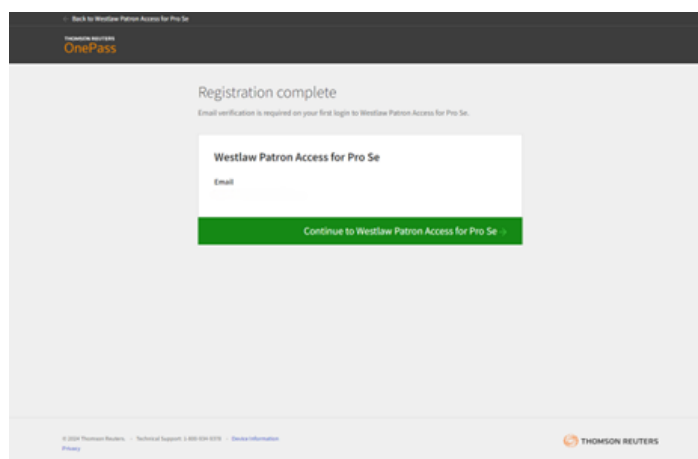
Create a OnePass Profile.

Enter in your email address and click/press "Continue."
The email address cannot be associated with a past or existing account.



The screenshot shows the 'Create a OnePass profile' page. At the top, it says 'Back to Westlaw Patron Access for Pro Se' and 'THOMSON REUTERS OnePass'. The main heading is 'Create a OnePass profile' with the instruction 'Enter an email to begin.' Below this is a form with a 'Product' dropdown set to 'Westlaw Patron Access for Pro Se' and an 'Email' input field. A blue circle highlights the 'Continue' button. At the bottom, there is a footer with copyright information and the Thomson Reuters logo.

The screen below will appear if the system recognizes your email as a past or current account. You will need to register with a different email address.



The screenshot shows the 'Registration complete' page. At the top, it says 'Back to Westlaw Patron Access for Pro Se' and 'THOMSON REUTERS OnePass'. The main heading is 'Registration complete' with the instruction 'Email verification is required on your first login to Westlaw Patron Access for Pro Se.' Below this is a box with the heading 'Westlaw Patron Access for Pro Se' and an 'Email' input field. A green button labeled 'Continue to Westlaw Patron Access for Pro Se' is visible. At the bottom, there is a footer with copyright information and the Thomson Reuters logo.

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4

Create a OnePass Profile.

Enter the information requested in the form that includes your First Name, Last Name and Email and click/press "Continue."

The email address cannot be associated with a past or existing account.

Personal information — Security

Create profile

Personal information

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.

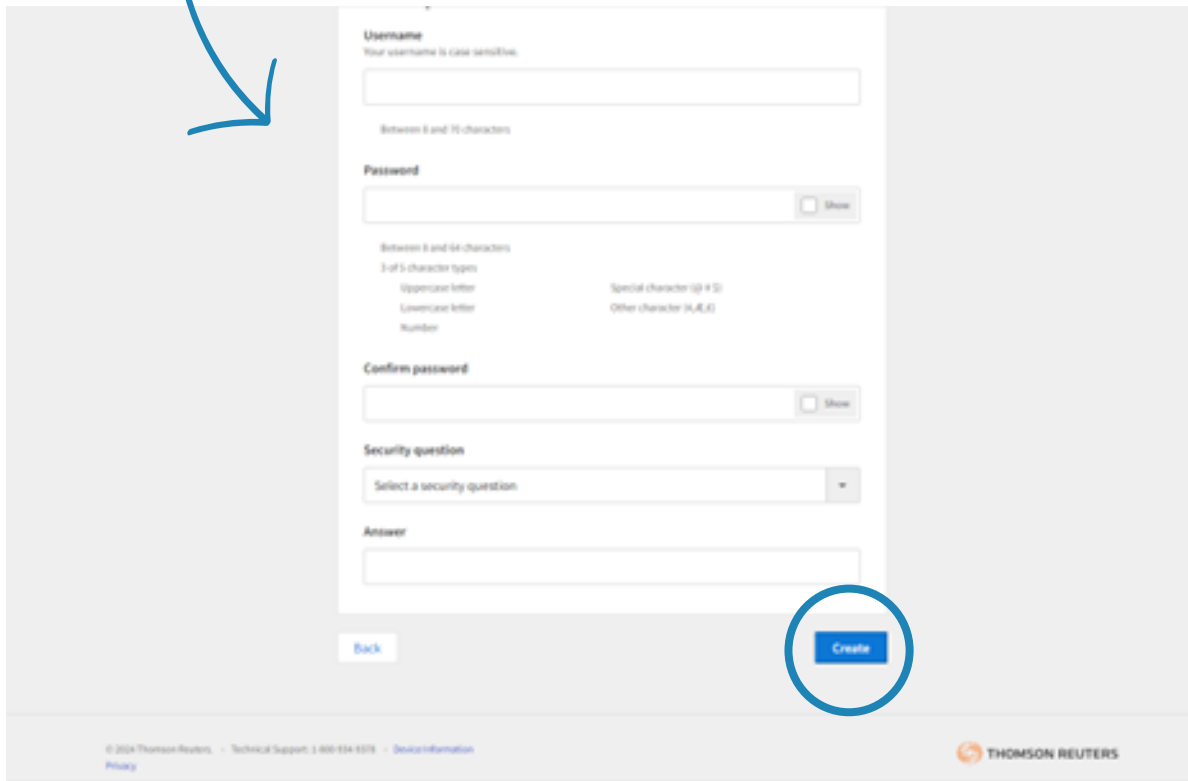
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WESTLAW ACCESS - REMOTE ACCESS REGISTRATION INSTRUCTIONS

5

Create a OnePass Profile.

Enter the desired Username, Password, and Security Question and click/press "Create."



The screenshot shows a registration form with the following fields and options:

- Username:** A text input field with a placeholder "Your username is case sensitive." and a note "Between 8 and 20 characters".
- Password:** A text input field with a "Show" toggle and a note "Between 8 and 14 characters". Below it, a breakdown of requirements: "3 of 3 character types" (Uppercase letter, Lowercase letter, Number) and "Special character (0 + 2)" (Other character !@,.,/).
- Confirm password:** A text input field with a "Show" toggle.
- Security question:** A dropdown menu with the placeholder "Select a security question".
- Answer:** A text input field.

At the bottom of the form are "Back" and "Create" buttons. The "Create" button is circled in blue. A blue arrow points from the number "5" to the form.

© 2024 Thomson Reuters. Technical Support: 1-800-834-4374. [Device Information](#) [Privacy](#) THOMSON REUTERS

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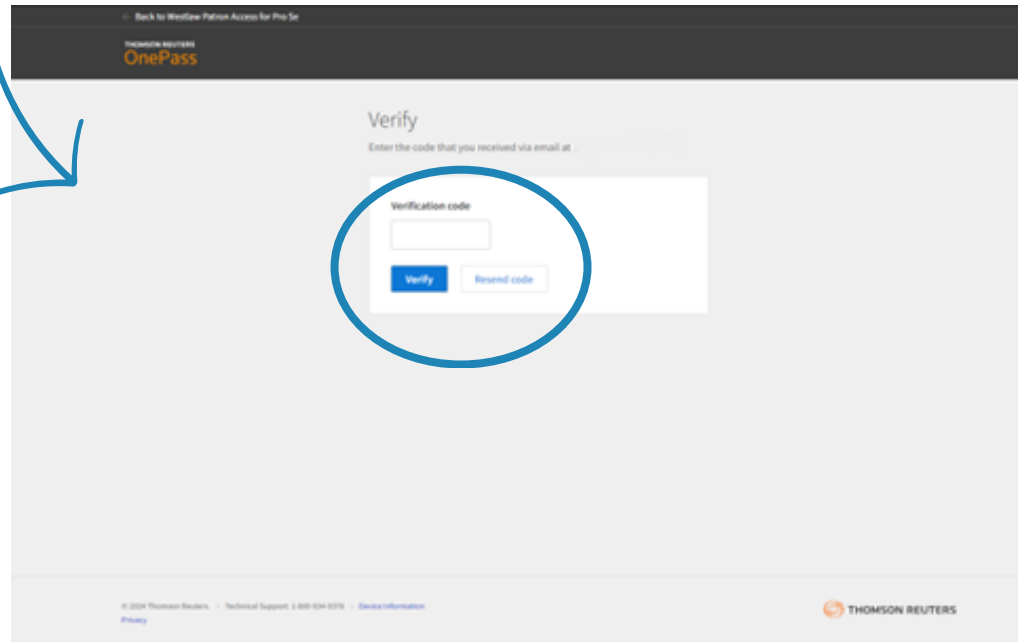
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6

Verify.

Check your email for a Verification Code and enter into the box then click/press "Verify."



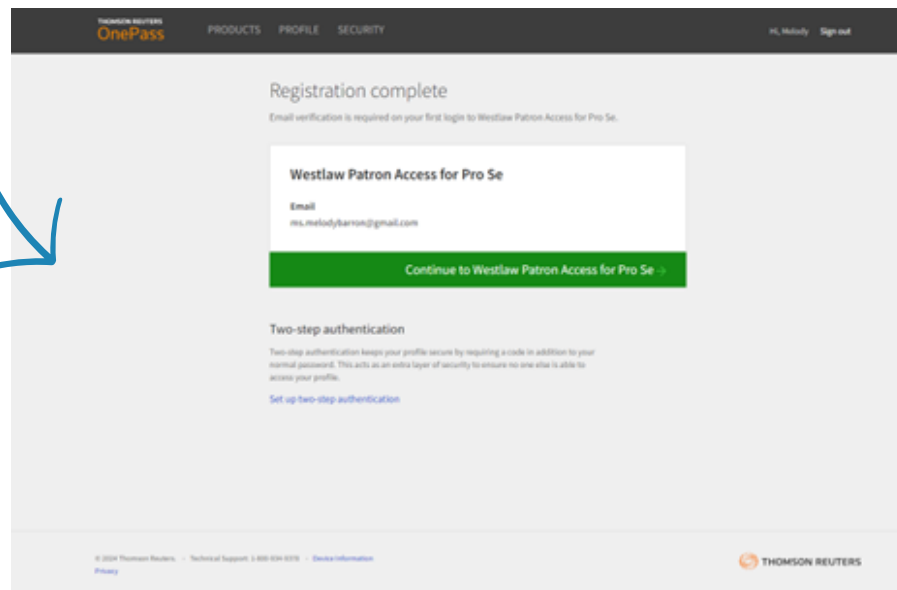
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7

Registration Complete.

A confirmation screen will appear. You can then click/press "Continue to Westlaw Patron Access for Pro Se."



LEGAL RESEARCH

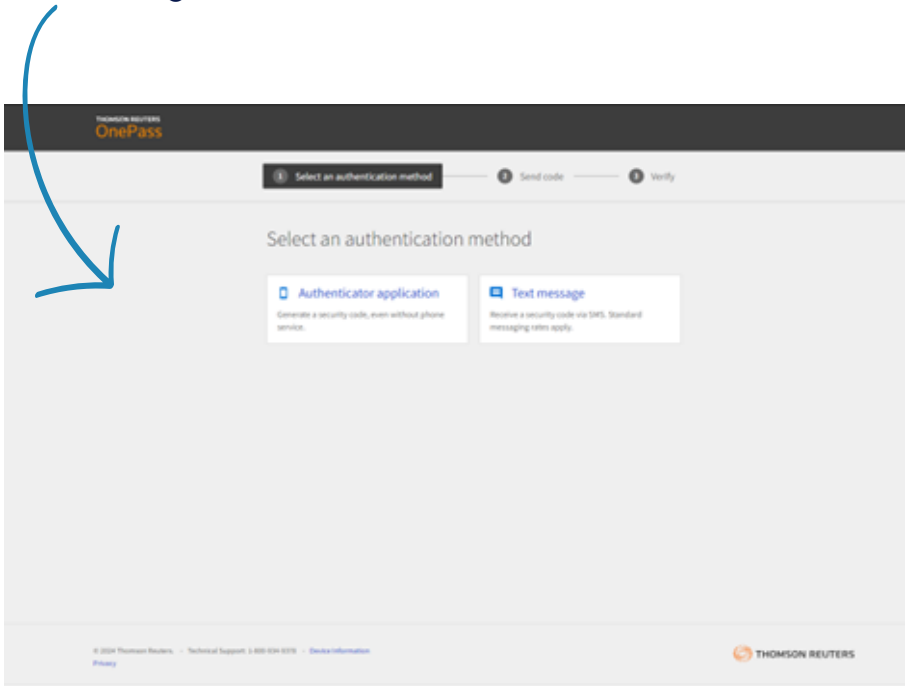
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8

Authentication.

Select an authentication method.
Choose between "Authenticator application" or "Text Message."



Below are examples of the authenticator screens. Once you authenticate you will be redirected to the Westlaw site to start your research.

