

# Create a OnePass profile to use Westlaw Remote



1 Click "Create OnePass profile"

A screenshot of the OnePass login page. The page has a white background with a light gray border. At the top, there is a text input field. Below it, the word "Password" is displayed on the left, and "Forgot password?" is on the right. Underneath is another text input field with a "Show" button and an eye icon on the right. A blue "Sign in" button is centered below the password field. At the bottom, there are two links: "Create OnePass profile" and "Update OnePass profile". The "Create OnePass profile" link is highlighted with a yellow circle.



## 2 Enter your email

Create a new user profile

Enter an email to begin.

**Product**  
Westlaw Patron Access for Pro Se

**Email**





**Continue**

## 3 Click "Continue"

**Product**  
Westlaw Patron Access for Pro Se

**Email**



**Continue**

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## 4 Enter your first and last name, and your email

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.



## 5 Click "Continue"


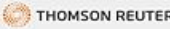
**Last name**

**Email**

**Confirm email**

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

[Continue](#)

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**6** Create a Username and Password. Make sure both meet the requirements

Create profile

### Security

**Username**  
Your username is case sensitive.

Your username meets requirements.

**Password**

Between 8 and 64 characters  
3 of 5 character types

Uppercase letter	Special character (@ # \$)
Lowercase letter	Other character (€ , € , €)
Number	

**Confirm password**

**7** Select a "Security Question"

Your username is case sensitive.

Your username meets requirements.

**Password**

Your password meets requirements.

**Confirm password**

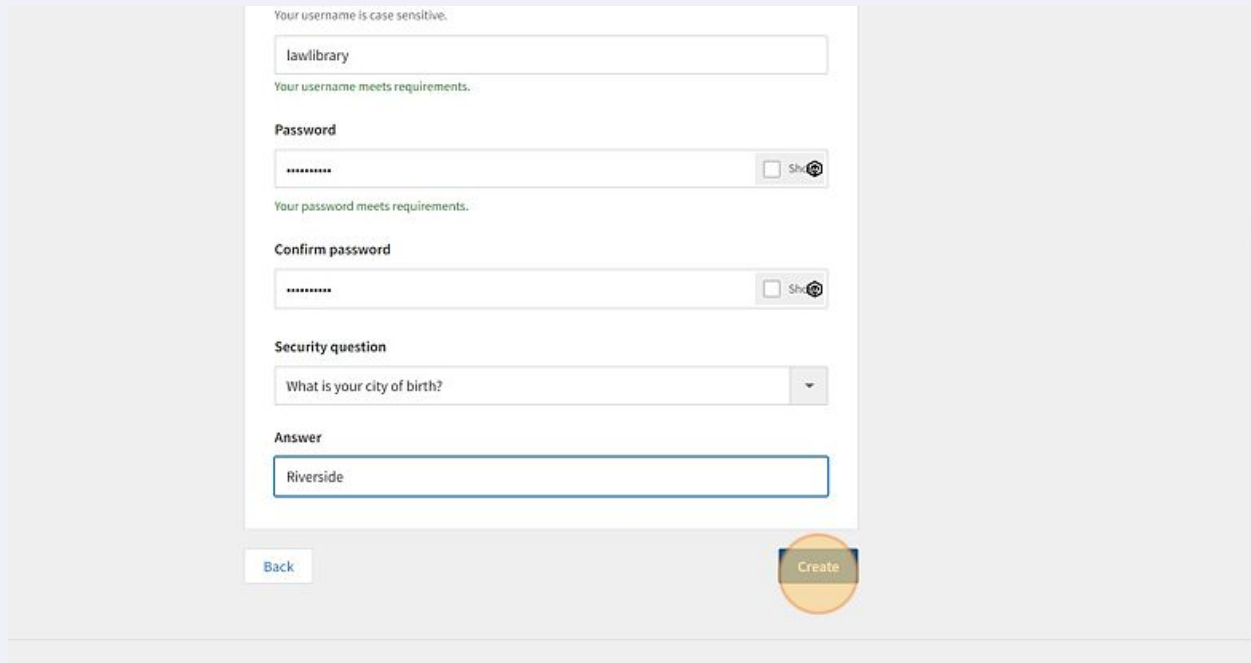
**Security question**

**Answer**

[Back](#) [Create](#)

8

Click "Create" after selecting your question and typing in your answer



Your username is case sensitive.

Your username meets requirements.

**Password**

  Show

Your password meets requirements.

**Confirm password**

  Show

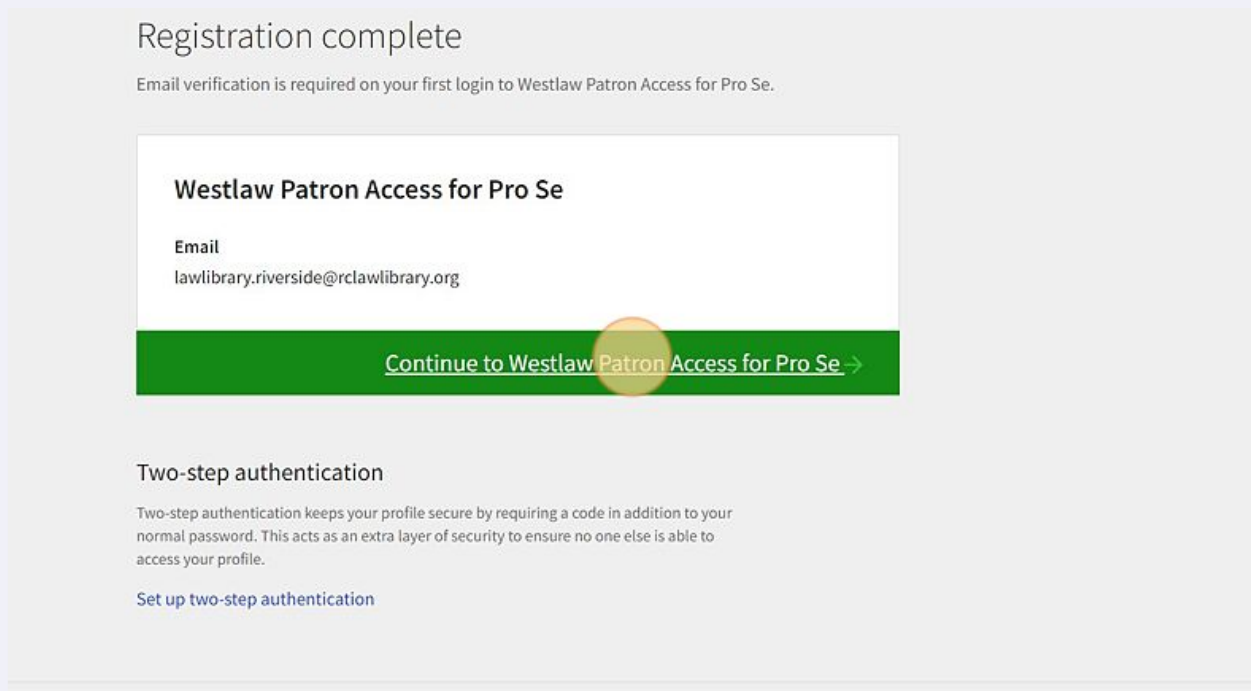
**Security question**

**Answer**

9

Click "Continue to Westlaw Patron Access for Pro Se"



Registration complete

Email verification is required on your first login to Westlaw Patron Access for Pro Se.

**Westlaw Patron Access for Pro Se**

**Email**  
lawlibrary.riverside@rclawlibrary.org

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**Two-step authentication**

Two-step authentication keeps your profile secure by requiring a code in addition to your normal password. This acts as an extra layer of security to ensure no one else is able to access your profile.

[Set up two-step authentication](#)

10 Enter your username and password and click "Sign in"

Westlaw Patron Access Pro Se

Signing in with OnePass


We don't recognize that username and/or password.

Username [Forgot username?](#)

lawlibraryrc

Password [Forgot password?](#)

.....  Show

I'm not a robot  reCAPTCHA  
Privacy • Terms

Sign in

[Create OnePass profile](#) [Update OnePass profile](#)

11 Next, you will be required to add a two-step authentication method. Select the method you wish to use and click "Continue"

Add an authentication method

You must add a new authentication method in order to sign in. This is due to updated two-step authentication requirements from Westlaw Patron Access for Pro Se.

Verify with an existing authentication method to continue.

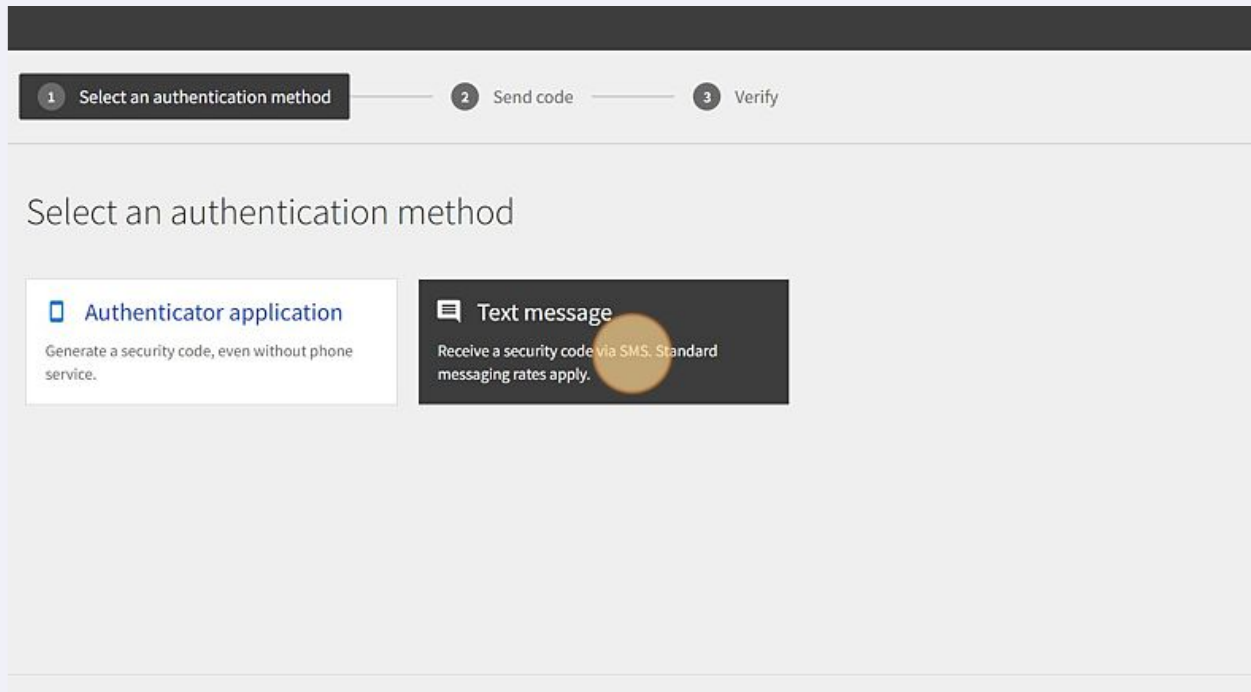
Email la\*\*\*\*\*@rclawlibrary.org with a code

Answer your security question

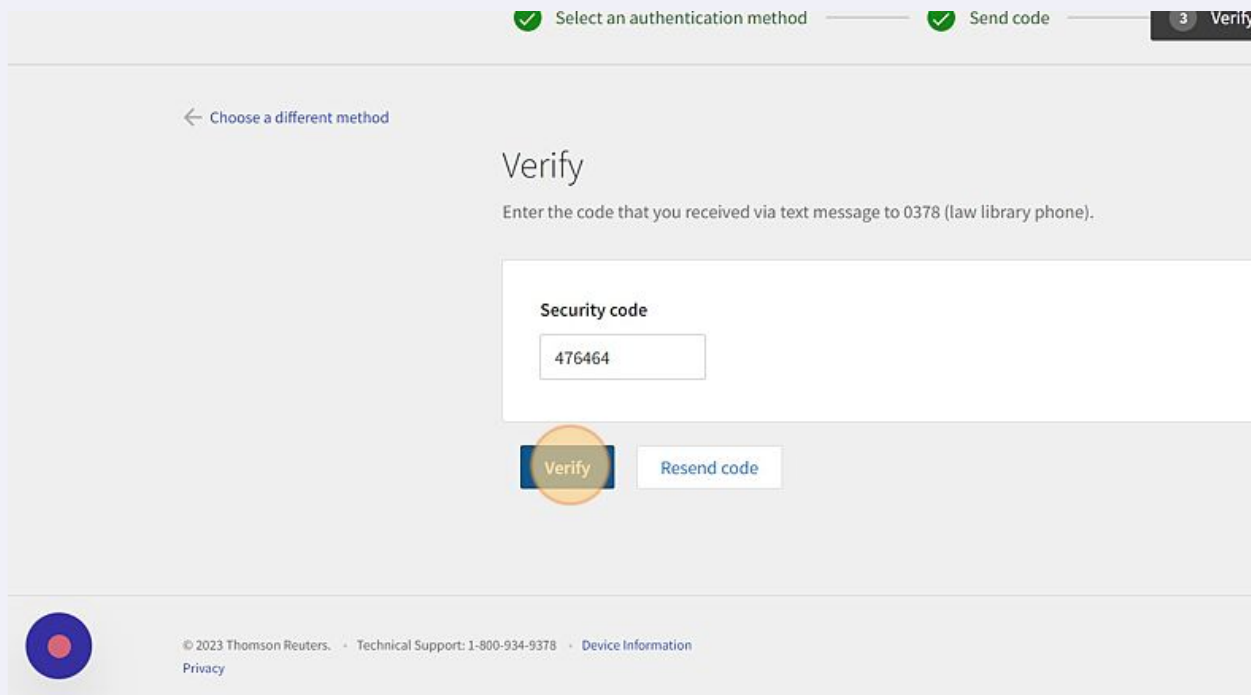
Continue

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## 12 Select an authentication method via an authenticator application or text message



## 13 Receive your one-time code, enter it, and click "Verify"



**14** Click "Continue to Westlaw Patron Access for Pro Se"

 **Two-step authentication enabled**

Two-step authentication is enabled for Westlaw Patron Access for Pro Se. You will be prompted to enter a new security code each time you sign in. You will have an option to skip this step from trusted computers and devices.

Multiple phone numbers, emails, or authenticators can be added. [Add another authentication method](#)

**Westlaw Patron Access for Pro Se**

**Authentication method**

Text message

**Custom label**

law library phone

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**15** Click "Access Westlaw"

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**Westlaw Patron Access Pro Se**

Click to access Westlaw.

[Access Westlaw](#)

16 Click "I Agree" and click "Continue"

