My Lexis™ Administrator Tip Sheet

What is *My Lexis*?

My Lexis enables Lexis Advance® Quicklaw® users to manage their own profile information and administrators to manage their users' information and access.

Accessing *My Lexis*

My Lexis may be accessed directly at https://mylexis.lexisnexis.com or from within Lexis Advance (click More on the top bar and select *My Lexis*).

On the *My Lexis* sign in screen, type your ID (same as your Lexis Advance Quicklaw ID), password, and click Sign In.

My Profile

The ability to edit personal profile information is available to all Lexis Advance Quicklaw users. Access this section in *My Lexis* by clicking the Home tab, and then My Profile. Expand each section and click the Edit button to change personal profile information such as:

- ID
- Password
- Personal information (e.g., first name, last name)
- Contact information (e.g., email)

Reset Passwords

- Click the User Information tab
- Click the Name hyperlink of the correct user
- Choose Reset Password from the Select Action dropdown menu.
- Insert a check mark next to the desired Temporary Password reset option
- Click the Reset Password button

Resend IDs

- Click the User Information tab
- Click the Name hyperlink of the correct user
- Choose Resend User ID from the Select Action dropdown menu
- Click the Submit button

Suspend IDs

- Click the User Information tab
- Click the Name hyperlink of the correct user
- Choose Suspend from the Select Action dropdown menu
- Choose Reason from the dropdown
- Click the Submit button

Delete IDs

- Click the User Information tab
- Click the Name hyperlink of the correct user
- Choose Delete from the Select Action dropdown menu
- Choose Reason from the dropdown
- Click the Submit button

Resend Welcome Emails

- Click the User Information tab
- Click the Name hyperlink of the correct user
- Choose Resend Welcome Email from the Select Action dropdown menu
- Click the Submit button

Create New User

- Click the User Information tab
- Click the Users button
- Click the Add Users button
- Select the Create a new user radio button
- Insert required information and click the Next button
- Insert check marks next to desired Product Authorizations
- Click the Next button
- Confirm the user details are correct
- Click the Create User button (the user can be created now, or at a later date)

Edit Existing User

- Click the User Information tab
- Click the Users button
- Click the hyperlink Name of the user you want to edit
- Click the Edit button and edit desired information
- Click the Save button (the user can be saved now, or at a later date)

Need help?

Contact us at **1(800)387-0899** or **service@lexisnexis.ca**

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