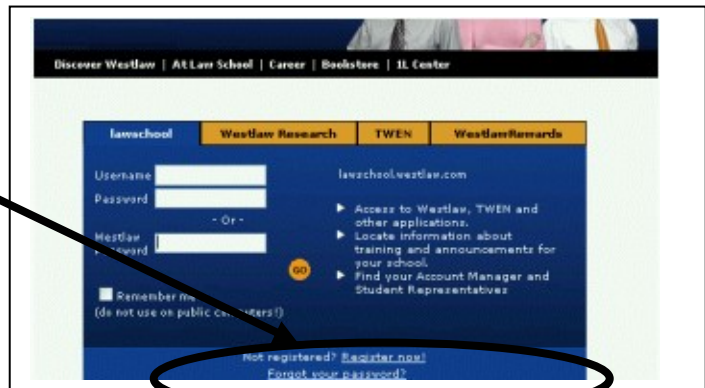


REGISTER Your Westlaw Password & Sign Up for Courses on TWEN®

(The West Education Network)

REGISTER Your New Westlaw Password

1. On any Internet Browser go to: www.lawschool.westlaw.com
2. Click to **Register Now**



3. Type in Your Westlaw password #
from the card (It is alpha-numeric - 1234567ABCD)
then Fill in all required information,

and **Create Your Own USER NAME & PASSWORD**

SELECT Your Courses

1. On any Internet Browser go to: www.lawschool.westlaw.com
2. **SIGN ON** using your
UserName & Password



3. Click TWEN across the top in Gold



4. Once You are in TWEN, Across the Top
Click **DROP/ADD COURSE**



5. Place a Check beside the course
you are choosing

6. Click **SUBMIT**



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For Help call 1-800-850-WEST, or
E-mail your Westlaw Academic Manager: Tony Buscemi (Anthony.Buscemi@thomson.com)

How To Use TWEN[®]

Sign On To TWEN

1. On any Internet Browser go to: www.lawschool.westlaw.com
2. **Sign on** using your UserName & Password
3. In the Gold Area across the top of the page click **TWEN**
4. Under **My Courses** click on your class e.g. [Property \(Fall 2005\)](#)

****If you have not yet selected your courses, choose the Drop/Add Course button**

To ENTER A Link

Calendar

Syllabus

Discussion

1. On the **Left Side** will appear the list of **LINKS** for that Class
(e.g. SYLLABUS, DISCUSSION, PROBLEMS, CALENDAR)
2. Click on the **LINK** you want to enter

TO READ & RESPOND TO POSTINGS

1. Click on the Posting You Want to Read
2. To Respond, Click **Respond** or, click **Respond to Response**
3. Fill in the **SUBJECT LINE**
4. Type Your Message (Or attach a file)
5. Click **Submit**
6. **NOTE** - If you wish to Delete your posting, Open your posting, then choose DELETE in the top right corner

TO JUMP TO A CASE/STATUTE ON WESTLAW[®]

1. In a Posting, Click on any citation in **Blue Text**
2. To **Print, Download, or E-mail** the Case,
 - A. Click **"PRINT DOC" Button** in bottom left corner
 - B. Under DESTINATION, Choose **STAND-ALONE PRINTER**
(Do Not Choose the Attached Printer Option at the school, as that will send it to the school's network printer)
*To E-mail or Download, select that option, then choose Properties
 - C. Click **SEND REQUEST**
3. To Return to TWEN, close out this browser (A new browser opened when you jumped to Westlaw)

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