

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 Professional Recommenders.

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ID Creation

Navigate to self-registration, that can be found [here](#).

1. Enter a User Name.
2. Enter a Password.
3. Retype Password.
4. Click the next button.

The screenshot shows the 'Create User ID and Password' form in the LWC Self Registration system. The form is titled 'Login Information' and contains three input fields: 'User ID', 'Password', and 'Confirm Password'. Each field is marked with a red circle containing a number (1, 2, and 3 respectively). The 'User ID' field is a text input. The 'Password' field is a password input with a toggle icon. The 'Confirm Password' field is a password input with a toggle icon. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is marked with a red circle containing the number 4. The form is part of a multi-step process, with the current step being 'Create User ID and Password'. Other steps in the process are 'Enter Contact Information', 'Select Security Questions', 'Enter Two-Factor Information', and 'Enter Additional Information'. The top of the page shows the NJCourts logo and the title 'LWC- Self Registration'. The bottom of the page shows the page number 'Page 2 of 7' and the date 'Last Modified: Thursday, June 06, 2024'.

Enter Contact Information

1. Enter in contact information.
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Confirm Email
 - e. Primary Phone Number

2. Add Email address for notifications. This email address will receive notifications. It can be the same as the email entered in the Contact Information section above.

3. You may choose to add a mailing address.

4. Check the checkbox for the privacy statement.

Note: All fields marked with a red asterisk are mandatory.

Create User ID and Password > **Enter Contact Information** > Select Security Questions > Enter Two-Factor Information > Enter Additional Information

Contact Information

First Name * **1** Middle Name Last Name *

Email * Confirm Email * Primary Phone Number *

Email address for notifications **2**

Email *

+ Add Additional Email

Mailing Address

Would you like to add your mail address?

Yes No **3**

Privacy Statement

Select the check box to indicate that you have read and fully understood the Privacy Terms.

4 **5**

Select Security Questions

Select (3) three security questions and enter answers for each selected.

Please sure to record them in a safe location. These questions may be used to gain access to your account if you forget your password.

When done, click Next.

Security Questions

Question 1 *
What is the first name of your best friend from high school? (3-20 characters)

Answer 1 *

Question 2 *
What was the make and model of your first car? (5-20 characters)

Answer 2 *

Question 3 *
Who is your favorite book character? (5-20 characters)

Answer 3 *

Two-Factor Information

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

Two-Factor Information	
Email *	Confirm Email *
<input type="text"/>	<input type="text"/>
Country Code *	Mobile number *
<input type="text" value="United States (+1)"/>	<input type="text" value="0123456789"/>

Enter Additional Information

Select Yes, and then choose the appropriate role for which you are registering.

1. Law Clerk Applicant
2. Law School Administrator
3. Professional Recommender

A Law School Administrator will need a law school code for their school to register.

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes

No

Role *

Law Clerk Applicant

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes

No

Role *

Law School Administrator

Law School Code *

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes

No


Role *

Professional Recommender

Email Verification

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






[External]Fwd: NJ Courts Registration Activation - testakashreg



akas nir <moonlightinghero@gmail.com>
 To: Akash Niranjan

Retention Policy: M365 7 Year Retention Policy - Exchange (7 years)
 Expires: 4/30/2031

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Wed 5/1/2024 9:41 AM

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----- Forwarded message -----
 From: <ESSOPortalQA.mbx@njjudlab.njcourts.gov>
 Date: Wed, May 1, 2024, 9:38 AM
 Subject: NJ Courts Registration Activation - testakashreg
 To: <moonlightinghero@gmail.com>

New Jersey Courts

Thank you for registering with the New Jersey Courts portal. Your registration is pending activation.

User ID: testakashreg

Click on the link below or copy and paste the link into your browser to activate your registration.
https://portalsselfreg-qacloud_aocnp.njcourts.gov/prweb/PRServletPublicAuth?pziactionzz=CXtpbn1NUG5NZD66NblZVvemM2ZEjWHUxN1d3e9UNzNBV2FJzFua1vaTBjaW9YUvH5MjBPMWpaMFI1dGdxGdxRth2LJJ0QkF5c0dESJIMRVA3ZDM2UT09*&pzAuth=guest&UserID=testakashreg&ActivationEmailDate=MjAyNDA1MDFUMTMzODIyLjYwMIBHTVQ=

Note: 'The activation link' above will expire within 7 days.

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