



## LexisNexis Custom ID/Password Instructions

LexisNexis understands the responsibilities associated with safeguarding personal information about consumers and is implementing a customer security program for all customers. As part of these efforts, all law school students and faculty are now required to register their 7-digit lexis.com IDs, and create custom IDs and passwords that will be used to access the LexisNexis services. We hope these tips will help expedite your registration process.

### How do I use my 7-digit ID to create my Custom ID and password?

Simply follow the short registration process:

- (1) Go to <http://www.lexisnexis.com/lawschool/>
- (2) Click on the Update Your ID Registration link:

- (3) On the next screen, scroll down to "Returning law school students/faculty/staff members."

- (4) Click on the "Faculty/Staff Button."

- (5) Enter your LexisNexis 7-Digit ID.

NOTE: Your 7-character ID does not contain lowercase l's or capital O's. Please use the numbers 1 and 0 instead.

- (6) Click the NEXT button.

- (7) On the next page you will fill in a registration form, create a Custom ID and Password and choose a Security Question.

### Are there any special guidelines I should keep in mind when selecting my Custom ID?

Some helpful guidelines to remember when creating your Custom ID are:

- The Custom ID must consist of 8 to 25 characters, with at least one letter (a, b, c, etc.,) in it. The password must contain 6 to 50 characters.
- Only these four special characters: @ (at sign), \_ (underscore), . (period) or - (hyphen) are permitted; do not use spaces.
- The Custom ID and Password must be unique from other LexisNexis services' custom IDs or LexisNexis-assigned IDs.
- Do not use LexisNexis product names (Lexis, Nexis, etc.,) or offensive language as a Custom ID.
- Your name (first, last, or first-and-last) cannot be used alone as a Custom ID. (Suggestion: You can use your first initial and last name as a password, e.g., *mjohnson* .)