Lexis®Library

How to Register as a User

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LexisNexis®

Overview and Important Information

Welcome to Lexis® Library.

This document sets out how to register as a Lexis® Library user, using our Self Registration method.

What is Self Registration?

Self-registration is an alternative way to access your LexisNexis online research subscriptions. These products include Lexis® Library, Lexis® Practical Guidance and Lexis® Assure.

Users that traditionally accessed their subscriptions via an IP-fixed account will now be able to log onto the above solutions from any location, without having to be on a company network such as a VPN connection.

A simple conversion process will provide each user with their own set of credentials and the freedom to access relevant subscriptions on desktop and mobile devices as and when needed.

When can I register as a user?

Your organisation's Administrator will communicate the commencement date to you. Please do not attempt to register prior to this date.

Do I still need to register if I have credentials for Lexis® Library?

Yes, you do. Your credentials can no longer be used after the commencement date.

How long will the registration process take?

You only need to complete the registration process once. It takes 3-4 minutes to complete, depending on your internet connectivity.
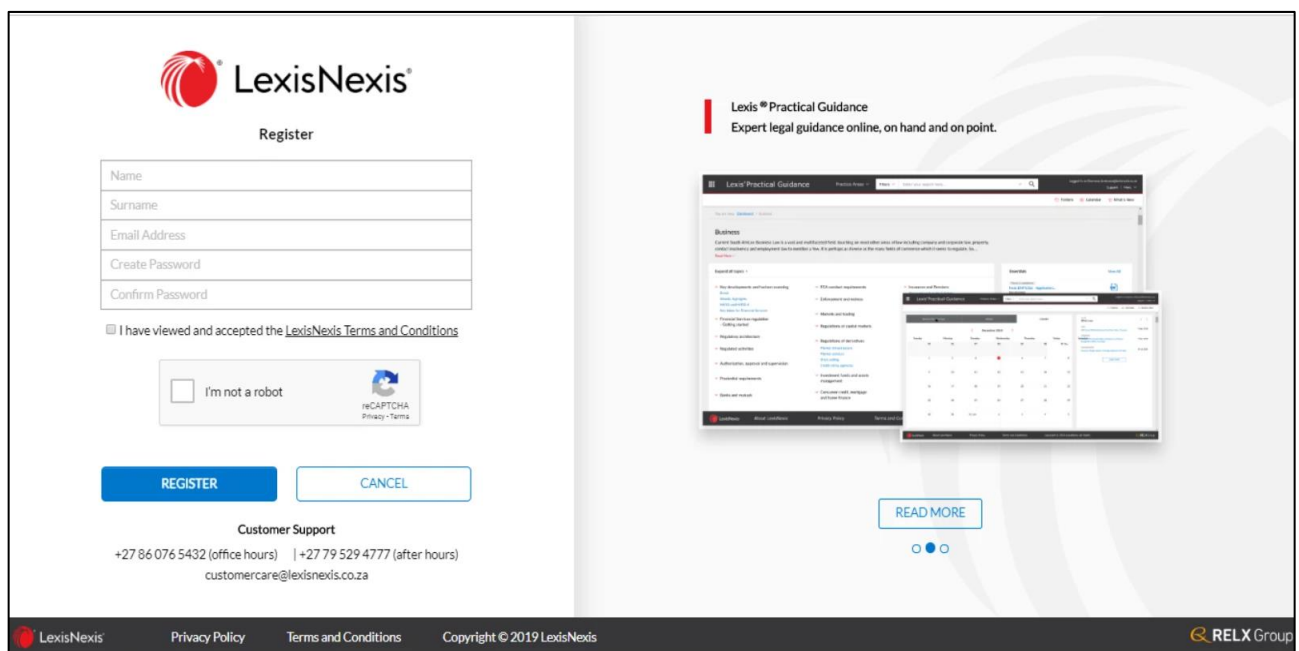
How to register as a user

1. Your Administrator will communicate the date on which registration will commence.

2. On this date go to www.mylexisnexis.co.za

3. You will be presented with the screen below. Please insert your Name, Surname, Work Email Address and a Password that you would like to use.

    Note: Your work email address must belong to one of the following email domains:

    @uj.ac.za
    @student.ac.za

4. After accepting the LexisNexis Terms and Conditions and ticking the Captcha box, click Register.
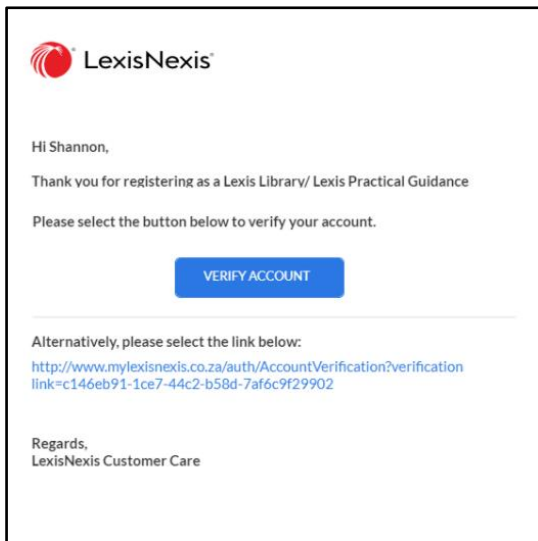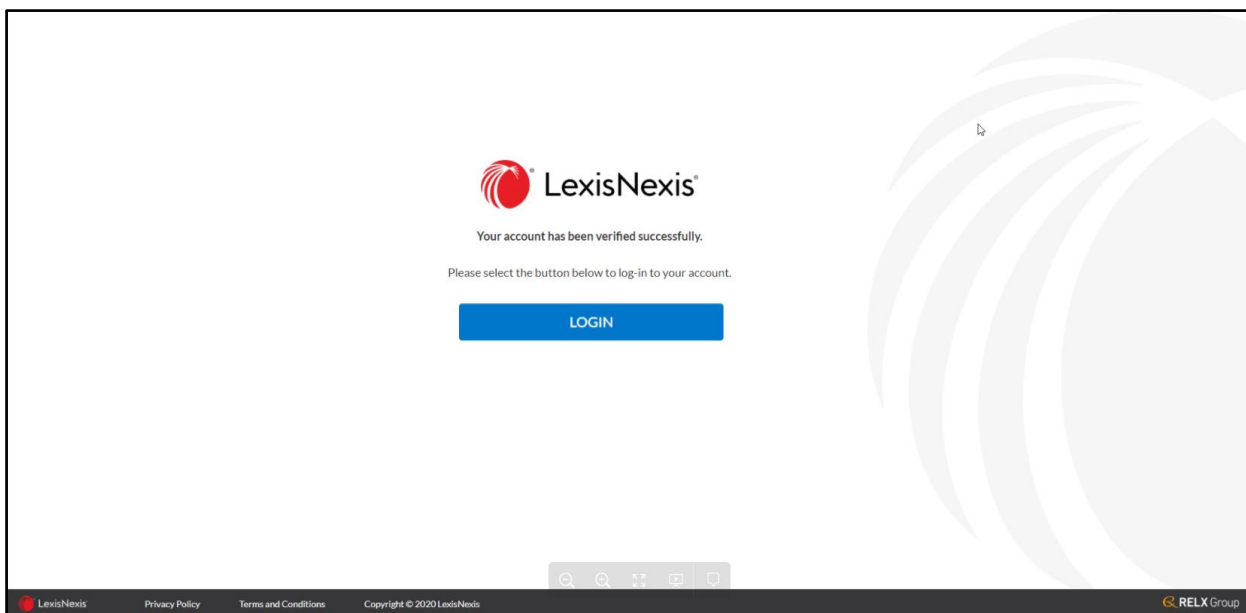
How to register as a user: Verifying your account

5. Once you have registered as a user, you will receive an email that looks like the image below. This email will be sent to the Email Address that you captured when you registered.

    Tip: This email is sent from the customercare@lexisnexis.co.za email address. It can sometimes appear in your Junk Email Folder. Please look for this email in all relevant email folders.

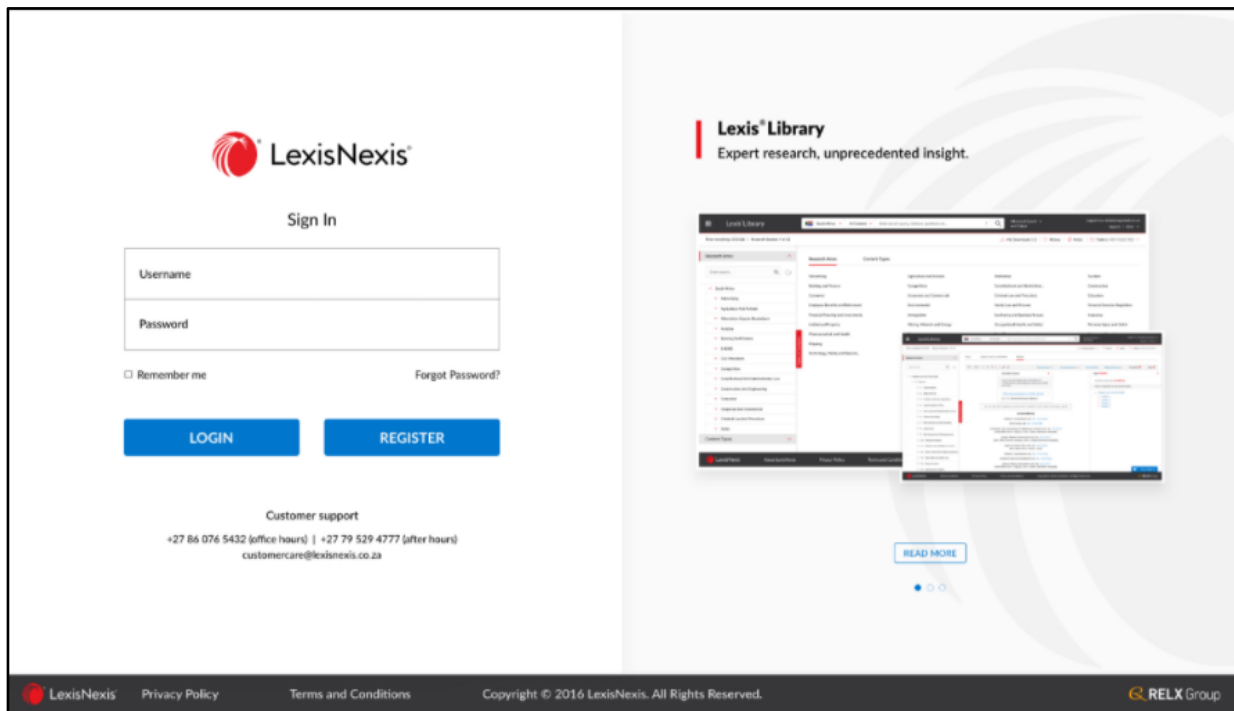6. Once you have found the email, click on Verify Account.

7. After you have verified your Account, the following screen will open in your internet browser. Click Login.

How to register as a user: Logging into your account

8. After clicking Login, you will be presented with the following screen.

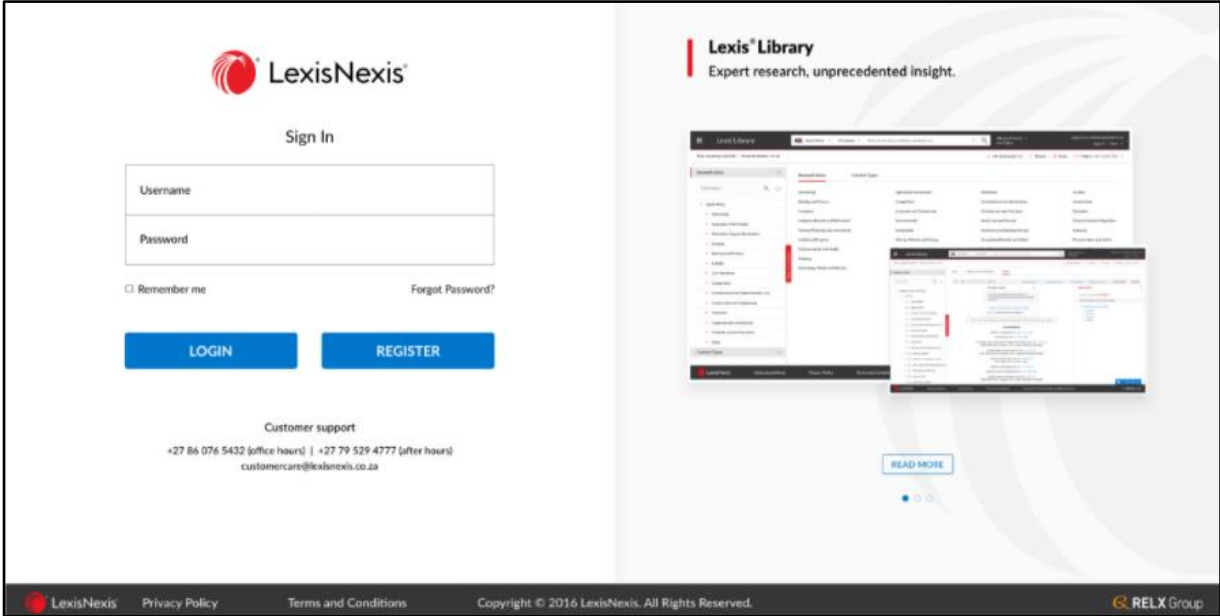9. Insert your Username and Password.

    Tip: Your Username is the Email Address you used to register. Your Password is the one that you inserted during the registration process.

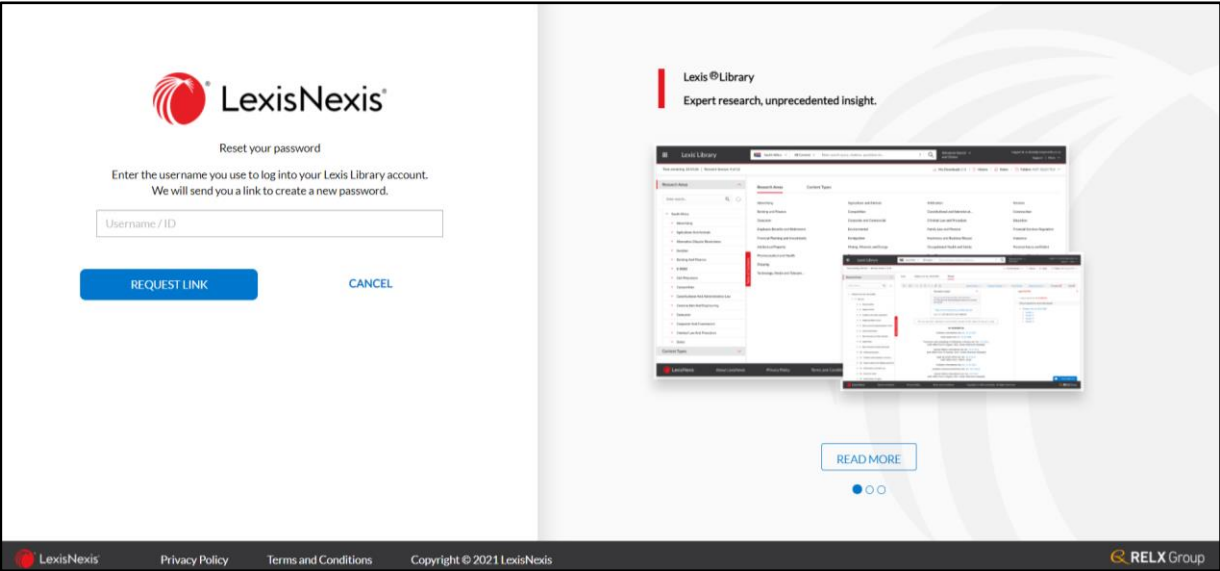10. Tick Remember Me to save your login credentials and then click Login.

    Tip: Remember to bookmark www.mylexisnexis.co.za for easy access later on.

Resetting a Forgotten Password

1. If you don't remember the Password you used during the Registration process, click Forgot Password on the Login page.

2. You will then be asked to insert your Username. Insert the Email Address you used during the Registration process and click on Request Link.

3. You will receive an email with a link to Reset your Password. Use the link contained in it to reset your password.

    Note: This email can sometimes appear in your Junk Email Folder. Please look for the email in all relevant email folders.

Support and Administrator's Contact Details

LexisNexis Contact Details

Please contact your LexisNexis Support team to escalate queries:

Account Manager: Anab Salim

Account Manager Email: anab.salim@lexisnexis.co.za

Operations/Technical Errors:

Operations/Technical Errors Email: technical.errors@lexisnexis.co.za

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