

Topic: The following document is an introduction to Self-Registration for the Law Clerkship Application.

Summary: Users may follow this guide to obtain log-in credentials.

This Guide is for:

Students, Law School Admins, and References.

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Creation

Navigate to selfregistration, that can be found <u>here</u>.

- 1. Enter a User Name.
- 2. Enter a Password.
- 3. Retype Password.

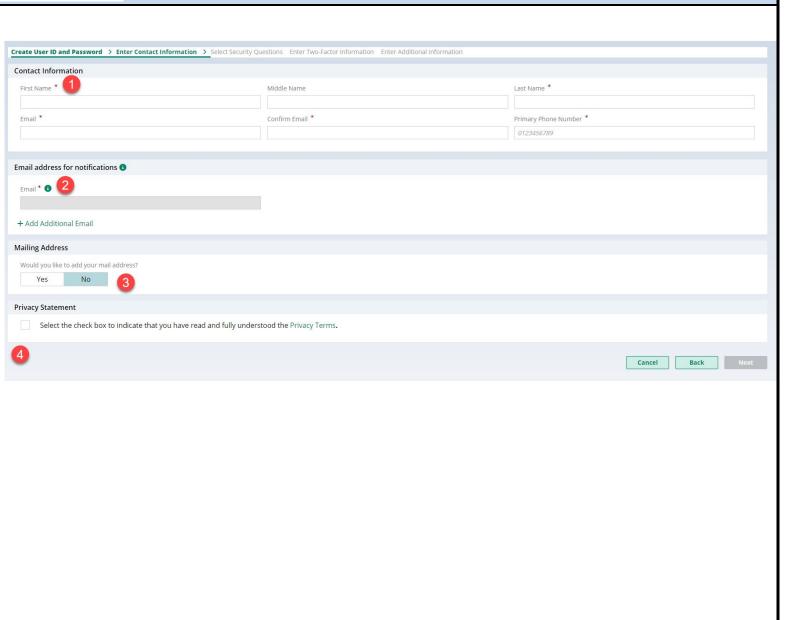
Click the next button.





Enter Contact Information

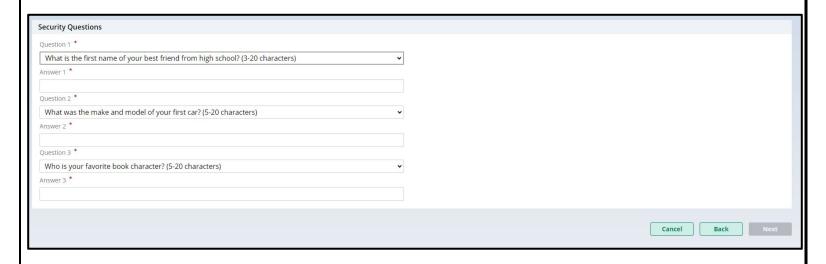
- 1. Enter in contact information.
- 2. Add email: this email address will receive notifications.
- 3. You may choose to add a mailing address.
- 4. Check the checkbox for the privacy statement.





Select Security Questions

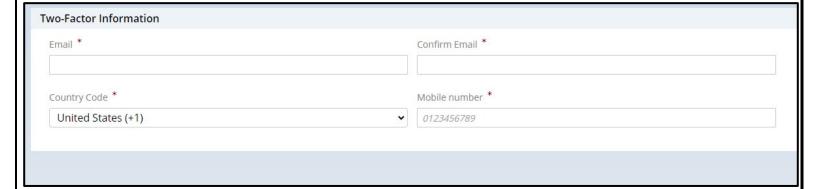
Select security questions and answers (write them down somewhere safe).





Two-Factor Information

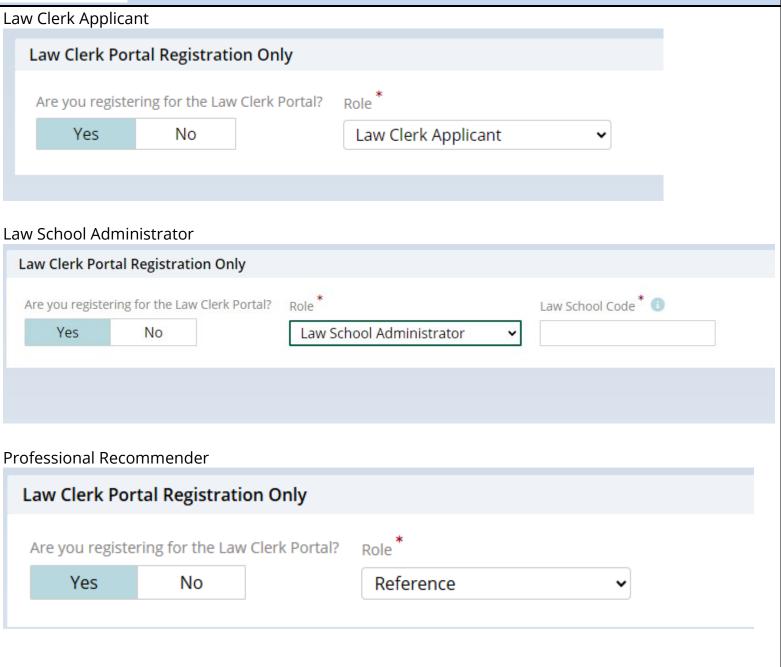
Enter email and phone where you would like to receive a Two-Factor code necessary for log-in.





Enter Additional Information

Select Yes, and then choose the appropriate role for which you are registering. A Law School Administrator will need a law school code for their school to register.





Email Verification

After registering you will need to activate your account by clicking an emailed verification link.

