

## 2018-2019 Locker Registration Procedure

### Screen Shot Edition

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

Registration Period: Thur., August 23, 2018 at 8:00 a.m. – Sun., August 26, 2018 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 Westlaw website home page. The navigation bar at the top 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 "WHAT'S NEXT" banner for transitioning from Westlaw Classic to Westlaw Next, with a "GO" button. To the right, there is a search box and a "GO" button. Below the banner, there is a section for TWEN 24 Hour Support with the phone number 1-800-486-4876. The left sidebar contains a "WELCOME" message, a "SIGN OFF" button, and links for "View full calendar" and "NEED HELP". The right sidebar features a "WestlawNext" section with a search box and a "GO" button, and a "Westlaw" section with a search box and a "GO" button. At the bottom, there are links for "LEGAL RESEARCH & TOOLS" and "LEGAL NEWS".

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

The screenshot shows the Westlaw website My Courses section. The navigation bar at the top 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 the buttons, 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 and "Arrange Courses" as the instructor. To the right of the table, there is a "TWEN Help" link. The left sidebar contains a "WELCOME" message, a "SIGN OFF" button, and links for "View full calendar" and "NEED HELP". The right sidebar features a calendar for June 2014.

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5. Select “2018-2019 Locker Registration” and enter password “ose” into the course password field. Then scroll down the page and hit submit.

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,kosty,k,Lorenzo,Ngwashi,Petrou,Philip,rhodeside,Rutter,Turenne  
 Widener Law Lausanne Summer Program 2014 (Summer 2014) - Allie  
 Widener Law Venice Summer Program 2014 (Summer 2014) - Regan

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

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		<a href="#">Arrange Courses</a>
	2014-2015 Locker Registration	Full year 2014-2015	MSU College of Law

[View full calendar](#)

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. The top navigation bar includes 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 "Course Information". The central text reads "2014-2015 Locker Registration (Full year 2014-2015) Office of Student Engagement MSU College of Law" with a link to "E-mail Office of Student Engagement MSU College of Law" and an InstaPoll icon. On the left sidebar, under the "NAVIGATION" section, the "2014-2015 Locker Registration" link is expanded to show "STUDENT VIEW" and "Sign-Up Sheets", which 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. The top navigation bar is the same as in the previous screenshot. The main content area is titled "Sign-Up Sheets" and "Sign-Up Sheet Listing". The text reads "Sign-Up Sheets" and "To access a sign-up sheet, click its name below." Below this, there is a link for "New Locker Registration", which 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. 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 for New Locker Registration" and includes a "Return to Sign-Up Sheet List" link. The "Instructions" section states that users must complete and submit their registration via this form, and that they will have until September 1, 2014, to place a lock on their locker. It also notes that the registration is valid for one year and cannot be changed without special approval. A link is provided for an application to be on the waiting list if all entries are full. The "Sign-Up Sheet Items" section lists three lockers: Floor 1, Locker 0 (1 available), Floor 1, Locker 00 (1 available), and Floor 2, Locker 0 (1 available). Each item has a "Sign-Up" link. A note indicates that an asterisk (\*) next to the item name indicates that the user has already reserved at least one slot for that item.

10. If all the lockers are taken, please sign up for the waitlist [here](#).
11. You must place a lock on your locker by August 31, 2018. Any locker that does not have a lock on it by this day will be given to another student.