

## 2017-2018 Locker Registration Procedure

### Screen Shot Edition

#### New and Returning Students—Registering a New Locker

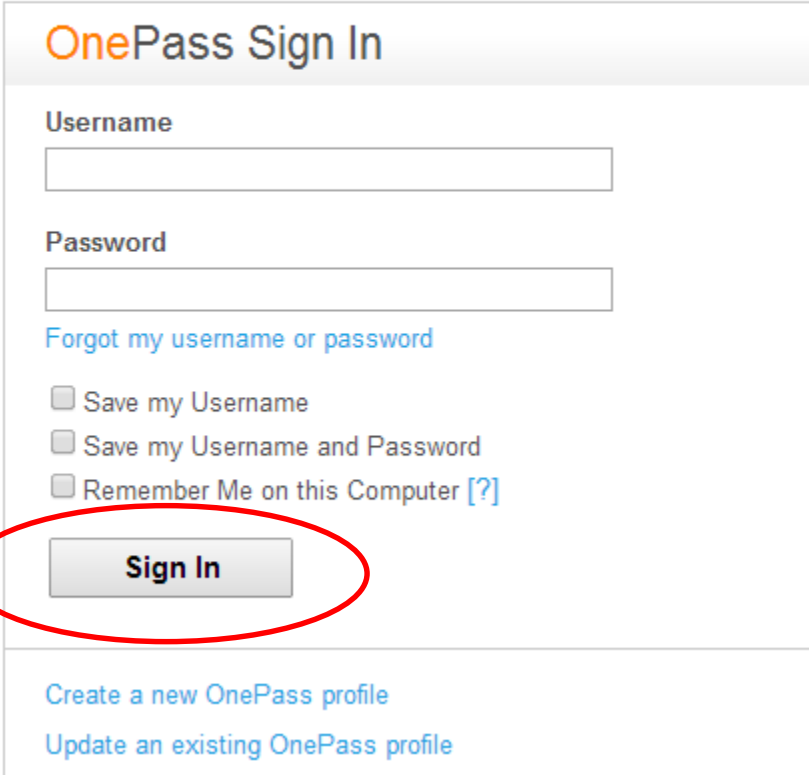
Registration Period: Thur., August 24, 2017 at 8:00 a.m. – Sun., August 27, 2017 at 11:59 p.m.

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](http://www.lawschool.westlaw.com)
2. Enter your WestLaw username and password. Then click “Sign In”



lawschool.westlaw.com



**OnePass Sign In**

Username

Password

[Forgot my username or password](#)

Save my Username

Save my Username and Password

Remember Me on this Computer [\[?\]](#)

**Sign In**

[Create a new OnePass profile](#)

[Update an existing OnePass profile](#)

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3. At the top of the page, click the “TWEN” tab

The screenshot shows the Thomson Reuters Westlaw website. The top navigation bar includes links for Home, WestlawNext, Westlaw Classic, TWEN (highlighted with a red circle), Law School Exchange, My eProducts, and Bookstore. Below the navigation bar, there are links for User Guides, Training, Certification, Career Prep, and Faculty Resources. The main content area features a large banner for 'WHAT'S NEXT' with the text 'FROM WESTLAW CLASSIC TO WESTLAW NEXT' and 'Quick & easy online training to help with the transition.' Below this banner, there is a section for 'TWEN 24 Hour Support: 1-800-486-4876' and a section for 'PRACTICAL LAW now available on WESTLAWNEXT!'. On the right side, there is a search bar and a section for 'WestlawNext VOTED BEST IN FOUR CATEGORIES'.

4. At the top of the My Courses section, click “Add Course”

The screenshot shows the Thomson Reuters Westlaw website, specifically the 'My Courses' section. The top navigation bar includes links for Home, WestlawNext, Westlaw Classic, TWEN (highlighted with a red circle), Law School Exchange, My eProducts, and Bookstore. Below the navigation bar, there are links for My Courses and My Faculty Programs. The main content area features a 'MY COURSES' section with buttons for 'Create Course', 'Add Course' (highlighted with a red circle), and 'Drop Course'. Below this section, there is a table with columns for Access, Course Name, Term, and Instructor. The table shows 'Michigan State University College of Law' as the course name. On the right side, there is a calendar for June 2014.

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5. Select “2017-2018 Locker Registration” and enter password “ose” into the course password field. Then scroll down the page and hit submit.

A list of course options with checkboxes:

- Transitioning from Westlaw Classic to WestlawNext (Full year 2014-2015) - de Lencastre
- TULANE MARDI GRAS SPORTS LAW INVITATIONAL 2014 (Spring 2014)
- TWEN in a Nutshell 2014 (Full year 2014-2015)
- TWEN Refresher for Adjunct Faculty Fall 2013 (Full year 2013-2014)
- United States Legal Discourse: An Introduction to Legal English (Full Year 2013-2014) - Hoffman
- West Coast Consortium of Academic Support Professionals (Full Year 2013-2014) - Lee
- Westlaw Online Certification - Cases, Statutes, and Secondary Resources (Full Year 2012-2013)
- WestlawNext Canada - Test Mark-up (Spring 2014)
- WestlawNext Certification (Full Year 2013-2014)
- WestlawNext Resources - Heartland Region (OU, OCU, TU, UA) (Full Year 2013-2014)
- WestlawNext Training Handouts (Spring 2014) - de Lencastre
- Widener Journal of Law, Economics and Race (Full Year 2013-2014) - Butz, Byard, Chapaska, Diduch, Embry, Kostyk, Lorenzo, Ngwashi, Petrou, Phillip, Rhodeside, Rutter, Turenne
- Widener Law Lausanne Summer Program 2014 (Summer 2014) - Allie
- Widener Law Venice Summer Program 2014 (Summer 2014) - Regan

Buttons: **Submit** (circled in red), **Reset**, **Cancel**

6. You should now be registered for the course. The course should be now be under the “My courses” section of the TWEN homepage.

THOMSON REUTERS  
**WESTLAW™**

Home WestlawNext Westlaw Classic **TWEN** Law School Exchange My eProducts Bookstore

My Courses | My Faculty Programs Office of Student Engagement MSU College of Law

WELCOME  
Office of Student Engagement MSU College of Law Michigan State University College of Law  
View as: Faculty Student  
SIGN OFF >>  
View full calendar  
NEED HELP >>  
School Contacts  
Your Account Manager is: Dana Marquez

Westlaw > TWEN Print this page

Announcements: You have no TWEN announcements. View Announcements

**MY COURSES** Create Course Add Course Drop Course TWEN Help

Access	Course Name	Term	Instructor
	Michigan State University College of Law		Arrange Courses
	2014-2015 Locker Registration	Full year 2014-2015	MSU College of Law

Calendar: June 2014 (11th highlighted)

Wednesday, June 11

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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.

The screenshot shows the Westlaw TWEN interface. At the top, there is a navigation bar with links for Home, WestlawNext, Westlaw Classic, TWEN, Law School Exchange, My eProducts, and Bookstore. Below this, there are links for My Courses and My Faculty Programs, and the Office of Student Engagement MSU College of Law logo. The main content area is titled "2014-2015 Locker Registration" and includes a "Course Information" section. The left sidebar contains a "WELCOME" section with user information and a "NAVIGATION" section. In the "NAVIGATION" section, the "2014-2015 Locker Registration" link is highlighted, and the "Sign-Up Sheets" link below it is circled in red.

8. Click on the “New Locker Registration” link. **Note that this sheet will not be available until the open registration period begins.**

The screenshot shows the Westlaw TWEN interface. At the top, there is a navigation bar with links for Home, WestlawNext, Westlaw Classic, TWEN, Law School Exchange, My eProducts, and Bookstore. Below this, there are links for My Courses and My Faculty Programs, and the Office of Student Engagement MSU College of Law logo. The main content area is titled "Sign-Up Sheets" and includes a "Sign-Up Sheet Listing" section. The left sidebar contains a "WELCOME" section with user information and a "NAVIGATION" section. In the "Sign-Up Sheet Listing" section, the "New Locker Registration" link is circled in red.

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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.

The screenshot shows the Westlaw TWEN interface for the 2014-2015 Locker Registration. The top navigation bar includes links for Home, WestlawNext, Westlaw Classic, TWEN, Law School Exchange, My eProducts, and Bookstore. The left sidebar contains a WELCOME message from the Office of Student Engagement MSU College of Law, with options to update, view as Faculty or Student, sign off, view the full calendar, and school contacts. Below this is a NAVIGATION section for the 2014-2015 Locker Registration, including a link to Sign-Up Sheets. The main content area is titled "Sign-Up for New Locker Registration" and includes a return link to the Sign-Up Sheet List. It contains instructions for completing the registration, a note about the one-year validity, and a link to an application for a waiting list. The "Sign-Up Sheet Items" section lists three locker options, each with a "Sign-Up" link and "(1 available)" status:

- Floor 1, Locker 0 (1 available)
- Floor 1, Locker 00 (1 available)
- Floor 2, Locker 0 (1 available)

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, 2017. Any locker that does not have a lock on it by this day will be given to another student.