

# LEGAL TRACKER TRAINING FOR CORPORATES



## Legal Training for Corporates

The Legal Tracker video tutorials and Webseminars provide instructions and demonstrations for how to perform common tasks in Legal Tracker. Please visit our Learning Management System <https://corp-legal-training.thomsonreuters.com/> for the current Legal Tracker Webseminars and eLearning.


### Register

Please read the instructions on the Sign In screen. If this is your first time accessing <https://corp-legal-training.thomsonreuters.com/> (and you have not purchased an All-Access Passport) and you want to view the complimentary Legal Tracker eLearnings and Webseminars, please click on the Register link.

*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.)*

Once you enter the learning system, please make sure to set your time zone.

### Set your Time Zone

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.

## View Legal Tracker eLearning Videos

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



2. Click the eLearning icon



3. Click **Register** under the Recommended Course Path you wish to view.
4. Click **Register** under the Sub path you wish to view.
5. Click on the **Course Title** and select **Start Learning Now**.

---

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, training and to inquire about the All Access Training Passport, please send an email to [legaltraining.corporates@thomsonreuters.com](mailto:legaltraining.corporates@thomsonreuters.com)