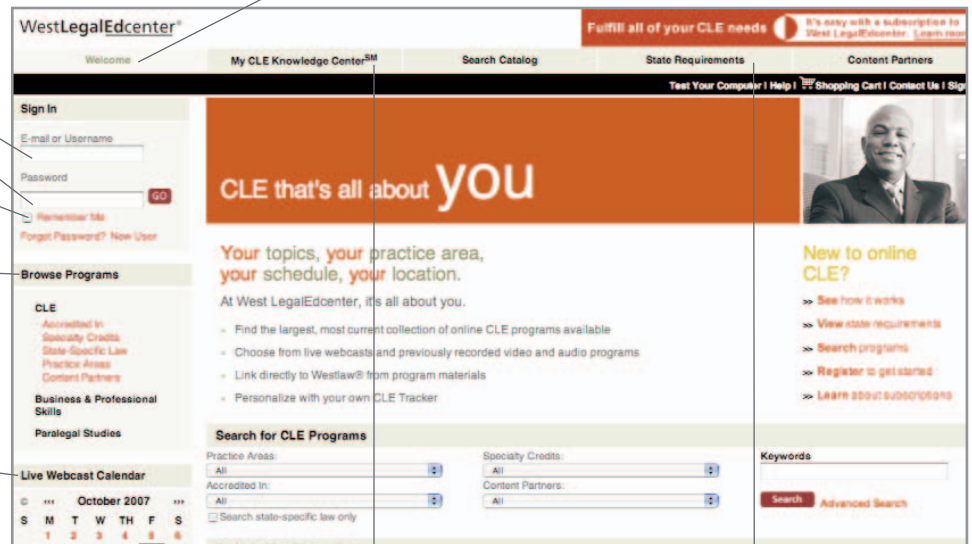


# GETTING STARTED GUIDE

You're about to experience a whole new world of continuing legal education (CLE) from West LegalEdcenter. Use this Getting Started Guide as a quick reference to get the most from your subscription.

## LEARN ABOUT CLE PROGRAMS AND FEATURES

- 1 Sign in by entering your e-mail address or username and password and clicking **Go**.
- 2 Select **Remember Me** to automatically sign in every time you visit.
- 3 Browse CLE programs by state accreditation, state-specific law, specialty credit, practice area, and more.
- 4 View the Live Webcast Calendar to check program availability and enroll in a program. You can add Webcast appointments to your desktop calendar.
- 5 Click **Welcome** to return to the West LegalEdcenter home page.
- 6 Signing in gives you access to My CLE Knowledge Center, a valuable tool for keeping track of CLE requirements, plus dynamic program recommendations based on your practice area and jurisdiction.
- 7 Click **State Requirements** for state-specific details.



## FIND AND ENROLL IN A PROGRAM

- To find a program, select a link in the Browse Programs section on the left side of most pages.  
**Note:** Select My CLE Knowledge Center or Search for targeted program searches. Or, browse by category or use the Live Webcast Calendar to find programs of interest.
- Click a title to see program details. To enroll, select Add to Cart.
- For on demand programs, view the program whenever it's convenient. Live Webcasts are available at the scheduled time; you automatically receive the previously recorded version after the program has concluded. All programs are available for 180 days after purchase.
- To take the program now, click **Start Program** to the right of the program listing.

The screenshot shows the 'Program Details' page for 'LSSO's RainDance Conference™: Redefining Rainmaking (Non-LSSO Members who are Law Firm Employees - Register Here)'. The page includes a navigation menu on the left with options like 'Sign In', 'Browse Programs', and 'Live Program Calendar'. The main content area features a 'Description' section with tabs for 'Overview', 'Agenda', 'Faculty', and 'View Brochure'. Below this is an 'About this Conference' section. On the right, there is a 'Price' of \$1325.00 with an 'Add to Cart' button, and a 'Speakers' list including Maria Raskerville Watkins, Peter J. Billfield, Jennifer Bluestein, H. Patrick O'Leahan, and Laura J. Colcord. A 'Start Program' button is visible at the bottom right of the main content area.

## BEGIN A PROGRAM

- Go to the West LegalEdcenter home page and sign in. Click **My Programs** on the left side of the page.
- Select **Current Enrollments** under My Programs for a list of programs you have already selected. Click **Start Program** next to the program you want to begin.
- While viewing the program, click **Program Materials** at the top of the viewing window to browse supporting materials. You can also link from program materials to Westlaw® for in-depth legal research.
- If you need to stop the program and return to it later, you can tag important information or mark your place. Enter a name in the Name New Bookmark field and click **Submit**. Find your bookmark later in the drop-down list under Go to a saved bookmark.

The screenshot shows the 'My Programs' page on the West LegalEdcenter website. The page is divided into several sections: 'My West LegalEdcenter' (with links for Home, My Programs, My Course/Credits, and My Profile), 'My CLE Tracker' (showing progress for Illinois Thomson West License Number 123456), and 'My Programs' (listing current enrollments). The 'Current Enrollments' section shows two programs: 'The Evidence Wheel' and 'Privately Held Companies 2007: General Considerations, Letters of Intent, Tax Considerations'. Each program listing includes details like duration, production date, enrollment expiration, and a 'Start Program' button. A 'Program Materials Discussion Forum' link is also present for each program.

## OBTAIN YOUR CERTIFICATE OF COMPLETION

- 1 Once you've completed a program, select **My Compliance/Credits** under My West LegalEdcenter.
- 2 An icon for your certificate of completion will appear next to the title of the program. Click the icon to view or print the certificate.

## TRAIN, MENTOR AND TRACK CREDITS

- 1 Click **My Compliance/Credits** to view your CLE credits for programs completed through West LegalEdcenter or external sources.
- 2 Get program recommendations based on your practice area and jurisdiction.



Need help?

Call **1.800.495.9378** for technical support. Send an e-mail to **support@westlegaledcenter.com**. For free reference materials, visit [west.thomson.com](http://west.thomson.com) and select User Guides under Customer Support. Sign in at **westlegaledcenter.com**