ARTS STUDENT REGISTRATION GUIDE

CPLED
Canadian Centre for
Professional Legal Education
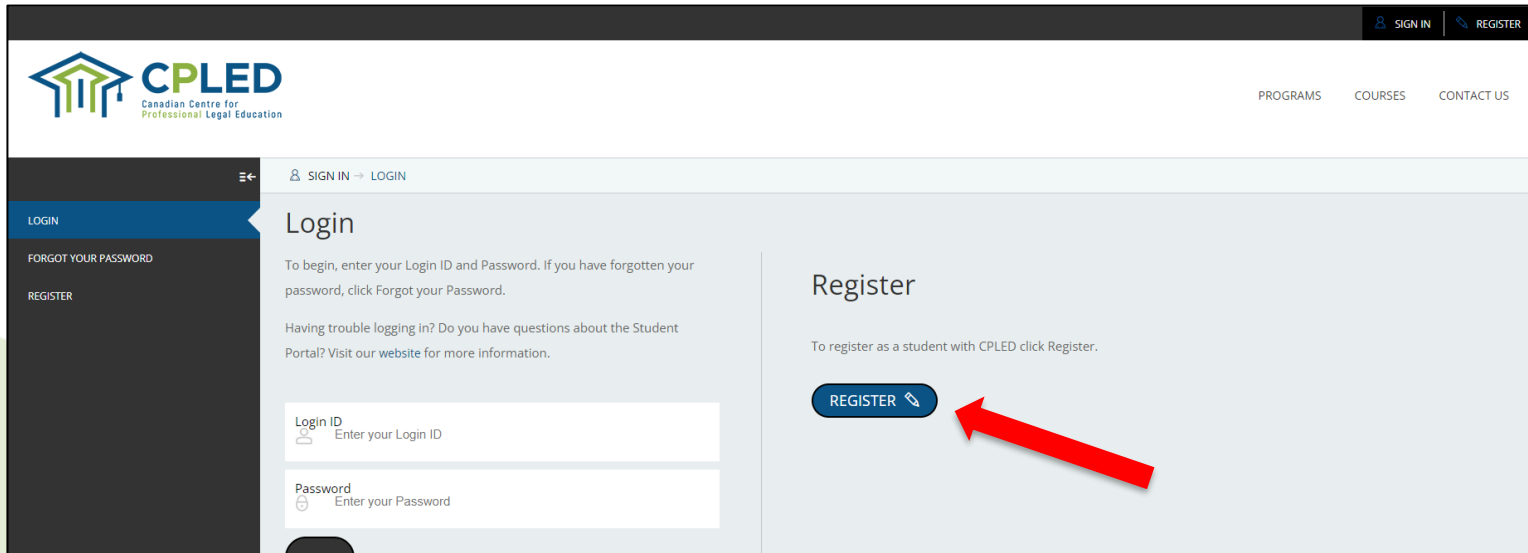
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CPLED
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Professional Legal Education

Creating a Profile

Visit the CPLED Student Portal and select the button.

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   Practice Readiness Education Program   Legal Research and Writing   Articling Assist

1

ENTER YOUR FULL LEGAL NAME

Title

2

Given (First & Middle Name(s)) *

Last *

Preferred First Name   First

Preferred Last Name   Last

Email*

Gender *   Female

Preferred Pronoun   She/Her

Birthdate *

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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

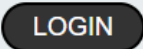1. Return to the CPLED Student Portal and enter your Login ID and temporary password and click the LOGIN button.

Login

To begin, enter your Login ID and Password. If you have forgotten your password, click Forgot your Password.

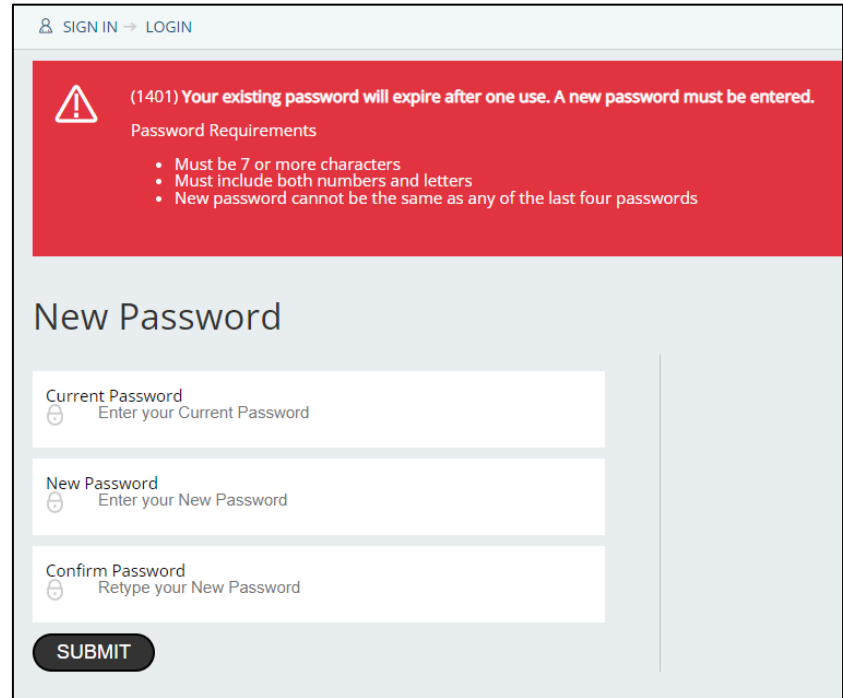Having trouble logging in? Do you have questions about the Student Portal? Visit our website for more information.

Login ID
Enter your Login ID

Password
Enter your Password

LOGIN

Logging in for the First Time

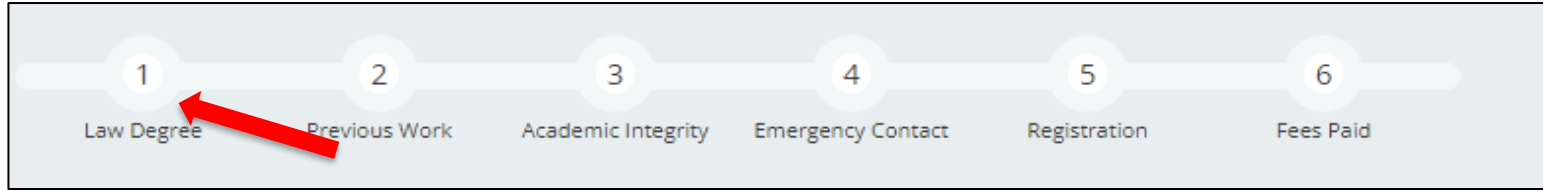1. Upon your first log in you will be prompted to create your own unique password.

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.
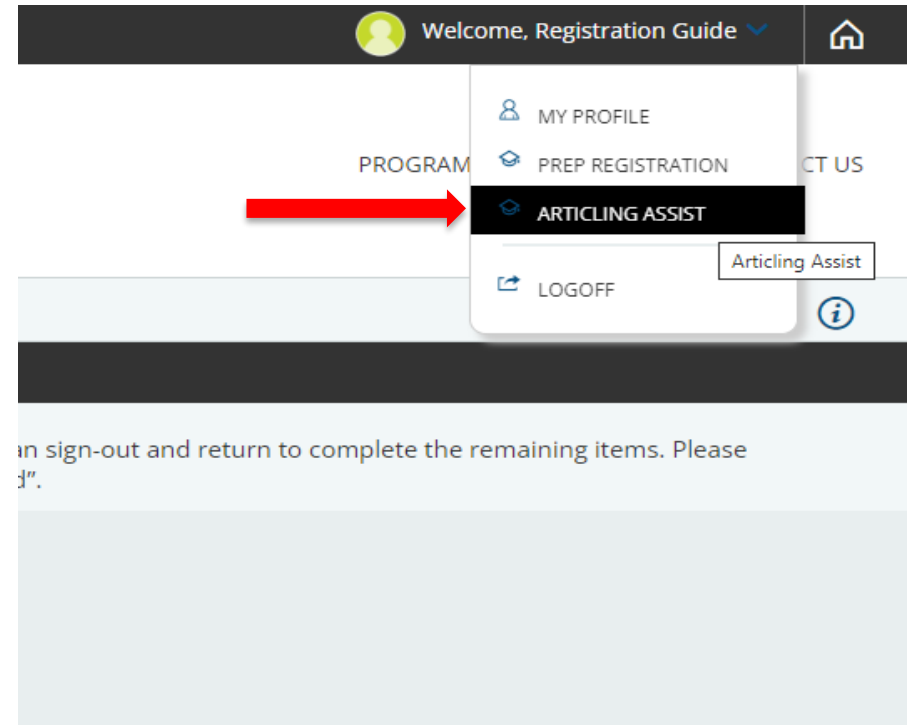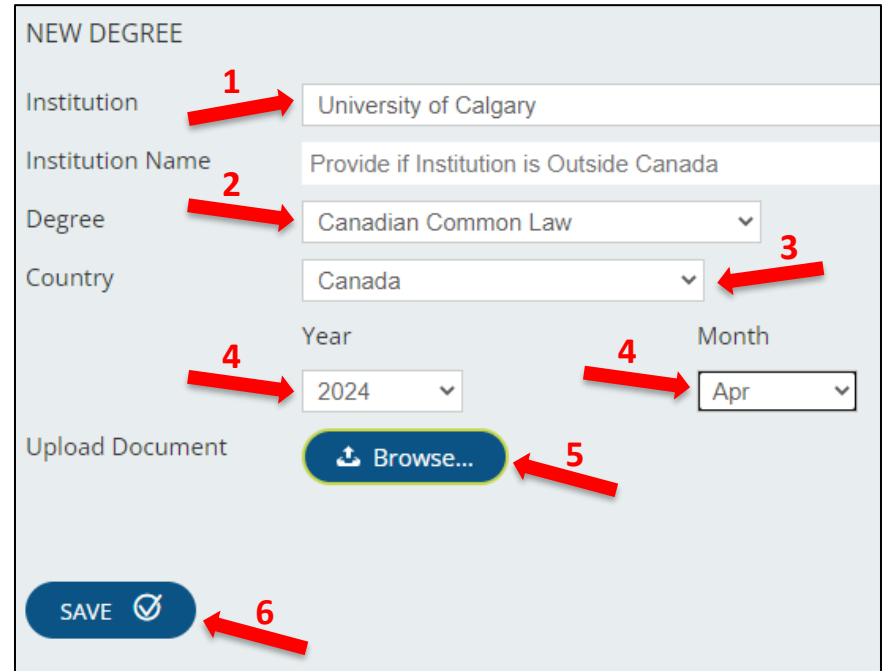
Step 1. Law Degree Information

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

1.	○ Law Degree	Click here to view/edit details.
2.	○ Previous Legal Work Experience	Click here to view/edit details.
3.	○ Academic Integrity	Click here to enter information.
4.	○ Emergency Contact	Click here to view/edit details.
5.	○ Registration	Click here to register in Articling Assist.
6.	○ 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 [Browse...] 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 [SAVE] 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
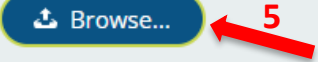
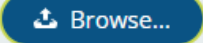|	
Institution	University of Calgary (1)
Institution Name	Provide if Institution is Outside Canada
Degree	Canadian Common Law (2)
Country	Canada (3)
Year	2024 (4)
Month	Apr (4)
Upload Document	⬆ Browse... (5)

SAVE ✓ (6)

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 [🔺 Browse...] 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 [SAVE ⊘] 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

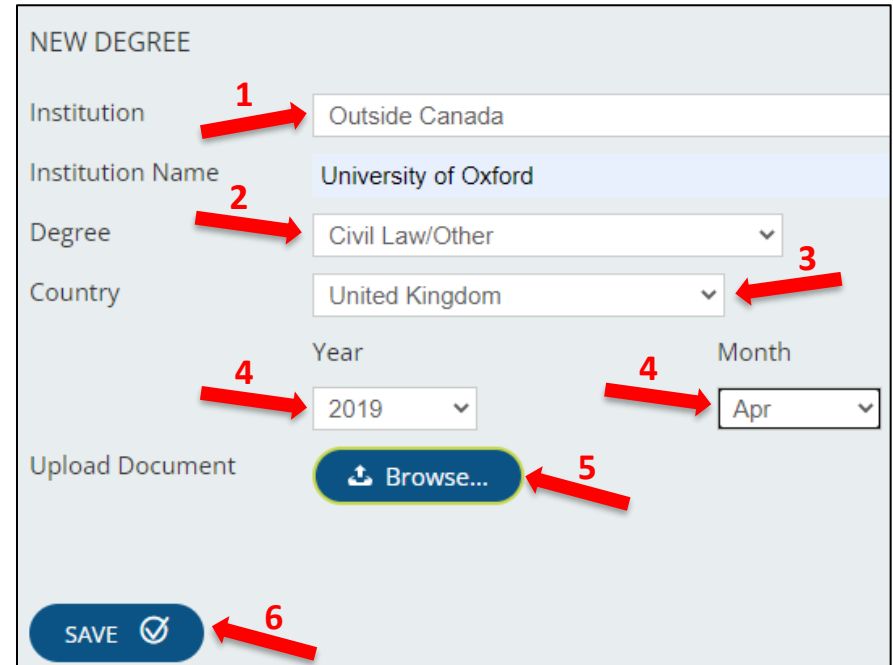|	
Institution	Federation of Law Societies of Canada
Institution Name	Provide if Institution is Outside Canada
Degree	PREP - Certificate of Qualification (CQ)
Country	Canada
Year	2024
Month	Jan
Upload Document	🔺 Browse...

SAVE ⊘

Step 1. Law Degree Information

Canadian Civil or Foreign Law Degree Holders

1. Next, enter your Law Degree information:
    1. 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
    2. From the '**Degree**' dropdown select '**Civil Law/Other**'
    3. From the '**Country**' dropdown select the country in which you completed your degree
    4. Select the '**Year**' and '**Month**' you received your degree.
    5. Use the ⬆ Browse... button to upload a copy of your degree, if available.
    6. 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.
    7. Click the SAVE ⊘ button to submit your documentation
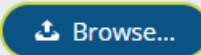
# Step 2. Previous Legal Work Experience

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.

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.
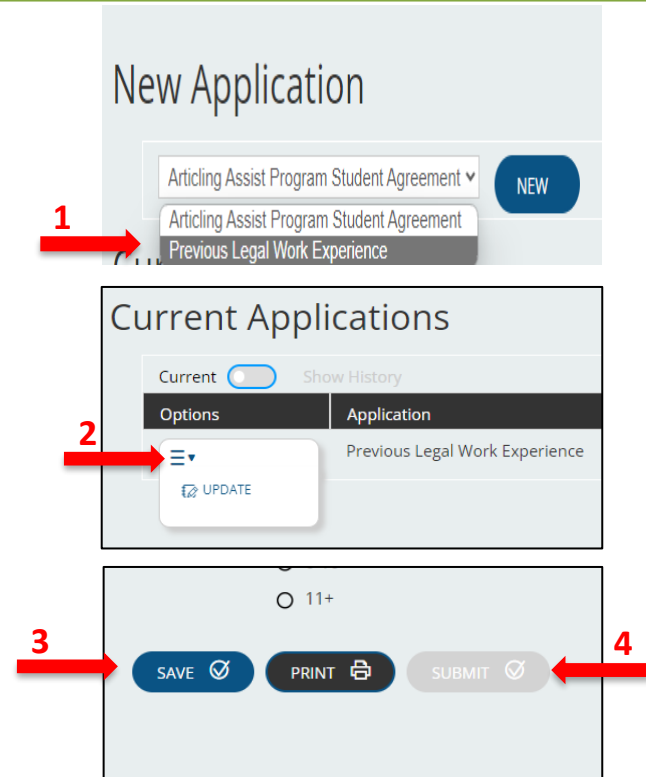
Step 3. ARTS Student Agreement Form
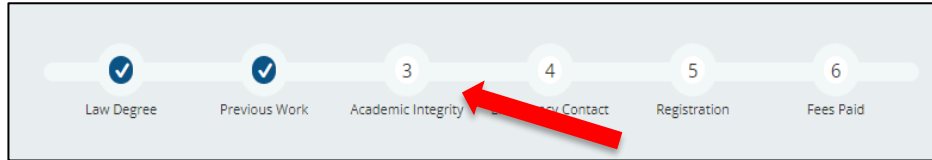
1. Go back to the ENROLMENT CHECKLIST.
2. Click on the 'here' link in the 'Academic Integrity' row to return to the new applications page.
3. From the 'New Application' dropdown menu select the 'Articling Assist Program Student Agreement' form and click the NEW button to add it to your profile.
4. Once 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.

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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.**

Step 5. Registration

1. **Please note that the 'Artilcing 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.