

# ID初期設定ガイド

Lexis® IDと仮パスワードを受け取ったら初期設定を行ってください。

## ① IDと仮パスワードをメールで受け取る

Your account is now active!  
Find below your ID & Password.



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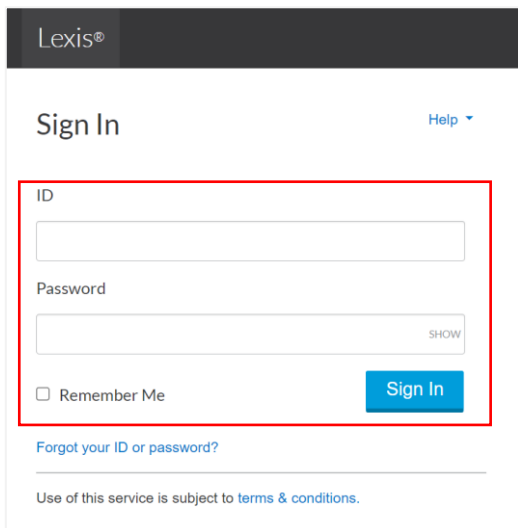
Lexis® for Microsoft Office Application – <http://www.lexisnexis.com/download-lexis-for-office>

2. Enter your user ID  and temporary password:

3. Click Sign In

4. Complete your profile

## ② 上記のIDと仮パスワードでサインイン



Lexis®

Sign In [Help](#) ▾

ID

Password  
 SHOW

Remember Me

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Use of this service is subject to [terms & conditions](#).

インターネットブラウザをたちあげ、  
以下のURLにアクセスし、Lexisサインイン画面を表示

**[www.lexisadvance.com](http://www.lexisadvance.com)**

IDと仮パスワードを入力し、**Sign in**をクリック

- ・大文字小文字を区別して入力
- ・半角英数字で入力

## ③ 詳細の設定 1/2

ID

- ID must contain 8 to 50 characters
- ID must not contain spaces
- ID can contain the following special characters: ! \$ % & ' \* + - / = ? ^ \_ ` { | } ~ . @

You must create a new password. Please follow the guidelines shown below.

New password

Confirm new password

- Must contain 8 to 50 characters with no spaces
- Cannot include your ID or any of your 5 previous passwords
- Must include at least one character from 3 of the following categories:
  1. Uppercase letters (A-Z)
  2. Lowercase letters (a-z)
  3. Numbers (0-9)
  4. Special characters like ! # \$ % & ' \* + - / = ? ^ \_ ` { | } ~ . @

Email address

e.g., name@company.com

Confirm email address

Telephone number (optional)

We need your phone number to send security notifications from LexisNexis by text or automated voice message, including a One Time Passcode (required to access certain sensitive data). We won't use your phone number for any other purpose.

Alternate telephone number (optional)

Mobile number (optional)

Mobile number will be used to send communications such as onboarding support, ID/password assistance, and links to training materials.

For information on the collection and use of profile information, please see our [privacy policy](#).

[Preference Manager](#)

Next

Cancel

① IDを入力

② 任意のパスワードをルールに沿って作成  
【New Password/Confirm new password】

[パスワード作成ルール]

下記3つの文字を含む8～50文字の半角英数字

大文字 A-Z

小文字 a-z

数字 0-9

記号 ! # \$ % & ' \* + - / = ? ^ \_ ` { | } ~ . @

③ Eメールアドレスを入力

④ 電話番号を入力（任意）

⑤ Nextをクリック

## ④ 詳細の設定 2/2 (Student)

Your personal law school profile gives us the information we need to help you with your research needs.

Please provide the information requested below

\*Language Preference  
U.S. English

\*Display Preference  
U.S. English

\*TimeZone  
(GMT+09:00) Osaka, Sapporo, Tokyo

\*Position  
 Student  Faculty

\*Program  
[ ]

\*Graduation Term  
[ ]

\* Graduation Year  
[ ]  
(e.g., 2016)

Finish Cancel

① 使用言語を選択  
(US. English)

② 表示言語を選択  
(US. English)

③ タイムゾーンを選択  
(Osaka, Sapporo, Tokyo)

④ 所属 (Student)を選択

⑤ 所属プログラム、Graduation Term、卒業年を入力

⑥ Finishをクリック

## ④ 詳細の設定 2/2 (Faculty)

\*Language Preference  
U.S. English

\*Display Preference  
U.S. English

\*TimeZone  
(GMT+09:00) Osaka, Sapporo, Tokyo

\*Position  
 Student  Faculty

\* Position  
[ ]

Finish Cancel

① 使用言語を選択  
(US. English)

② 表示言語を選択  
(US. English)

③ タイムゾーンを選択  
(Osaka, Sapporo, Tokyo)

④ 所属 (Faculty)を選択

⑤ ポジションを入力

⑥ Finishをクリック

## ⑤ 設定の完了

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Arbitration Materials						

\*\*\*設定画面は予告なく変更される可能性があり、  
お客様によっては画面が多少異なる場合がございます。

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レクシスネクシス・ジャパン株式会社

東京都中央区八重洲2-2-1 東京ミッドタウン八重洲  
八重洲セントラルタワー11階

カスタマーサポート: 03-6739-4701 / support.jp@lexisnexis.com

