

IMPORTANT WESTLAW ACCESS INFORMATION—

Welcome to the University of Colorado Law School~

All CU Law students are given full access passwords to Westlaw, a research database used extensively by legal professionals in the private and public sectors. As the CU Westlaw Account Manager, I will be providing training classes on this system as part of your first year curriculum and into your second and third year.

To register for Westlaw access, follow the steps below:

- 1) Go to www.lawschool.westlaw.com and click on the “Register Password” link on the left-hand side of the screen.
- 2) At the registration screen, click on the option for “Registering for the first time”
- 3) You will next be prompted for your e-mail address—Use an address that you check frequently.
- 4) You will next be prompted for your Westlaw Password, which was included in the message you received containing these instructions.
- 5) On the next screen you will create your Westlaw OnePass (a Username/Password combination that you will use from that point forward to access Westlaw and TWEN) and fill in remaining required information fields.
- 6) To confirm that your password is registered properly, go to www.lawschool.westlaw.com, enter your OnePass and click Sign On—You should then see your name and law school appearing in the upper left-hand corner of the screen.

You will also use your Westlaw password to access an online course platform called The West Education Network (TWEN). Professors use TWEN to post syllabi and reading materials, e-mail students, and perform a variety of other “virtual” tasks associated with their class. Some of your professors may be using the TWEN platform while others may not. It is your responsibility to make sure that you are a participant in any TWEN courses that your professors may have created. **Once you have registered your Westlaw password** and once you have received your schedule of classes for the fall term, you may go to the www.lawschool.westlaw.com page, click on the TWEN button along the top of the screen, enter the OnePass username/password you created during registration, and click Sign On. You will be taken to your TWEN Home Page, where you will see an “Add Course” button at the top of the screen. Take this link to see all of the currently available TWEN courses at CU. Simply select any classes that match your schedule and hit SUBMIT at the bottom of the screen. If you do not see one of your classes listed, it is possible that your professor is not using TWEN or simply has not created the course at that time.

Please contact me if you have any questions. I look forward to meeting you at orientation.

Best,
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