

## Amélioration des fonctions de gestion des mots de passe de MyAccount

Avec les nouvelles fonctions de gestion personnelle des mots de passe, vous pouvez traiter les demandes concernant les mots de passe à n'importe quelle heure, n'importe quel jour de semaine. Vous pouvez maintenant :

- Créer de nouveaux mots de passe
- Désactiver des mots de passe
- Modifier la date d'expiration des mots de passe
- Rechercher et voir tous les mots de passe en cours

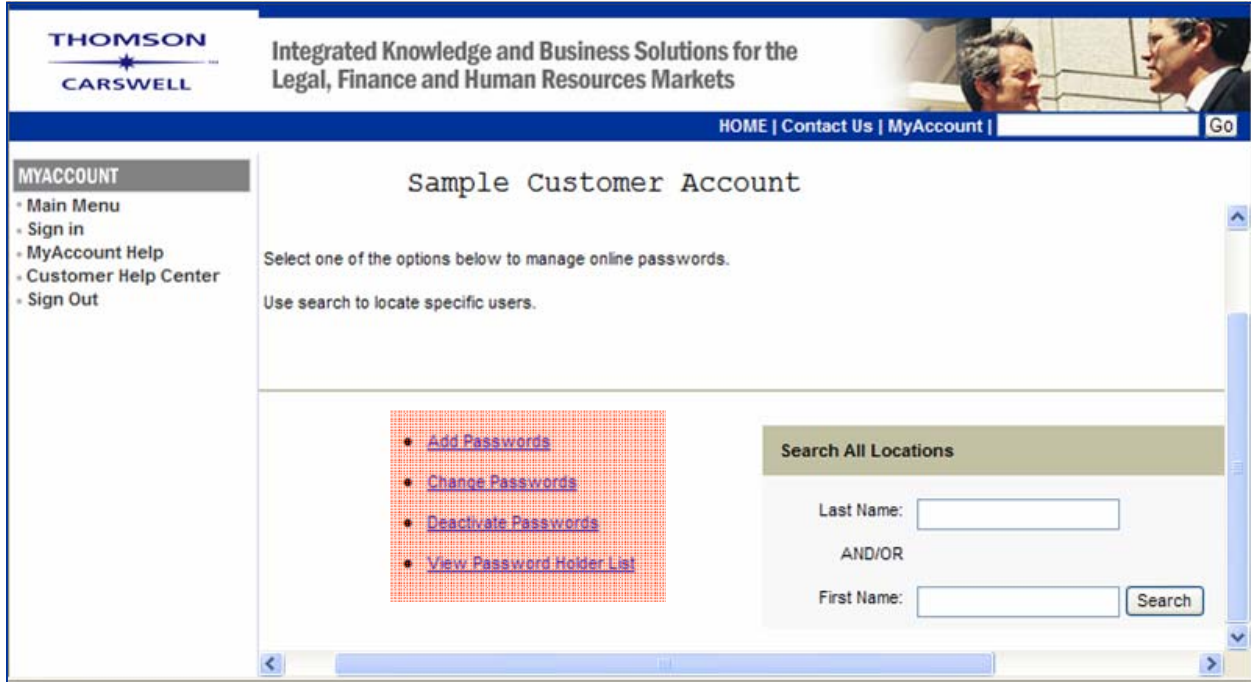
1. Ouvrez une session dans le service MyAccount de Carswell:

The screenshot shows the Thomson Carswell website header with the logo and the tagline "Integrated Knowledge and Business Solutions for the Legal, Finance and Human Resources Markets". Below the header is a navigation bar with "HOME | Contact Us | MyAccount | Go". The main content area is titled "MYACCOUNT" and contains a sign-in form. The form includes a "Sign in" link, "MyAccount Help", and "Customer Help Center" in the left sidebar. The main text says "Welcome to MyAccount, a free service for Carswell customers who wish to access their account information online...anytime, anywhere." Below this, it asks "If you know your password, sign in at any time:" and provides fields for "User ID (your e-mail address):" and "Password:". There are "Sign In" and "Reset" buttons. A link "Forgot your password? Click here." is also present. At the bottom, it says "To obtain a password, please click this link and choose Customer Relations in the inquiry type box, followed by MyAccount Password Request in the Inquiry Detail box."

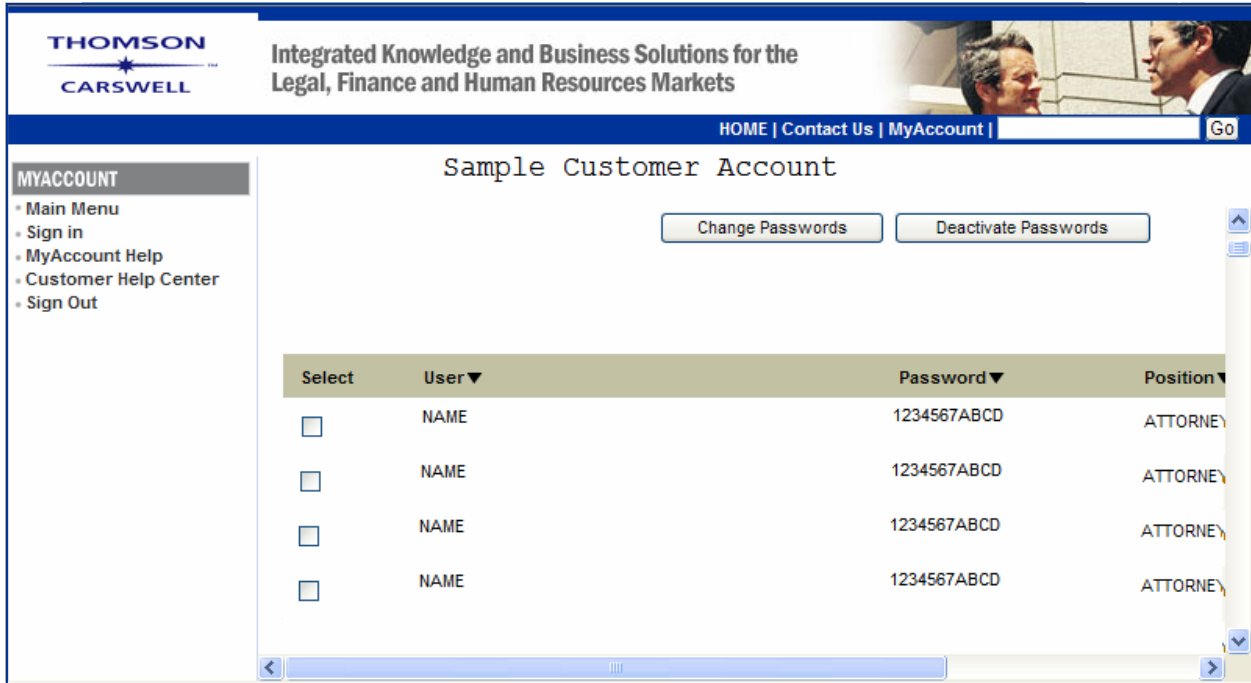
2. Notez la nouvelle option de gestion des mots de passe.

The screenshot shows the Thomson Carswell website header and navigation bar. The main content area is titled "Sample Customer Account". It features a sidebar with "MYACCOUNT" and links for "Main Menu", "Sign in", "MyAccount Help", "Customer Help Center", and "Sign Out". The main content area lists several options: "View a Document/Request a Copy", "Outstanding Invoices", "Outstanding Credits", "View Statement / Make a Payment", "About History", "Analyze by Individual Products", "Products by Format", "All Products", "Current Orders", "New Purchases (last 90 days)", "BackOrders", and "Send Us an Email". A red dashed box highlights a "Password Management" section with the link "Manage my WestlawCarswell passwords". The footer includes "Home | Privacy Policy | © 2008".

3. Pour accéder aux options en libre-service, cliquez sur le lien [Manage my WestlaweCARSWELL Passwords](#).



4. Pour modifier ou désactiver des mots de passe, cliquez sur le lien [View Password Holder List](#). Les responsables de compte peuvent également sélectionner ces options à partir du menu principal.



5. Avec MyAccount, vous pouvez aisément ajouter de nouveaux mots de passe. Cliquez sur le bouton **ADD MORE PASSWORDS**; d'autres champs apparaîtront pour vous permettre d'ajouter rapidement les renseignements requis.

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HOME | Contact Us | MyAccount | Go

**MYACCOUNT**

- Main Menu
- Sign in
- MyAccount Help
- Customer Help Center
- Sign Out

**Sample Customer Account**

LIBRARY CDROM / INTERNET  
Address: 2075 KENNEDY ROAD

Add passwords by filling out the form below and clicking Continue.  
Note: \*Required fields are marked with an asterisk.

CANCEL ADD MORE PASSWORDS CONTINUE | >

\*First Name:  \*Position: Select One   
Middle Initial:  End date:    
\*Last Name:  Email:

[Discard Entry](#)

Send Confirmation to above user email  
 Send Confirmation to victoria.heggie@thomsonreuters.com  
 Include password in confirmation

\*First Name:  \*Position: Select One   
Middle Initial:  End date:    
\*Last Name:  Email:

[Discard Entry](#)

6. Les responsables de compte peuvent créer des mots de passe et indiquer de quelle manière les avis seront transmis aux utilisateurs.

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HOME | Contact Us | MyAccount | Go

**MYACCOUNT**

- Main Menu
- Sign in
- MyAccount Help
- Customer Help Center
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**Sample Customer Account**

Account #:  
Location: LIBRARY CDROM / INTERNET  
Address: 2075 KENNEDY ROAD  
TORONTO, ON, M1T3V4

Change password by filling out the form below and clicking Continue. You can indicate your preference on how you'd like to be notified of this change.

Cancel Continue | >

First Name: JOHN  
Last Name: DOE

Password: 5634154  
Enter 3-4 characters.  
(Excluding numeric and special characters.)

Email:

Send Email Confirmation to JOHN.DOE@THOMSONREUTERS.COM  
 Send Email Confirmation to above user email  
 Include password in email confirmation

7. L'écran d'envoi des renseignements relatifs à la modification de mot de passe.

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HOME | Contact Us | MyAccount | GO

**MYACCOUNT**

- Main Menu
- Sign in
- MyAccount Help
- Customer Help Center
- Sign Out

Sample Customer Account

**Submit Change Password Request** [Password Menu](#)

Account #:  
 Location: LIBRARY CDROM / INTERNET  
 Address: 2075 KENNEDY ROAD  
 TORONTO, ON, M1T3V4

Please verify changes below and click Submit.

Password(s) to be Changed	Password	Position	End date	Edit/Discard
OLD DOE, JOHN	1234567ABCD	ATTORNEY		
NEW DOE, JOHN	1234567EFGH	ATTORNEY		<a href="#">Edit Discard</a>

8. L'écran de confirmation de modification de mot de passe.

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HOME | Contact Us | MyAccount | GO

**MYACCOUNT**

- Main Menu
- Sign in
- MyAccount Help
- Customer Help Center
- Sign Out

Sample Customer Account

**Change Password Confirmation** [Password Menu](#)

Account #:  
 Location: LIBRARY CDROM / INTERNET  
 Address: 2075 KENNEDY ROAD  
 TORONTO, ON, M1T3V4

You have requested the following password changes:

DOE, JOHN

Requests on MyAccount are processed automatically. If you requested an email notification, it will be sent when the request is complete. If you did not request an email confirmation, the following changes have been submitted and successfully processed. Most requests are completed immediately, but may take up to 30 minutes.

Confirmation Number: 000318849181 [Printer Friendly Version](#)