2016-2017 Locker Registration Procedure

Screen Shot Edition

New and Returning Students—Registering a New Locker
Registration Period: Thur., August 25, 2016 at 8:00 a.m. – Sun., August 28, 2016 at 11:59 p.m.

Locker registration is on a first come, first serve basis. There are not enough lockers for the entire law college student body. We recommend that you enroll in the TWEN course before the registration period opens just in case you have any problems enrolling in the course. You will get a WestLaw password and training on TWEN during the technology trainings on-campus in late-August. If you would like to sign up for a locker, please follow these instructions:

1. Go to www.lawschool.westlaw.com
2. Enter your WestLaw username and password. Then click “Sign In”
3. At the top of the page, click the “TWEN” tab

4. At the top of the My Courses section, click “Add a Course”
5. Select “2016-2017 Locker Registration” and enter password “ose” into the course password field. Then scroll down the page and hit submit.

6. You should now be registered for the course. The course should be now be under the “My courses” section of the TWEN homepage.
7. **When the registration period opens**, click on the course under “my courses” (see step 6) and then click “Sign-Up Sheets” on the left part of the page.

8. Click on the “New Locker Registration” link. **Note that this sheet will not be available until the open registration period begins.**
9. Read the instructions and “sign up” for your locker from the available list. You may only select one locker. If you register for more than one locker, you will automatically forfeit all lockers you registered for and you will not receive a locker.

10. If all the lockers are taken, please sign up for the waitlist here. 

11. You must place a lock on your locker by September 1, 2016. Any locker that does not have a lock on it by this day will be given to another student.