

# West LegalEdcenter®

## Getting Started Guide

Access West LegalEdcenter® at [westlegaledcenter.com](http://westlegaledcenter.com) for the most comprehensive library of online CLE programs, including programs from the nation's most respected local, state, and national bar associations and distinguished CLE providers. This Getting Started Guide describes West LegalEdcenter and its CLE program offerings and features.

Click **Welcome** on any screen to return to the West LegalEdcenter homepage.

All users start by clicking the **Sign In** button. A screen appears where you can either start the registration process or, if you already have an account, sign in with your OnePass username and password. If you ever forget your OnePass, go here to recover it.

Browse CLE programs by accreditation, specialty credits, state-specific law, practice area, and content partners.

View the Live Webcast Calendar to check program availability and to enroll in a program. You can add webcast appointments to your calendar.

After you sign in, click **My Compliance/Credits** to view your CLE credits from programs taken from West LegalEdcenter or externally using the **Add External Program** function.

Update your profile information in the **My Profile** section.

View program recommendations based on your practice area and jurisdiction – be sure your profile is complete and up to date.

Click **State Requirements** to view state-specific CLE requirements.

Sign on to West LegalEdcenter at [westlegaledcenter.com](http://westlegaledcenter.com).

Call 1-800-495-9378 for technical support.

Help is available 24 hours a day, seven days a week.

The image displays two screenshots of the West LegalEdcenter website. The top screenshot shows the homepage with a navigation bar containing 'Welcome', 'My CLE Knowledge Center', 'Search Catalog', 'State Requirements', and 'Content Partners'. A large orange banner reads 'SUBSCRIBE FOR YEAR-ROUND LEARNING'. Below the banner is a 'SIGN IN' button and a 'Browse Programs' section with filters for CLE, Beyond the Bar, Core Business and Professional Skills, Paralegal Studies, Subscriptions, Thomson Reuters Product Trainings, and RSS Feeds. The bottom screenshot shows the user's dashboard after signing in. It features a 'My West LegalEdcenter' section with links to 'My Home', 'My Programs', 'My Compliance/Credits', and 'My Profile'. A 'My CLE Tracker' section shows 'Alabama Thomson Demo License Number: 41845421' and 'You have completed 0.00 of your 12 state credit requirements, due on 12/31/2013'. The 'Your CLE Knowledge Center' section provides an overview of the user's professional development. The 'Your Program Recommendations' section lists two programs: 'iWars: Legislative, Judicial, and Executive Challenges to the Validity of Computer-Implemented Business Method Patents in the Wake of the Leahy-Smith America Invents Act of 2011' (Mobile Compatible, \$440.00) and 'Smart Phones, Tablets, Digitized Books...and More: How Intellectual Property Drives Business in Today's Economy' (\$195.00). A 'Get Started' section on the right offers links to 'Search programs', 'View My Programs', 'Check state requirements', 'Personalize your experience', and 'Learn about subscriptions'.

## How to enroll in a program

To perform a specific program search, click **Search Catalog**. You can also browse by category or use the Live Program Calendar to find programs of interest.

Browse for a program using the links in the **Browse Programs** section.

Click the title of the program to view more information about that program.

For previously recorded programs, you can view the program now or at a later date.

Live webcasts are available at the scheduled time. You automatically receive the previously recorded version of the program after the program has concluded. For programs purchased under a subscription, program access ends after 180 days or when the subscription ends, whatever comes first.

The image displays two screenshots of the West LegalEdcenter website. The top screenshot shows the 'Program Details' page for 'Corporate M&A Series: Harvesting Intangible Assets and IP Management'. The bottom screenshot shows the 'My Programs' page with a list of enrolled programs, including 'Borrowing from Peter to Sue Paul: Legal and Ethical Issues in Financing a Commercial Lawsuit'. Orange boxes and arrows highlight key elements like 'Search Catalog', 'Browse Programs', 'My Programs', 'Current Enrollments', and 'Start Program' buttons.

## How to begin taking a course that you have enrolled in

Click **My Programs** on the West LegalEdcenter homepage.

The Current Enrollments tabbed page on the My Programs page lists programs you have already selected. Click **Start Program** next to the program you want to view.

While viewing the program, click the Program Materials tab to browse supporting materials for the program.

You can tag program information or mark your place in a program if you need to stop the program and return later. Enter a name in the *Name New Bookmark* field and click **Submit**. You can return to that place in the program at any time by selecting the bookmark from the drop-down list.

To take the program now, click **Start Program** next to the appropriate program. Be sure your pop-up blocker is turned off.

## How to obtain a certificate of completion

After you complete a program, click **My Programs** on the left side of the page under *My West LegalEdcenter*. An icon for your certificate of completion is displayed next to the title of the completed program. Click the icon to view or print the certificate.

Click **My Compliance/Credits** on the left side of the page under *My West LegalEdcenter* to instantly view your credits from the programs taken through West LegalEdcenter or external programs.

If you have any questions, call 1-800-495-9378.