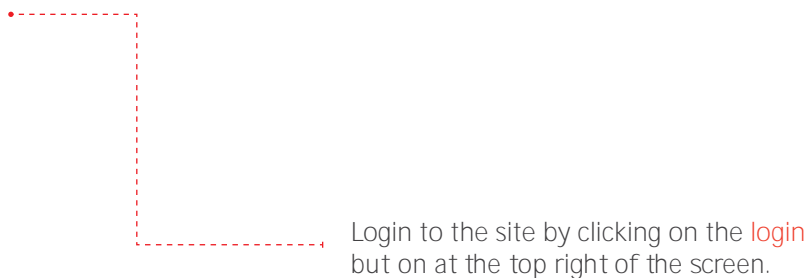


learning material as well as downloadable case reports, speaker slides and a podcast.

# Logging In

Login at [www.LexisWebinars.co.uk](http://www.LexisWebinars.co.uk)



Enter your **Username** (which will be your email address) and **password** and then click on the **Login** button. Upon successfully logging in you will be returned to the home page.

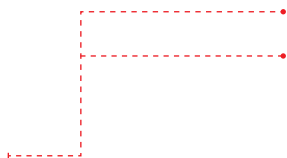
Alternatively, if you have forgotten your password, click on the **Forgotten Password** link at the bottom of the login box.

# Resetting Your Password

You will then be directed to the [Reset Password](#) page. Type in your email address and click [Submit](#) and you will receive an email containing a link. Click on this link to access the [password reset](#) page.



After navigating to the password reset page, type your chosen password into both of the boxes and click [Submit](#). You will now be logged in to the site.



# Browsing the Webinar Library

Hover the mouse over [Legal](#) or [Tax](#) in the menu bar to access a full list of the practice areas covered in our webinar programme.

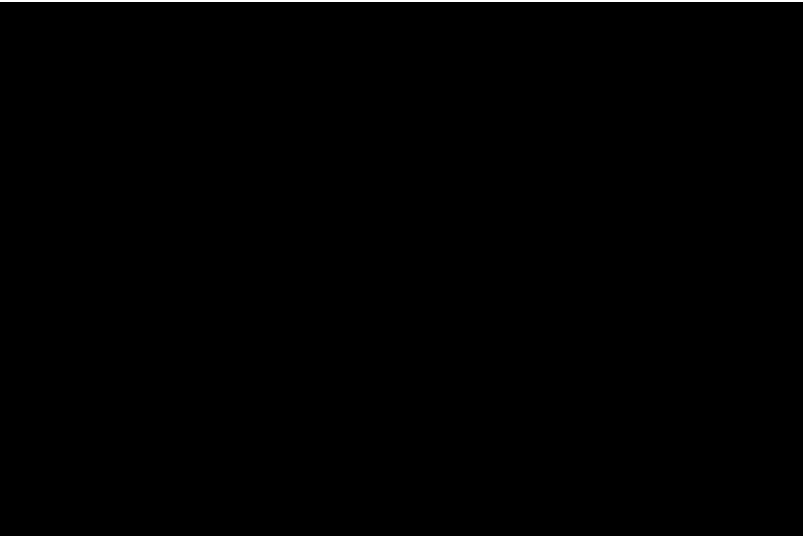
Click on a practice area title to navigate to a page listing all of the upcoming and on demand webinars within the practice area.

The full list of practice areas is also displayed at the foot of each page on the site.

Once on the practice area page, click on a webinar title to access the page for the individual webinar.

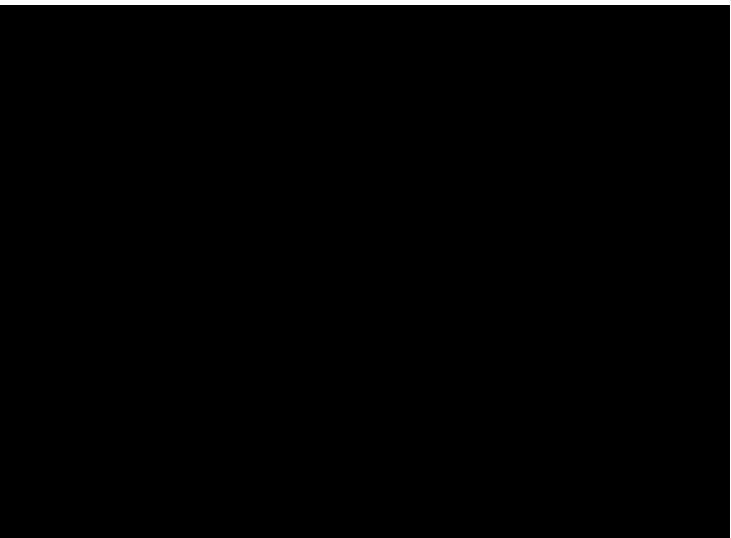
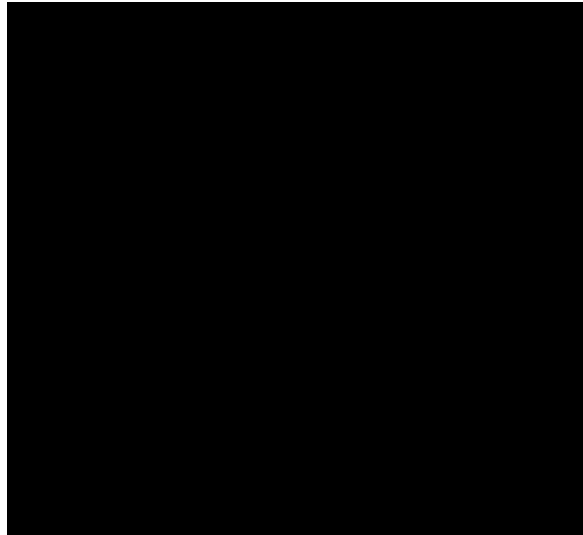


# Searching the Webinar Library



A list of webinars and speakers relevant to your search term will be returned and you can access

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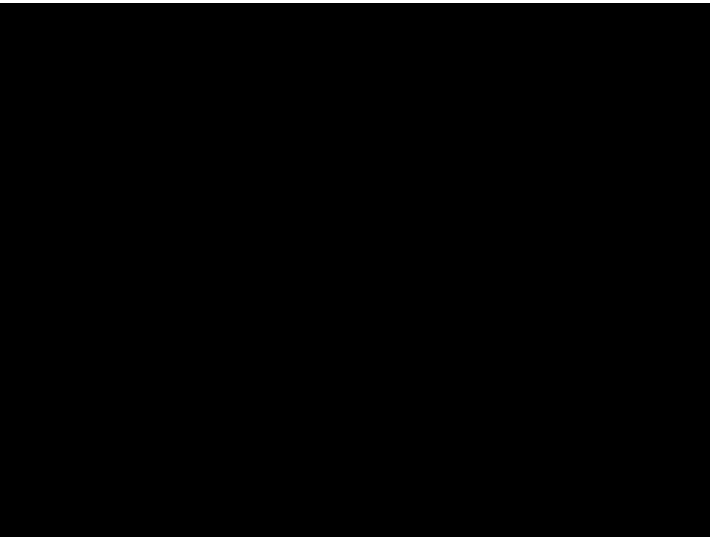
# Viewing a Webinar

Once you have navigated to the details page of your chosen webinar, launch the webinar by clicking on the **Play** icon in the centre of the holding image.

You may experience a slight delay here so please allow 15-20 seconds for the webinar to launch.

If there is no **Play** icon displayed please check the broadcast date and time of the webinar to see if it is available. Webinars that have yet to be recorded will display the following message below the holding image:

This webinar has not yet been







# Checking Your CPD

You can access details of your CPD activity in the [My Profile](#) area of the site.

Here you can view the number of CPD hours you have completed and the number of days remaining in the CPD year.

You can also export a list of the webinars you have viewed and the quizzes you have undertaken as an Excel spreadsheet by selecting the relevant year to the right of the [CPD Summary](#) heading and clicking on the [Export](#) button.

If you experience a problem or encounter an issue not covered by this guide, please contact us via email at [webinars@lexisnexis.co.uk](mailto:webinars@lexisnexis.co.uk) or call 0331 161 1234 (selecting option 2).