



HAYS COUNTY LAW LIBRARY

Westlaw

Remote Patron Access for Self-Represented Litigants

ONLINE LEGAL RESEARCH INSTRUCTIONS FOR REQUESTING ACCESS & CREATING A USER ACCOUNT

Remote access to Westlaw is now available, enabling self-represented litigants to conduct their legal research from the comfort of their homes or any preferred location, at their convenience, on any day and at any hour.

The Hays County Law Library is participating in the Westlaw Remote Patron Access Pilot program in collaboration with Thomson Reuters. This initiative enables remote access to Westlaw, a leading legal research database.



Online Research Resources

Westlaw Remote Patron Access Registration Instructions

1

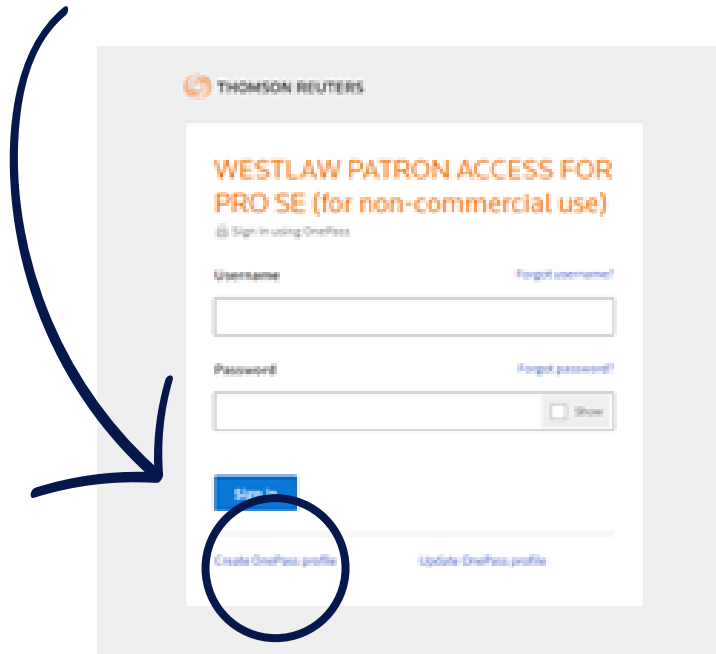
Visit the **Hays County Westlaw Remote Patron Access** page.

<https://www.hayscountytexas.gov/westlaw-remote-access>

You must always visit this page to direct to the Westlaw Remote service.

2

Click on the icon or link to direct to Westlaw Remote Patron Access. The screen below will appear when you visit the Westlaw site for the first time. Click on “Create OnePass Profile” to get started.



Online Research Resources

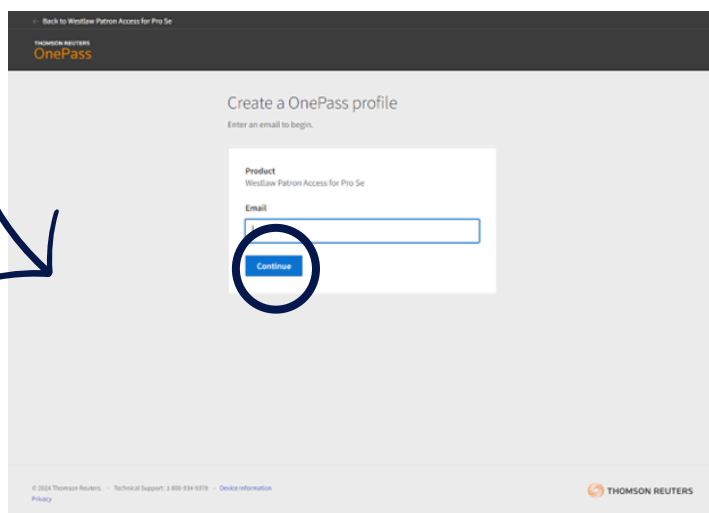
Westlaw Remote Patron Access Registration Instructions

3

Create a OnePass Profile.

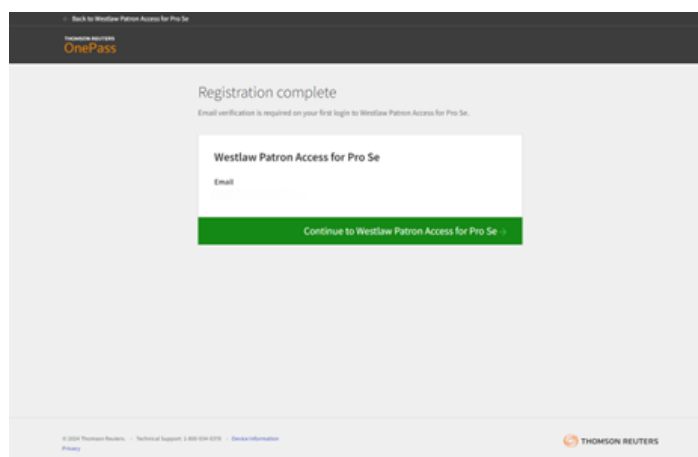
Enter in your email address and click/press "Continue."

The email address cannot be associated with a past or existing account.



The screenshot shows the 'Create a OnePass profile' page. At the top, it says 'Back to Westlaw Patron Access for Pro Se' and 'THOMSON REUTERS OnePass'. The main heading is 'Create a OnePass profile' with the instruction 'Enter an email to begin.' Below this is a form with a 'Product' dropdown set to 'Westlaw Patron Access for Pro Se' and an 'Email' input field. A blue 'Continue' button is located below the email field and is circled in blue. A blue arrow points from the number '3' to the 'Continue' button. At the bottom, there is a footer with '© 2016 Thomson Reuters', 'Technical Support: 1-800-334-5178', 'Desktop Information', 'Privacy', and the 'THOMSON REUTERS' logo.

The screen below will appear if the system recognizes your email as a past or current account. You will need to register with a different email address.



The screenshot shows the 'Registration complete' page. At the top, it says 'Back to Westlaw Patron Access for Pro Se' and 'THOMSON REUTERS OnePass'. The main heading is 'Registration complete' with the instruction 'Email verification is required on your first login to Westlaw Patron Access for Pro Se.' Below this is a white box containing 'Westlaw Patron Access for Pro Se' and an 'Email' input field. A green button with the text 'Continue to Westlaw Patron Access for Pro Se' is located below the email field. At the bottom, there is a footer with '© 2016 Thomson Reuters', 'Technical Support: 1-800-334-5178', 'Desktop Information', 'Privacy', and the 'THOMSON REUTERS' logo.

LEGAL RESEARCH

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Westlaw Remote Patron Access Registration Instructions

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Create a OnePass Profile.

Enter the information requested in the form that includes your First Name, Last Name and Email and click/press "Continue."

The email address cannot be associated with a past or existing account.

Personal information Security

Create profile

Personal information

First name

Last name

Email

Confirm email

Additional emails (optional)
OnePass can send account notifications to others, such as administrators. Separate multiple emails with commas.

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Westlaw Remote Patron Access Registration Instructions

- 5** **Create a OnePass Profile.**
Enter the desired Username, Password, and Security Question and click/press "Create."

The screenshot shows a registration form with the following sections:

- Username:** A text input field with a placeholder "Your username is case sensitive." Below it, a note says "Between 8 and 20 characters."
- Password:** A text input field with a "Show" toggle. Below it, a note says "Between 8 and 64 characters." A breakdown of requirements is shown: "3 of 5 character types" (Uppercase letter, Lowercase letter, Number) and "Special character (0 + 2)" (Other character !, @, #).
- Confirm password:** A text input field with a "Show" toggle.
- Security question:** A dropdown menu with the placeholder "Select a security question".
- Answer:** A text input field.

At the bottom of the form are two buttons: "Back" and "Create". The "Create" button is circled in red. A red arrow points from the number 5 in the instructions to the form.

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LEGAL RESEARCH

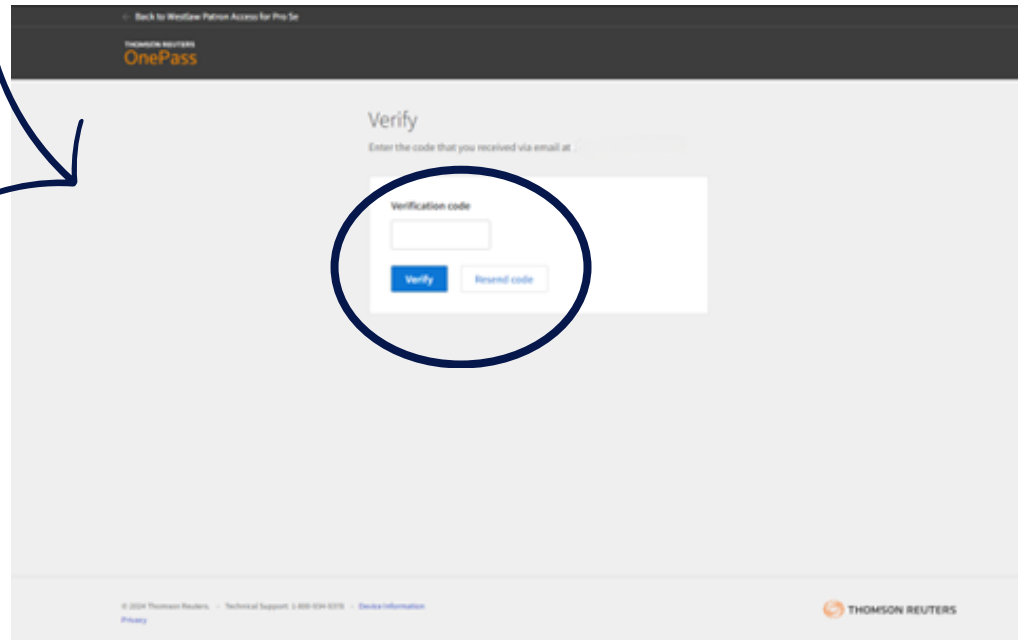
Online Research Resources

Westlaw Remote Patron Access Registration Instructions

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Verify.

Check your email for a Verification Code and enter into the box then click/press "Verify."



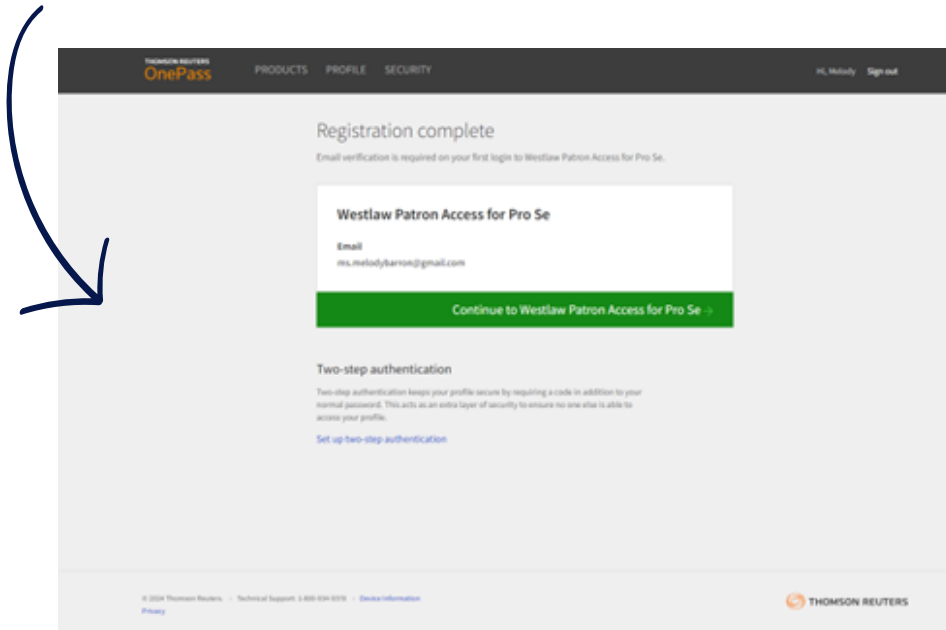
Online Research Resources

Westlaw Remote Patron Access Registration Instructions

7

Registration Complete.

A confirmation screen will appear. You can then click/press "Continue to Westlaw Patron Access for Pro Se."



Online Research Resources

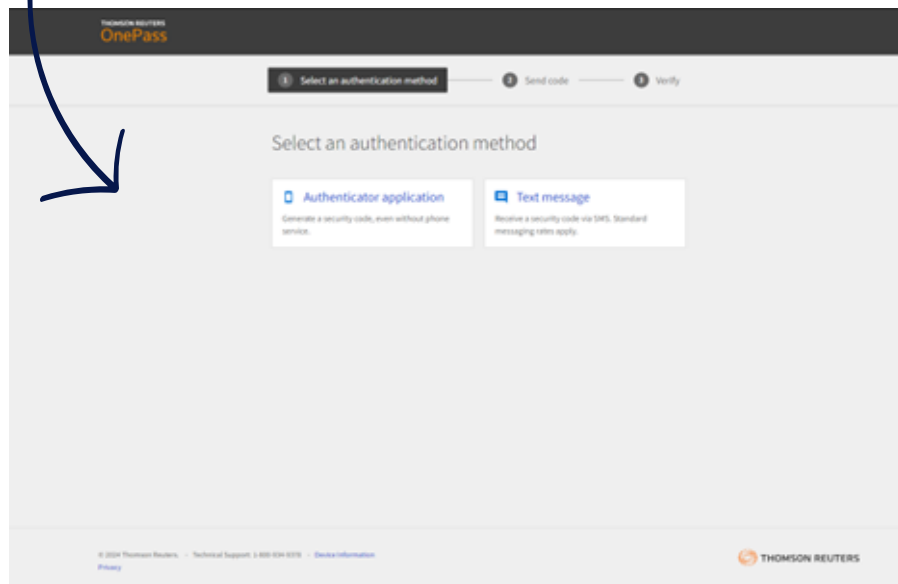
Westlaw Remote Patron Access Registration Instructions

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Authentication.

Select an authentication method.

Choose between "Authenticator application" or "Text Message."



Below are examples of the authenticator screens. Once you authenticate you will be redirected to the Westlaw site to start your research.

A screenshot of the "Text message" authentication screen. It shows a form with the following fields: "Country code" (a dropdown menu currently showing "United States (US)"), "Phone number" (a text input field), and "Custom label" (a text input field with a note: "Use the authentication method a label to differentiate it from others."). There are "Back" and "Send" buttons at the bottom.A screenshot of the "Authenticator application" authentication screen. It shows a form with the following fields: "Authenticator application" (with a blue square icon) and a note: "Verify by generating a security code on your mobile device." There is a "Back" button at the bottom.

REGISTRATION - CREATE AN ACCOUNT

Visit <https://www.hayscountytexas.gov/westlaw-remote-access> to create and/or access the Westlaw Remote Patron Access link. To start using Westlaw Remote Patron Access, you must register for an account.

BLOCKED ACCESS - EXISTING OR PAST WESTLAW USERS

Westlaw Remote Patron Access was designed to be accessed by pro se patrons or self-represented litigants. Westlaw Remote Patron Access will block access to a OnePass login profile associated with Westlaw subscription access (active or expired). To prevent blocked access, a different email must be used when completing the OnePass profile registration for Remote Patron Access.

REGISTERED USERS – ACCESS WESTLAW REMOTE PATRON ACCESS

To access Westlaw Remote Patron Access, once registered, patrons must click on the Westlaw Remote Patron Access link via the library website and enter the OnePass username and password they created. You must visit this Law Library - Westlaw Remote Patron Access page to redirect to the Westlaw page.

<https://www.hayscountytexas.gov/westlaw-remote-access>

NUMBER OF CONCURRENT SESSIONS

The Hays County Law Library Westlaw Patron Access Remote Plan allows one concurrent research session, which means only one person may use the service at a time. Once the maximum number of concurrent sessions has been reached, additional users trying to access Westlaw Remote Patron Access will see a notification indicating that they cannot obtain access at this time and to try again later.

SIGN OUT INSTRUCTIONS - END RESEARCH SESSION

To end the research session, it is essential to click Sign Out. This will ensure that the seat becomes available immediately for the next patron. If the patron closes the Internet browser window rather than clicking Sign Out, it will take up to 10 minutes for this seat to reset and become available for the next patron.