How to Activate Your TWEN Account and
View Materials for Your Courses

What is TWEN? It is the course management system used by Charleston School of Law. You can use TWEN to view your syllabus, access additional reading materials, receive and submit online assignments and complete quizzes for each course.

How do I gain access to Westlaw and TWEN? You will receive an email with the subject line "Westlaw Password" at the email address you have on file with admissions. Once you have received your password, you will need to register it to gain access to your course materials on TWEN. To activate your password, please follow the process below:

Visit **lawschool.westlaw.com/register or go to lawschool.westlaw.com and click on the Orange "Register Your Password" button.**

- **Step 1**-scroll down and Click on blue **NO** button to the question-Do you have an Existing OnePass? Always say NO
- Type your Westlaw Registration Key in the text box (use the dash) and then type your email address and click **Continue.**
- Then you will complete a One Pass Profile creating a username and password you can remember. **YOU ARE NOT DONE.**
- **Step 2**-you will then be directed to enter your username and password at lawschool.westlaw.com so you can create your law school profile.
- Complete the information requested. Your address can be the school's address, choose your graduation date, read the agreement, and click **Agree & Register.** You only have to fill out the required * information. You will receive a confirmation message and a follow-up email.

Usernames:
Must be at least 8 characters in length and can be any combination of letters or numbers. Usernames are case sensitive.

Special notes about usernames
- An email address is an acceptable username
- Usernames must be unique from all other users
- Usernames must not contain any portion of the Westlaw registration key (Online ID) that you register
- Usernames and passwords must be different
- Usernames may be saved (remembered by the system, alleviating the need to retype it each time you visit the site)
- Forgotten usernames can be emailed to users with validation of a unique email address and the correct answer to a security question

Passwords:
Must be between 8 and 16 characters in length, must be different than your username, and must include at least **three** of the following attributes:
- Uppercase letters
- Lowercase letters
- Numerals
- Special symbols: period (.), at (@), hyphen (-) or underscore (_)
 Passwords are case sensitive

Special note about passwords
If you forget your password, you can be emailed a link to create a new password with validation of a unique email address or correct answer to a security question. This link is only valid for 3 hours.

How Do I Access TWEN and my Course? Once you have completed your Westlaw Registration, choose TWEN from the "Sign-On" to: drop-down list and click "Sign On". The My Courses page is displayed. The My Courses page is your personal directory, which contains links to the TWEN courses you choose.

Complete these steps to add a course:

1. Click Add Course at the top of the My Courses page. The TWEN courses that are available at your school are displayed.

2. Select the check box next to each course you want to add.

3. If a password is required to add the course, type the password in the Password(s) text box. You will need to obtain the course password from the professor.

4. Click Submit to return to the My Courses page and view your courses
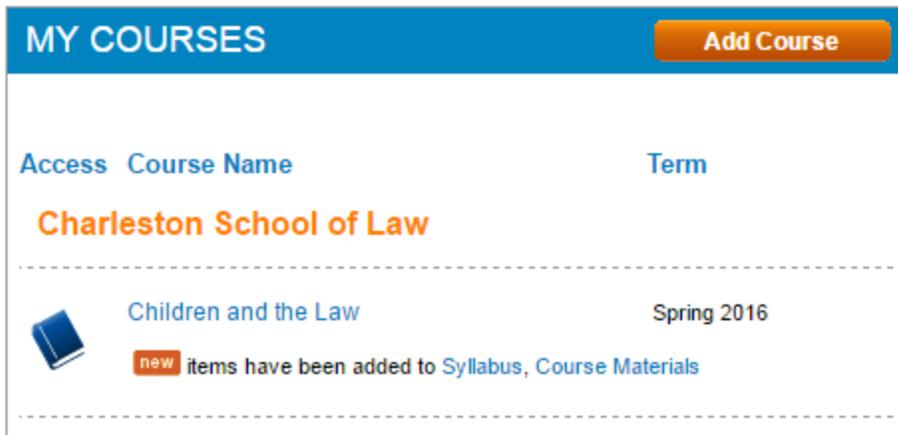
How Do I Navigate Within a Course?
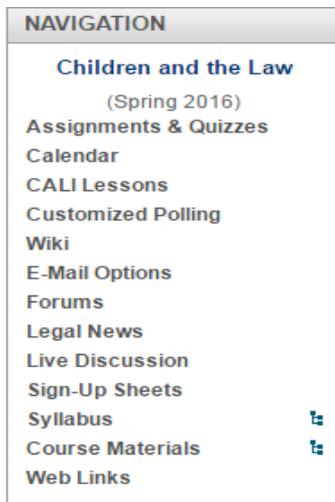
To enter a course, click the course title on the My Courses page.

Once you are in a course, you should see a navigation menu on the left side of the screen. You can click on Syllabus to see the syllabus for the course. Course materials is where any additional materials/readings that your professor posts will be. You may be requested to answer questions or respond to postings in the Forums. If you need to submit an assignment, the Assignments & Quizzes link will lead you to a list of all open assignments.

See below for an example of how course materials appear in TWEN. To view or download something, just click on the word Options and you will be given the option to open or download the document so that you can then view it in whatever way works best for you.

If you have any questions or issues with TWEN, contact Marisa Kate Henthorn, Access Services Library Assistant; 843-377-2421 or mhenthorn@charlestonlaw.edu

Good luck!