LEGAL TRACKER TRAINING FOR CORPORATES



Legal Training for Corporates

Welcome Email

• 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 \equiv 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.

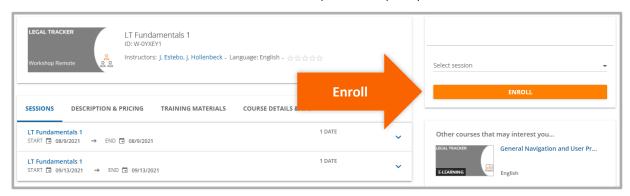


3. Click Register under the course you wish you attend.

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.



- 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 <u>legaltraining.corporates@thomsonreuters.com</u>.