THOMSON REUTERS LEGAL UKI MY ACCOUNT
MANAGING USERS

My Account enables you to:
- View a list of all of your users
- Add new users for Westlaw & Practical Law
- Delete users
- Change the subscriptions users have access to
- Reset passwords for Westlaw & Practical Law
- Reset passwords for other OnePass products

From the My Products menu, select “Manage Online Users”

If you are viewing your Account page then select Online Users from the People menu

Here you can search for a user

Or you can select which account/department you want to manage users for. Just click the linked account number.

Add or Delete Users

List of users – click the name to view or edit information about that user. Filter by access to products using the check-boxes above

Registration status:
- Green – has registered for all products and has signed on
- Red – has not yet started the registration process. Partially registered if they have started but not yet completed the process.
ADDS NEW USERS

ADD ONLINE USER

Basic Information
- First Name
- Middle
- Last Name
- Email (Required)
- End Date

Product Access
Select the products to which this online user will be given access.
- Westlaw
- Practical Law
- UK LAW DEPARTMENT PLUS
- Westlaw UK
- Westlaw UK (New Platforms)
- Select All

Select the products you wish this user to have access to.

Fill in all of the information required by the template.
Enter in an End Date if you want access to cease on a specified date.
Enter the users email address. Make sure to check the box if you would like them to receive their access details directly otherwise only you will receive the email.

You can Submit this new user or Submit and add another. The access details will be sent to the Administrator, and to the end user if you have checked the “Send Registration Email to User” box. You can track whether they have registered by using the status icons on the Manage Online Users screen.

DELETING USERS

Select the User(s) you wish to Delete by using the check boxes and click Delete.

You can choose to end access immediately, or specify a day for access to cease.
EDITING AND RESETTNG ACCESS FOR USERS

From the Manage Users page, you can see a summary of what products they have access to.

Click on a user's name to see information about that user.

**Subscriber 1**

- **Edit** information about this user (first/last name and email address) or **Delete** this user
- **Manage Products**
  - Reset OnePass credentials or create a temporary password

**Online Users 9**

- If you want to enable access to a product for multiple users then click Manage Additional Subscriptions from the user list page. You can then select a product and tick which users to apply it to.