

Self-Registration for Nexis Uni™ Users

While Nexis Uni™ can be used in anonymous mode, the self-registration option allows students and other users to create a Nexis Uni account by providing their name and email address. Librarians do not need to set up or manage IDs and Passwords. Why should you encourage users to self-register?

Once users have registered for an account, they can:

- Save searches, documents and notes and share them with other users
- Set up alerts to track new content added to Nexis Uni
- View search history to provide a quick overview of earlier research
- Choose to set one of the discipline pages as their home page.

The first screenshot shows the Nexis Uni home page. The top navigation bar includes 'Nexis Uni™', a 'Menu' dropdown, and links for 'History', 'Help', and 'Sign In | Register'. The main content area features a large 'Search' heading, a sub-header 'Advanced Search | Tips | Get a Doc Assistance', and a section titled 'Or let us help you find it...'. This section includes a 'What are you interested in?' filter with buttons for 'News', 'Cases', and 'Law Reviews', a 'Search in all News for' input field with placeholder text 'Enter keywords or subjects', and a 'Choose date' dropdown with 'All available data' selected.

The second screenshot shows the 'Sign In' page. It has a 'Sign In' button and a 'Remember Me' checkbox. Below these are links for 'Forgot your ID or password?' and 'Questions? Call Customer Support at 1-800-543-6862'. A 'Not registered with us?' section features a photo of two women and the text 'This is why you should...'. Below this are two bullet points: 'Save searches and documents in one place' and 'Be notified of new content you're interested in'. At the bottom are two buttons: 'Create a profile now' and 'Continue as guest'.

The third screenshot shows the registration form. It has four input fields: 'First name', 'Middle name' (with a note '* Optional'), 'Last name', and 'Email address'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Self-registration is a quick, easy process.

- 1 From the home page, click on the **Sign In | Register** link in the top right corner.
- 2 You will be taken to a sign-on page. Click the **Create a profile now** button. A self-registration form will open.
- 3 Enter your First name, Last name and Email address in the form fields. Middle name is optional. Click **Submit**.

- 4 From the **Build Personal Profile** tab, set your Language Preference, Display Preference and Time Zone, then click the **Submit and Go To The Next Step** button.
- 5 Create a **User ID**, following the requirements shown. Then create a **New password**, following the security recommendations, and re-type it to **Confirm new password**.
- 6 Select a **Security question** and enter the **Answer** in the form field.
- 7 Enter and confirm your **Email address** in the appropriate form fields.
- 8 Click **Submit** to complete the registration process.
- 9 Use your newly created **User ID** and **Password** to Sign in for the first time.

Once users have self-registered, they can take advantage of the customization features available in Nexis Uni, however they also have the option to use Nexis Uni in anonymous mode, if desired.

User Self Registration

1. Enter Registration Information | 2. Build Personal Profile

Tips

Your personal profile gives us the information we need to help y

*Language Preference
U.S. English

*Display Preference
U.S. English

*TimeZone
(GMT-05:00) Eastern Time (US & Canada)

4 **Submit and Go To The Next Step**

User Self Registration

You must create a new ID. Please follow the guidelines shown below.

5 **ID**

- ID must contain 8 to 50 characters
- ID must not contain spaces
- ID can contain the following special characters: ! \$ % ' * ^ _ { } ~ . @

You must create a new password. Please follow the guidelines shown below.

New password

Confirm new password

- Must contain 8 to 50 characters with no spaces
- Cannot include your ID or any of your 5 previous passwords
- Must include at least one character from 3 of the following categories:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)

Security question

What is the name of your favorite aunt or uncle? 6

Answer

Please enter the answer to the question above. Your answer must be at least one character long.

Email address

7

e.g., name@company.com

Confirm email address

For information on the collection and use of profile information, please see our [privacy policy](#).