

Tips for Faculty Registering for West LegalEdCenter (WLEC)

1. To access West LegalEdcenter for the first time, all full time faculty must register for the free subscription. Once registered, access will be tied to your Westlaw user name and password.
2. Make sure you are signed off Westlaw and lawschool.westlaw.com before you register.
3. If possible use Chrome. If not, try copying and pasting the link.
4. Click on Registration Key link from WLEC PDF document provided to you by your law school or Westlaw Academic Account Manager. This link is what ties your Westlaw user name and password to the WLEC subscription.
5. After clicking on the link, make sure the next screen has your school law school name on the top of the screen. See below for an example. If you don't see your specific school name, the link is not working correctly. Try copying and pasting the link instead of clicking on it.

West LegalEdcenter®
LAW SCHOOL

If you are new to West LegalEdcenter, please complete the form below to be added to LAW SCHOOL. If you already have a West LegalEdcenter profile, sign in at left to be added to MERCER UNIV LAW SCHOOL.

We **LAW SCHOOL** Registration

Please fill out the form below and click the Submit button. You will receive an email at the address you provide that will allow you to complete the registration process.

E-mail address:

Sign Up for E-mail Alerts/Site Use

☒ Receive e-mail newsletters related to your CLE requirements and programs available for your jurisdiction and practice areas. West will not sell, rent or share your information. See [Thomson Reuters' Privacy Statement](#).

I prefer e-mail messages to be sent as:
☒ HTML messages (images as well as text)
☐ Text-only messages.

View [Terms and Conditions of Site Use \(Version 8\)](#)
☒ I accept the Terms and Conditions of Site Use
☐ I do not accept the Terms and Conditions of Site Use

SUBMIT

6. Fill out your email address on the form. **Email address for registration must be the email address tied to your Westlaw user name and password.** If you don't know what this is, email your account manager so they can check. Accept Terms and Conditions and click on Submit
7. Go to your email and find email titled "Firm Subscription to West LegalEdcenter" and click orange button in the email- CONFIRM REGISTRATION. See below for what the email should look like. If you don't see an email, check your spam/trash.

West LegalEdcenter®

SUBSCRIPTION INFORMATION

Good news, **Sue Moore**:

You have been enrolled in your organization's subscription to West LegalEdcenter®, the online continuing legal education (CLE) service from Thomson Reuters. You now have access to all online CLE programs included in your subscription at www.westlegaledcenter.com

• **New Users** – You will be asked to complete a brief registration form and create a OnePass username and password.

• **Existing Users** – If you have previously registered with OnePass, you will be returned to West LegalEdcenter where you may sign in using your existing OnePass username and password.

To Complete Your Registration

Please click the button below.

Confirm registration >

Questions?

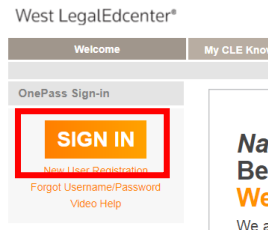
Customer Technical Support (including OnePass support)

- 1-800-495-9378
- [E-mail Support](#)

For more information:

- [Help Videos](#)
- [Getting Started Guide](#)
- [CLE Mobile](#)

8. When you click on Confirm Registration, you will be taken to the WLEC home page, click on SIGN IN button on the left side of WLEC home screen. Type in your Westlaw user name and password. **Important Note**-You must sign on with your Westlaw user name and password so you are signed into the free subscription.



9. To confirm you are under your school's subscription, you should see lines crossing out the regular pricing. If you don't see crossed out pricing, click on top link for "Search Catalogue" and make sure the program selection is "subscription". See step 10. .

Program Title and Description		Price
Attorney Ethics Through the Words of David Bowie Join the CLE Performer, Stuart Teicher, Esq., as he explains the need to be competent and stay in touch with the changes being posed by technology (Rule 1.1) and the duty to consult the client in Rule 1.4. more Online Format: On Demand Partner: Teicher Professional Growth		\$249.00 ENROLL
Date: 04/23/2018 Online Media Type: Audio Duration: 1hr 2mins		

10. To search for a free CLE go to Search Catalogue on top browsing bar. Make sure the subscription radio button is full. See below for the screen you should see.

RSS Feeds | Test Your Co

Advanced Search

Please select one or more options below or type a search term in the appropriate text box to :

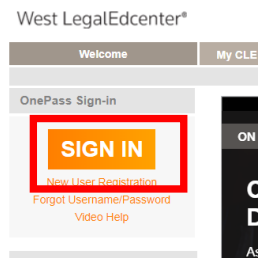
☐ CLE
☐ Paralegal
☐ Core Skills

West LegalEdcenter offers the largest and most up-to-date library of continuing legal education programs from the leading national, state, and local CLE providers.

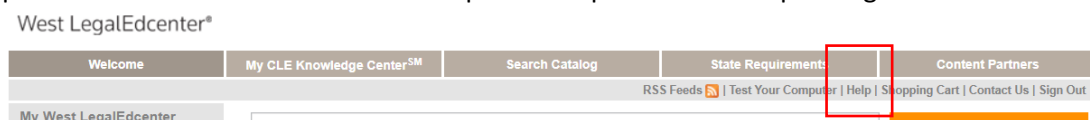
Program Selection:

☐ All Programs
☒ Subscription

11. To add your bar number and jurisdiction, click on "My Profile" on the top left side of Welcome s
12. You must sign on with your Westlaw user name and password every time you use WLEC. To access WLEC, sign on to lawschool.westlaw.com, click on Practice Ready link on top browsing bar, scroll down to WLEC, click on "Access Now, and then click on Sign In button on the top left of WLEC home page.



13. If you have questions about how to use WLEC, there is a **Help** button on the top of WLEC under the main browsing bar
14. Check the **State Requirements** tab on the top main browsing bar to check your state's requirements and how CLEs credits are reported. Reporter varies depending on state.



15. If you are still having trouble registering for WLEC, please contact your Academic Account Manager.