

ARTS STUDENT REGISTRATION GUIDE



CPLD
Canadian Centre for
Professional Legal Education

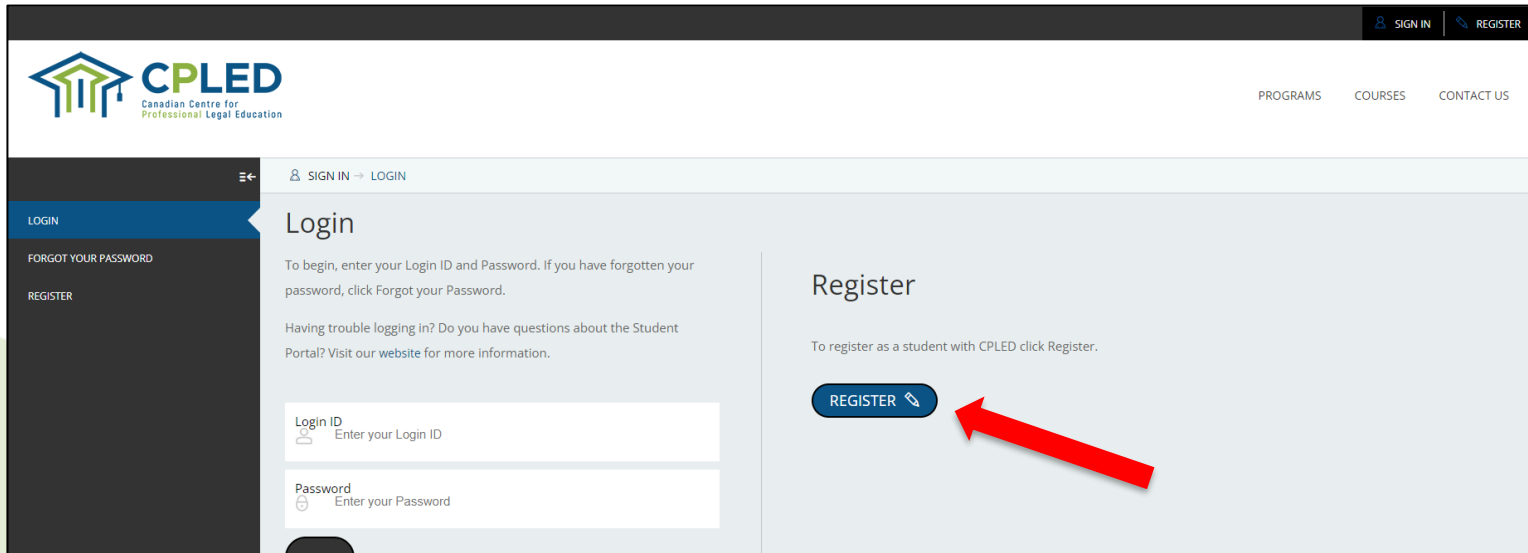


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Creating a Profile

Visit the [CPLED Student Portal](#) and select the  button.



The screenshot shows the CPLED Student Portal interface. At the top left is the CPLED logo (Canadian Centre for Professional Legal Education). On the right, there are links for PROGRAMS, COURSES, and CONTACT US. In the top right corner, there are links for SIGN IN and REGISTER. A dark sidebar on the left contains a menu with options: LOGIN (highlighted in blue), FORGOT YOUR PASSWORD, and REGISTER. The main content area is split into two columns. The left column is titled 'Login' and contains instructions: 'To begin, enter your Login ID and Password. If you have forgotten your password, click Forgot your Password.' and 'Having trouble logging in? Do you have questions about the Student Portal? Visit our website for more information.' Below this are two input fields: 'Login ID' with a user icon and 'Password' with a lock icon. The right column is titled 'Register' and contains the instruction: 'To register as a student with CPLED click Register.' Below this is a blue 'REGISTER' button with a pencil icon, which is highlighted by a red arrow.

Creating a Profile

1. Select your registration option by clicking the associated button.
2. Fill in your information, all fields marked with an asterisk (*) must be completed.
3. **NOTE: For proctoring purposes and to ensure your results are shared correctly with your law society please use your full legal first and last name in the 'Given (First & Middle Name(s))' and 'Last' name fields.**

[Already Registered?](#)

CHOOSE YOUR REGISTRATION

ENTER YOUR FULL LEGAL NAME

Title

Given (First & Middle Name(s)) *

Last *

Preferred First Name

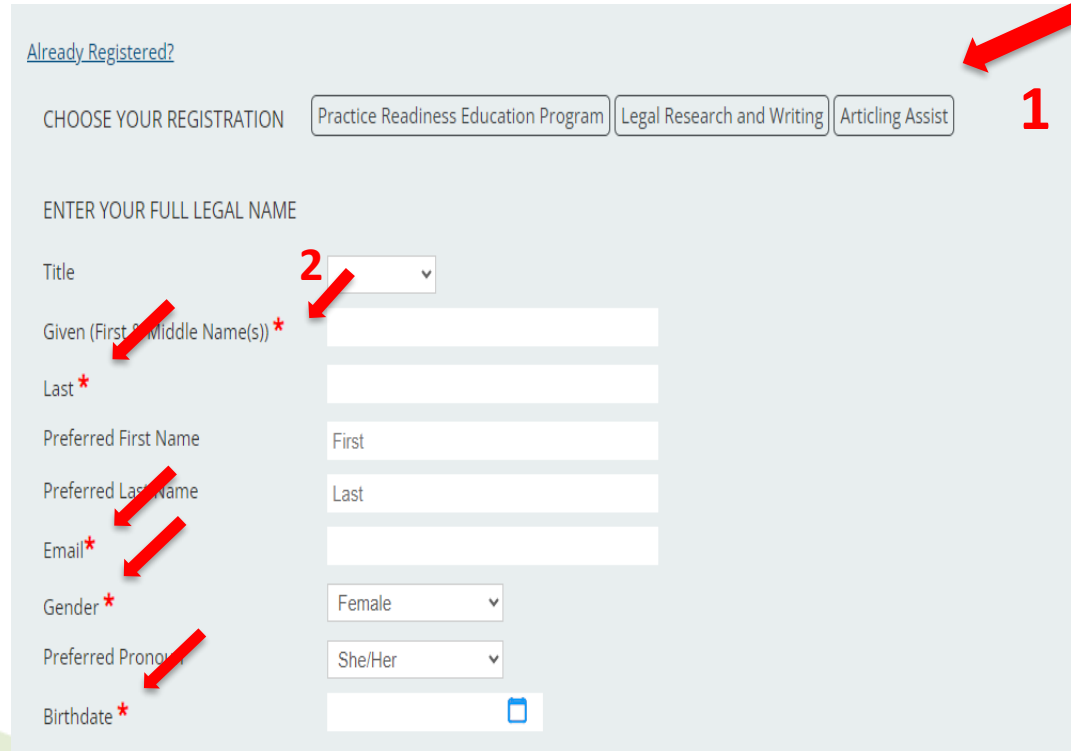
Preferred Last Name

Email *

Gender *

Preferred Pronoun

Birthdate *

A screenshot of a registration form. At the top right, there is a red arrow pointing to a red number '1'. Below this, there are three buttons for registration options: 'Practice Readiness Education Program', 'Legal Research and Writing', and 'Articling Assist'. The form then asks for 'ENTER YOUR FULL LEGAL NAME'. There are several fields: 'Title' (a dropdown menu with a red arrow pointing to it and a red number '2'), 'Given (First & Middle Name(s)) *', 'Last *', 'Preferred First Name', 'Preferred Last Name', 'Email *', 'Gender *' (with a dropdown menu showing 'Female'), 'Preferred Pronoun' (with a dropdown menu showing 'She/Her'), and 'Birthdate *' (with a calendar icon). Red arrows point to the 'Given' and 'Last' fields, the 'Email' field, and the 'Preferred Pronoun' dropdown.

Creating a Profile

1. Once you have created your profile you will receive an email from no-reply@memberpro.net with your Login ID and temporary password.
2. If you do not receive this email please check your junk mail folder and firewall settings.
3. If you have not received your welcome email within 24 hours please contact CPLED by email at admin@cpled.ca.



Welcome Registration Guide,

Thank you for registering as a student with the Canadian Centre for Professional Legal Education (CPLED).

Below are your login credentials, you will use these to log in to the CPLED portal and complete your program Enrolment Checklist. When you first log in, you will be prompted to change your password.

Please review the [Privacy Policy and Professional Integrity Policy](#) prior to completion of the Academic Integrity statement on the enrolment checklist. You will be able to access the enrolment checklist once you create a new password and log in to the CPLED student portal.


Go to	CPLED
Login ID	RGUIDE
Temporary Password	rGU\$40890



For more information on the registration process, visit the [CPLED website](#).

Important - Confidential Information from the Canadian Centre for Professional Legal Education: The sender intends that this electronic message is for exclusive use by the person to whom it is addressed. This message may contain information that is confidential or privileged and exempt from disclosure under applicable law. If the reader of this message is not an intended recipient, be aware that any disclosure, dissemination, distribution or copying of this communication, or the use of its contents, is prohibited. If you have received this message in error, please immediately notify the sender of your inadvertent receipt and delete this message from all data storage systems.


Logging in for the First Time


1. Return to the [CPLED Student Portal](#) and enter your Login ID and temporary password and click the  button.

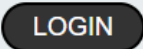

Login

To begin, enter your Login ID and Password. If you have forgotten your password, click [Forgot your Password](#).

Having trouble logging in? Do you have questions about the Student Portal? Visit our [website](#) for more information.

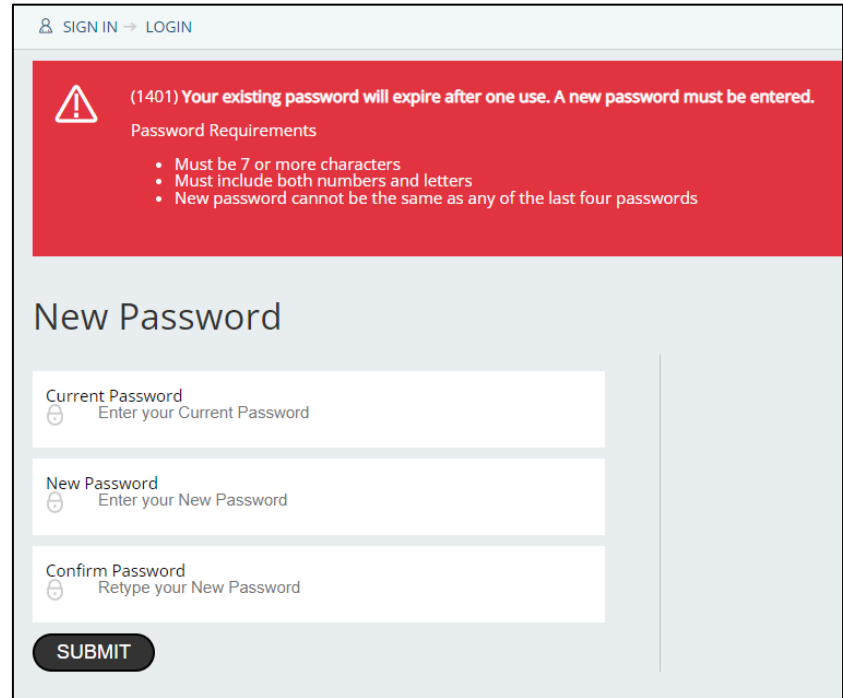
Login ID
 Enter your Login ID

Password
 Enter your Password


 

Logging in for the First Time

1. Upon your first log in you will be prompted to create your own unique password.



SIGN IN → LOGIN

 (1401) Your existing password will expire after one use. A new password must be entered.

Password Requirements

- Must be 7 or more characters
- Must include both numbers and letters
- New password cannot be the same as any of the last four passwords

New Password

Current Password
 Enter your Current Password

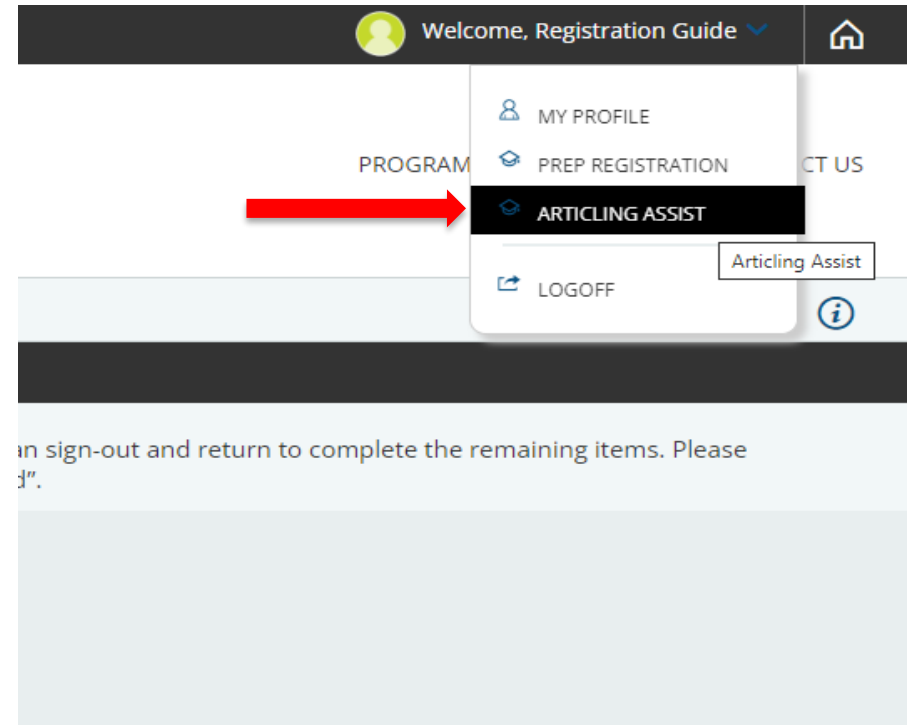
New Password
 Enter your New Password

Confirm Password
 Retype your New Password

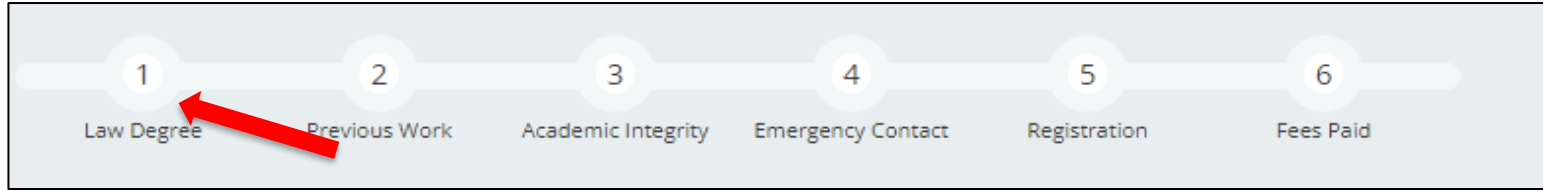
SUBMIT

Enrolment Checklist

1. If at any point you do not see a link to the **'ENROLMENT CHECKLIST'** in the left-hand column navigate to the **'Welcome, [YOUR NAME]'** dropdown located in the top right corner of the website.



Step 1. Law Degree Information





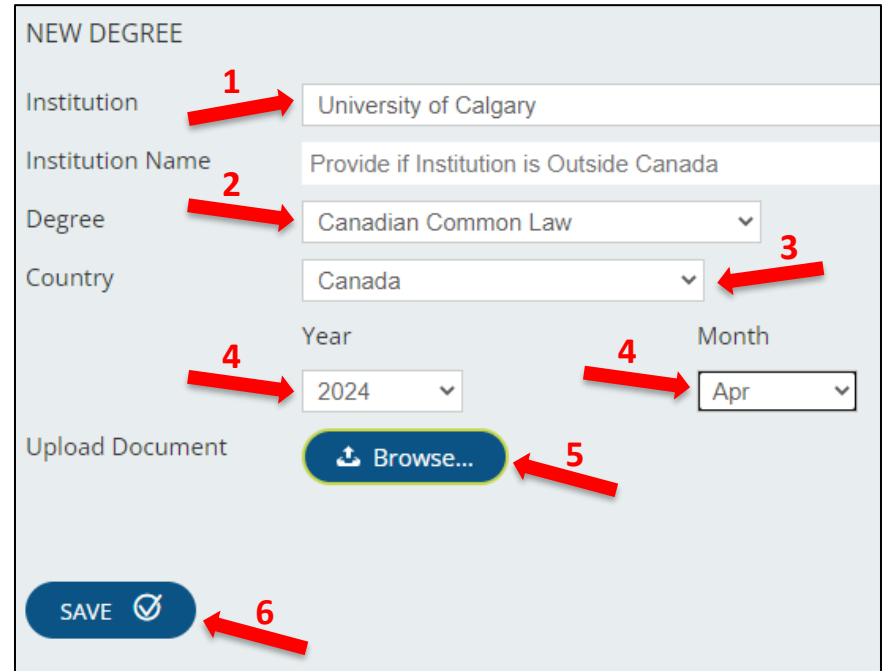
1. From the 'Enrolment Checklist' page click the 'here' link in the 'Law Degree' row.

1.	<input type="radio"/> Law Degree	Click here to view/edit details.
2.	<input type="radio"/> Previous Legal Work Experience	Click here to view/edit details.
3.	<input type="radio"/> Academic Integrity	Click here to enter information.
4.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
5.	<input type="radio"/> Registration	Click here to register in Articling Assist.
6.	<input type="radio"/> Fees Paid	Click here to view/pay.


Step 1. Law Degree Information

Canadian Common Law Degree Holders


1. From the **'Institution'** dropdown select the University/School issuing your degree, if your school is not found within the list please use the **'Institution Name'** field.
2. Select your Degree Type from the **'Degree'** dropdown, **'Canadian Common Law'** will be populated by default.
3. Select the Country that will be issuing your degree, **'Canada'** will be populated by default.
4. Select the **'Year'** and **'Month'** that you conferred or expect to confer.
5. Upload proof of your credentials by clicking the  button.
***NOTE* Please note that uploading your law degree is not a requirement so if you have not yet received your formal degree you can skip this step and proceed to step 6.**
6. Click the  button to submit your documentation.
7. Please note, this attachment is not mandatory at the time of registration. Once you have your degree confirmation you may log in and attach a copy.





NEW DEGREE


Institution  University of Calgary

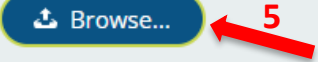
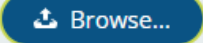
Institution Name Provide if Institution is Outside Canada



Degree  Canadian Common Law

Country  Canada

Year  2024


Month  Apr

Upload Document  

Step 1. Law Degree Information

Canadian Civil Law or Foreign Law Degree Holders

1. Students with a Canadian Civil Law or a Foreign Law Degree will need to complete two separate entries, one for their degree and another for their Certificate of Qualifications (CQ)
2. Enter your Certificate of Qualifications (CQ) Information:
 1. From the 'Institution' dropdown select 'Federation of Law Societies of Canada', leave the 'Institution Name' field blank
 2. From the 'Degree' dropdown select 'PREP – Certificate of Qualification (CQ)'
 3. From the 'Country' dropdown select 'Canada'
 4. Select the 'Year' and 'Month' you received your certificate
 5. Use the  button to upload a copy of your certificate. **NOTE: Please note that uploading your certificate is not a requirement so if you have not yet received your CQ you can skip this step and proceed to step 6.**
 6. Click the  button to submit your documentation. Please note, this attachment is not mandatory at the time of registration. Once you have your certificate confirmation you may log in and attach a copy.



NEW DEGREE

Institution  Federation of Law Societies of Canada

Institution Name  Provide if Institution is Outside Canada

Degree  PREP - Certificate of Qualification (CQ) ▾

Country  Canada ▾

Year  2024 ▾



Month  Jan ▾

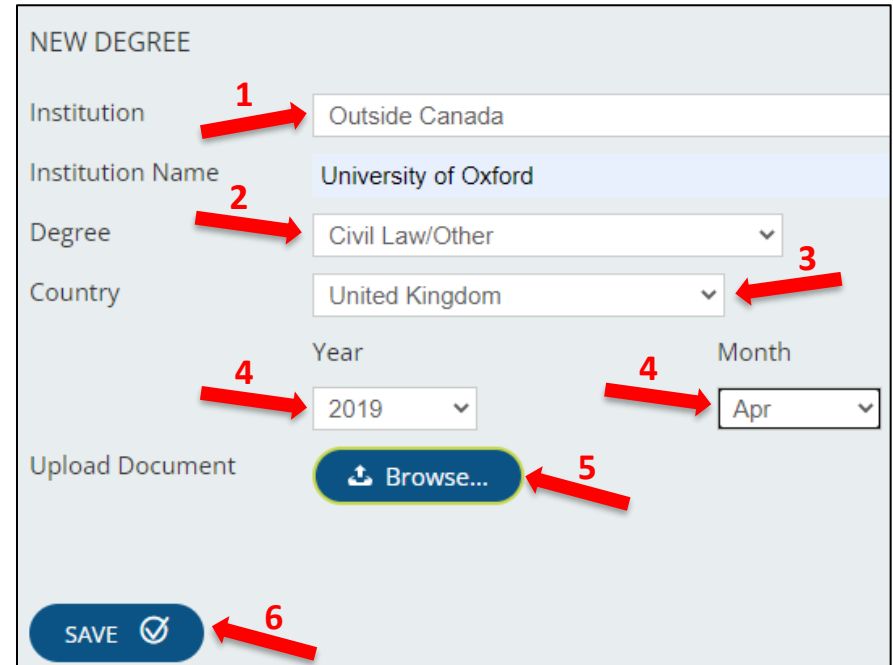
Upload Document  


Step 1. Law Degree Information

Canadian Civil or Foreign Law Degree Holders


- Next, enter your Law Degree information:
 - From the **'Institution'** dropdown select the school issuing your degree, for foreign degree holders select **'Outside Canada'** and list your school under the **'Institution Name'** field
 - From the **'Degree'** dropdown select **'Civil Law/Other'**
 - From the **'Country'** dropdown select the country in which you completed your degree
 - Select the **'Year'** and **'Month'** you received your degree.
 - Use the  button to upload a copy of your degree, if available.
 - Please note, this attachment is not mandatory at the time of registration. Once you have your certificate confirmation you may log in and attach a copy.
 - Click the  button to submit your documentation





NEW DEGREE


Institution  Outside Canada


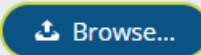
Institution Name University of Oxford


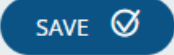
Degree  Civil Law/Other

Country  United Kingdom

Year  2019

Month  Apr

Upload Document  

Step 2. Previous Legal Work Experience

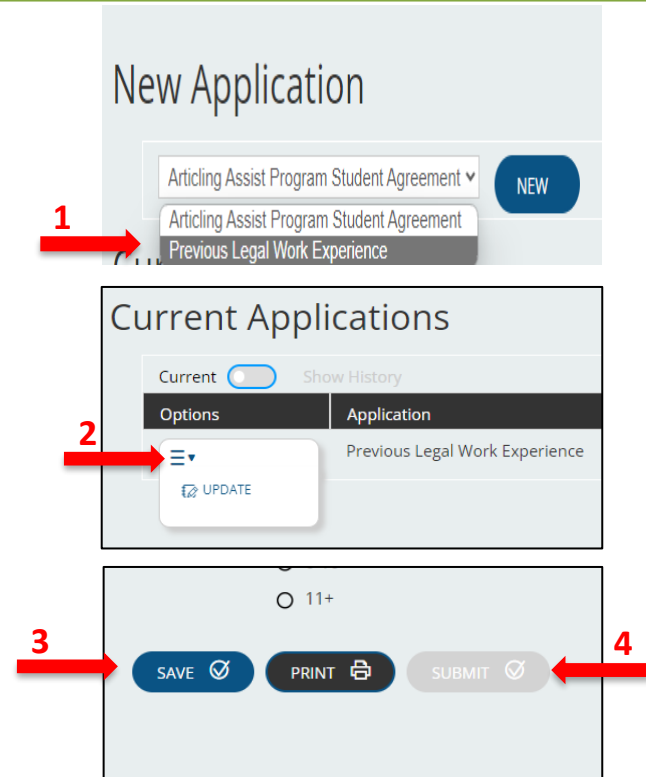


1. Students registering for the articling assist service will be required to complete the , **Previous Legal Work Experience**, section in their **'ENROLMENT CHECKLIST'**.
2. From the **'Enrolment Checklist'** page click the **'here'** link in the **'Previous Legal Work Experience'** row.

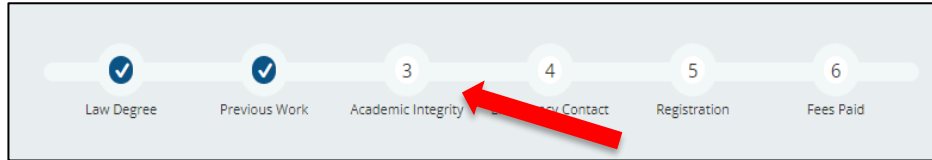
1.	<input checked="" type="radio"/> Law Degree	Click here to view/edit details.
2.	<input type="radio"/> Previous Legal Work Experience	Click here to view/edit details.
3.	<input type="radio"/> Academic Integrity	Click here to enter information.
4.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
5.	<input type="radio"/> Registration	Click here to register in Articling Assist.
6.	<input type="radio"/> Fees Paid	Click here to view/pay.




Step 2. Previous Legal Work Experience

1. From the **'New Application'** dropdown select the **'Previous Legal Work Experience'** option and click the **NEW** button to add the form to your profile.
2. Click the **☰** button under **'Options'** and then **'Update'** to open the form and enter your information.
3. Once you have completed the form click the **SAVE** button.
4. After saving the form you will need to click the **SUBMIT** button to fully submit the form. After submitting the form, you should receive a checkmark for section 2 of your enrollment checklist.



Step 3. ARTS Student Agreement Form




1. Go back to the ENROLMENT CHECKLIST.
2. Click on the 'here' link in the 'Academic Integrity' row to return to the new applications page.
3. From the 'New Application' dropdown menu select the 'Articling Assist Program Student Agreement' form and click the **NEW** button to add it to your profile.
4. Once the form has been added to your profile click the  button and select the 'Update' option to fill out the form.
5. Once you have completed the form click the **SAVE**  button to save the form, then the **SUBMIT**  button to fully submit the form.

1.	<input checked="" type="radio"/> Law Degree	Click here to view/edit details.
2.	<input checked="" type="radio"/> Previous Legal Work Experience	Click here to view/edit details.
3.	<input type="radio"/> Academic Integrity	Click here to enter information.
4.	<input type="radio"/> Emergency Contact	Click here to view/edit details.

The 'New Application' dropdown menu is open, showing the following options: 'Articling Assist Program Student Agreement', 'Articling Assist Program Student Agreement', and 'Previous Legal Work Experience'. The first option is selected and highlighted with a red arrow. To the right of the dropdown is a blue 'NEW' button.

Step 4. Emergency Contact Information



1. Go back to the ENROLMENT CHECKLIST.
2. Click on the 'here' link in the 'Emergency Contact' row to access the 'New Contact' page.
3. Complete the 'New Contact' information page and click the **SAVE**  button to submit.
4. **NOTE: You must click the 'Yes, this is my Emergency Contact' option to receive the enrolment checklist checkmark.**

1.	<input checked="" type="checkbox"/> Law Degree	Click here to view/edit details.
2.	<input checked="" type="checkbox"/> Previous Legal Work Experience	Click here to view/edit details.
3.	<input checked="" type="checkbox"/> Academic Integrity	Click here to view/edit details.
4.	<input type="radio"/> Emergency Contact	Click here to view/edit details.
5.	<input type="radio"/> Registration	Click here to register in Articling Assist.

New Contact



Type

First

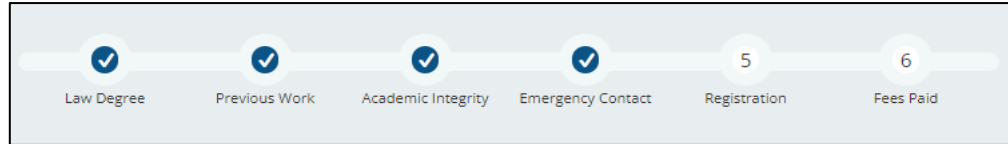
OPTIONS

Yes, this is my Emergency Contact.

Yes, I want this Contact to receive all email broadcasts I receive.

SAVE  **CANCEL** 


Step 5. Registration



1. **Please note that the ‘Articling Assist’ service is not available online to register.**
2. Once you have completed steps 1-4 of the enrollment checklist, please email admin@cpled.ca noting your intent to join Articling Assist.
3. CPLED staff will respond confirming your registration and will provide your invoice for the program, or will provide when the next available registration opportunity will open.
4. **Please note that you will ONLY receive a checkmark for section 5 on your enrollment checklist once CPLED staff has manually registered you.**

Step 8. Payment

1. Please note that CPLED staff will provide your invoice for the program through email with the remittance information.
2. Review your invoice to find your **a.** student ID/account no, **b.** payment due date, and **c.** total tuition amount due
3. Payment typically takes 3-5 business days to process, and once processed student services advisor will reach out to you.



CPLED
Canadian Centre for
Professional Legal Education

INVOICE

Registration Guide 15 fake street Calgary AB CA Y2L 7T6	Account No. 5967 CPLED No. 5967 Invoice No. 4110026 Date 04 January 2024 Due Date 30 June 2024	
Articling Assist - Registration Fee	490.00	
GST 5% (86207 2949 RT0001)	24.50	
Total CDN	514.50	

Red arrows labeled 'a', 'b', and 'c' point to the account number, due date, and total amount respectively.