*My Lexis*™

# MY LEXIS™ ADMINISTRATOR QUICK REFERENCE SHEET

## WHAT IS MY LEXIS™?

The *My Lexis*™ service tool enables Lexis Advance® users to manage their own profile information and administrators to manage their users' information and access.

### Accessing *My Lexis*

*My Lexis* may be accessed directly at https://mylexis.lexisnexis.com/ or from within Lexis Advance (click More on the top bar and select *My Lexis*).

On the *My Lexis* sign-in screen, type your ID (same as your Lexis Advance ID), password, and click **Sign In**.

### My Profile

The ability to edit personal profile information is available to all Lexis Advance users. Access this *My Lexis* section by clicking the **Home tab**, and then **My Profile**. Expand each section and click the **Edit** button to change personal profile information such as:

- ID
- Password
- Personal Details
  (e.g., first name, last name)
- Contact Details (e.g., email, phone number, preferred contact method)

### View Contracts

- Click the **Customer Information** tab
- Click **Agreements**
- Navigate to the **Agreement Number** with the appropriate dates
- Click the **Agreement Number** hyperlink
- Click the **Download Agreement** icon

### Reset Passwords

- Click the **User Information** tab
- Click the **Name** hyperlink of the correct user
- Click the **Select Action** pull-down menu
- Select **Reset Password**
- Insert a checkmark next to the desired **Temporary Password** reset option
- Click **Reset Password**

### Resend IDs

- Click the **User Information** tab
- Click the **Name** hyperlink of the correct user
- Click the **Select Action** pull-down menu
- Select **Resend User ID**
- Click **Submit**

### Suspend IDs

- Click the **User Information** tab
- Click the **Name** hyperlink of the correct user
- Click the **Select Action** pull-down menu
- Select **Suspend**
- Select the desired **Suspend User Account** options
- Click **Submit**

### Delete IDs

- Click the **User Information** tab
- Click the **Name** hyperlink of the correct user
- Click the **Select Action** pull-down menu
- Select **Delete**
- Select the desired **Delete User Account** options
- Click **Submit**

### Resend Welcome Emails

- Click the **User Information** tab
- Click the **Name** hyperlink of the correct user
- Click the **Select Action** pull-down menu
- Select **Resend Welcome Email**
- Click **Submit**

### Create New User

- Click the **User Information** tab
- Click **Users**
- Click **Add Users**
- Select the **Create a new user** radio button
- Insert required information and click **Next**
- Insert checkmarks next to desired **Product Authoritarians**
- Click **Next**
- Confirm the user details are correct
- Click **Create User** (the user can be created now, or at a later date)

### Edit Existing User

- Click the **User Information** tab
- Click **Users**
- Click the hyperlink **Name** of the user you want to edit
- Click **Edit** and edit desired information
- Click **Save** (the user can be saved now, or at a later date)