

Westlaw UK Switchover Checklist

We recommend you complete this checklist to ensure your organisation has a smooth transition to the new Westlaw UK.

Activity	Status
<p>Log into the new Westlaw UK Log into the new Westlaw UK and familiarise yourself with the new layout. For more information on accessing Westlaw UK visit the FAQ documentation.</p>	
<p>Set up OnePass Some users may be asked to sign in via the new authentication system, OnePass. If your users currently have a OnePass profile which they use to access other Thomson Reuters solutions, such as Practical Law, this will be updated automatically and they will be able to use these credentials to log into the new Westlaw UK. Users who do not yet have OnePass profile will need to request a profile via our Customer Support Portal. For more information on OnePass visit the FAQ documentation.</p>	
<p>Update Deep links You may wish to update your deep links so that they direct users to the new Westlaw UK. Links will only automatically direct to the new Westlaw UK once all our customers have been migrated off the current Westlaw UK. For more information on deep links visit the FAQ documentation.</p>	
<p>Set up new alerts Westlaw UK alerts will not automatically redirect to the new Westlaw UK. We recommend you use this time to review the alerts users are currently receiving and set up new alerts. For more information on alerts visit the FAQ documentation.</p>	
<p>Set up new folders Westlaw UK folders will not be migrated to the new Westlaw UK. We recommend you use this time to review current folder structures and set up new folders. Users with access to Practical Law will be able to create folders with both Westlaw UK and Practical Law content. For more information on folders visit the FAQ documentation.</p>	
<p>My Account review My Account is the online self-service portal that helps you streamline account management tasks, such as making payments, managing online users, viewing, downloading and paying invoices. Prior to your switch over, we recommend that you review the users within your organisation who have access to Westlaw UK.</p>	
<p>Attend an online training session We offer complimentary training on the new features and functionality available on the new Westlaw UK. Click below to request a training session. AU Training Request NZ Training Request</p>	

