

LEGAL TRACKER 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 Legal Tracker workshops as an example.

1. From the Home page, click on the **Legal Tracker** icon.



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



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

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 'Legal Tracker' course page for 'LT Fundamentals 1'. The course ID is W-0YXEY1, and the instructors are J. Estebo and J. Hollenbeck. The language is English. The page has tabs for 'SESSIONS', 'DESCRIPTION & PRICING', 'TRAINING MATERIALS', and 'COURSE DETAILS & ENROLL'. The 'SESSIONS' tab is active, showing two sessions: 'LT Fundamentals 1' starting on 08/9/2021 and ending on 08/9/2021, and another session starting on 09/13/2021 and ending on 09/13/2021. A large orange arrow labeled 'Enroll' points from the 'SESSIONS' tab to the 'ENROLL' button in the top right corner. The 'ENROLL' button is orange and labeled 'ENROLL'. Below the 'ENROLL' button, there is a section titled 'Other courses that may interest you...' with a link to 'General Navigation and User Pr...'. The page also features a 'Workshop Remote' icon and a 'LEGAL TRACKER' logo.

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 Legal Tracker eLearning Videos

1. From the Home page, click on the Legal Tracker icon



2. Click the eLearning icon



There are 50+ eLearnings organized under the following headings/subheadings. Simply **Register** for a course from the course page to begin the eLearning.

Recommended for Company Users

- Company User Overview
- Document Management
- Financial Management
- Reporting
- Building Specific Reports
- Business Intelligence

Recommended for Tracker Coordinators

- Users and Firms
- Essential Configurations
- Matter Management
- Financial Management
- Miscellaneous

Recommended for Firm Users

- Firm Users Overview
- Timekeeper Rate Sheets
- Invoicing

Recommended for Company and Firm Users Using OnePass

- OnePass

You can also use the search bar at the top of the screen to find and register for any training.

Enroll & Join an Instructor-Led Legal Tracker Webseminar

1. From the Home page, click on the **Legal Tracker** icon
2. Click the **Webseminars** icon
3. Click **Register** under the course you wish to attend.
4. 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.
5. Select session from dropdown bar in upper right.
6. Click the **Orange Enroll Button** on the right side of the screen.
7. Look for the confirmation Email from Legal Training for Corporates
8. Add training date and time to your calendar via the attached .ics file.
9. Join at training time via course link/instructions in email
10. Enroll in further course titles using the same process.

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