

HIGH Q TRAINING FOR CORPORATES



Legal Training for Corporates

Welcome Email

After a Thomson Reuters employee has reviewed your contract terms and requested an all access passport for you, a welcome email will be sent to you from Legal Training for Corporates <donotreply@thomsonreuters.com> and entitled "Welcome to Legal Training for Corporates!"


- Keep Legal Training for Corporates email messages coming – add donotreply@thomsonreuters.com to your address book now.

The email will provide your username [you must enter this exact username to login, as access is assigned by username] and a link to Reset Your Password.

- *Note: your <https://corp-legal-training.thomsonreuters.com/> user ID/password is unique and not tied to any other Thomson Reuters logins (including any product logins you may have).*

If you have not received an email with your user credentials within 24 hours of requesting, please check your Spam Folder. If it is not there, please contact legaltraining.corporates@thomsonreuters.com.

Overview of My Profile on the Home Page

1. Login to [Legal Training for Corporates](#)
2. Click the  icon located on the top left of your screen.
3. Click the **Pencil icon next to your name**.
4. Select **Preferences** to Set your time zone – this is very important for your live, instructor-led training.
5. Select **Save Changes** to update.
6. Select **Change Password** (if you haven't already done this)
7. Enter the required changes.
8. Select **Save Changes** to update.

Enroll & Join an Instructor-Led Course

The instructions below use HighQ workshops as an example.

1. From the Home page, click on the **HighQ** icon.



2. This will bring you to the HighQ Page. Click on the **Workshops** icon.



3. Click **Register** under the course you wish you attend.

We recommend HighQ users attend these instructor-led workshops:

- HighQ Training - Site Creation and Administration
 - HighQ Training - iSheets
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Select Session Date

You should then see the course title and dates. Further information (Description, etc.) displays on subsequent tabs.

- *Note: Times are based on the time zone you set in your profile.*

The screenshot displays the HighQ Training interface for the course "HighQ Training - Site Creation and Administration". The course ID is W-VOOOWV, and the instructors are J. Estebo and J. Hollenbeck. The language is English. The interface includes tabs for SESSIONS, DESCRIPTION & PRICING, TRAINING MATERIALS, and COURSE DETAILS. The SESSIONS tab is active, showing a list of sessions with start and end dates. A large orange arrow labeled "Enroll" points to the "ENROLL" button in the upper right. Below the "ENROLL" button is a dropdown menu labeled "Select session". To the right of the "ENROLL" button is a section titled "Other courses that may interest you..." which lists three additional sessions: "HQ-Training Session 1 - Introd...", "HQ-Training Session 2 - User &...", and "HQ-Training Session 3 - Introd...".

Session Title	Start Date	End Date	1 DATE
HighQ Training - Site Creation and Administration	07/27/2021	07/27/2021	1 DATE
HighQ Training - Site Creation and Administration	08/2/2021	08/2/2021	1 DATE
HighQ Training - Site Creation and Administration	08/17/2021	08/17/2021	1 DATE
HighQ Training - Site Creation and Administration	09/7/2021	09/7/2021	1 DATE
HighQ Training - Site Creation and Administration	09/21/2021	09/21/2021	1 DATE

1. Select session from dropdown bar in upper right.
2. Click Enroll
3. Look for confirmation Email from Legal Training for Corporates
4. Add training date and time to your calendar via the attached .ics file.
5. Join at training time via course link/instructions in email
6. Enroll in further course titles using the same process.

View HighQ eLearning Videos (previously recorded classes)

1. From the Home page, click on the **HighQ** icon



2. Click the eLearning icon



3. Click on the Course Title.
4. Select **Start Learning Now**.

All users may find these eLearnings helpful:

- **HighQ – Workflow**
- **HighQ SYNERGY Sessions 2021** (there are multiple videos)

For System Admins, we suggest users view **HQ-Training Session 2 – User & System Administration** if appropriate, as the content is not covered elsewhere.

Note: There are also recordings of the instructor led-workshops if you are unable to attend the preferred live sessions.

For any questions about access and training, please send an email to legaltraining.corporates@thomsonreuters.com.