TRAINING IP PERSONALISATION



To personalize IP Users can follow these steps:

- Log on to Westlaw NZ & Click on "Preferences" or go to <u>http://www.westlaw.co.nz/maf/wlnz/app/</u> <u>preferences/change</u>, then click on "Create A New Profile.
- 2. Enter First Name, Last Name & Email and click "Create A New Profile".
- You will see a confirmation screen stating

"Thank for you creating your profile. An email will be sent to@....co.nz, with instructions on how you can confirm your account. Once you click on the link on the email to validate your account, you will be able to personalise your experience."

- Open your email service.
- 3. Locate the registration email from Westlaw NZ and click on the "click here" link to complete the registration.

No thanks		🎄 I need to create a new profile		l already have a prof	
Personalisation infl mandatory, you can carry on with the view you have currently. This is useful if more than one person uses the PC you are using to access this application. SKIP THIS STEP		That's fine, use this option to get started. You'll just need to give us some basic login information and we can begin personalization. CREATE A NEW PROFILE		Even easier, simply log in and or the environment to your previously or preferences.	
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For further free reference materials, http:// https://support.thomsonreuters.co.nz/



TRAINING IP PERSONALISATION



- You will see a confirmation screen stating
- 5. You can now go to Westlaw NZ to login.
- Enter your newly created OnePass Username & Password then tick "Save My Username & Password" or "Remember Me on this computer" if you don't want to go via the login screen each time.
- Click Sign In you are IP Personalised!

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