



**LRW**  
Legal Research and Writing Course

# Legal Research and Writing (LRW) Student Registration User Guide

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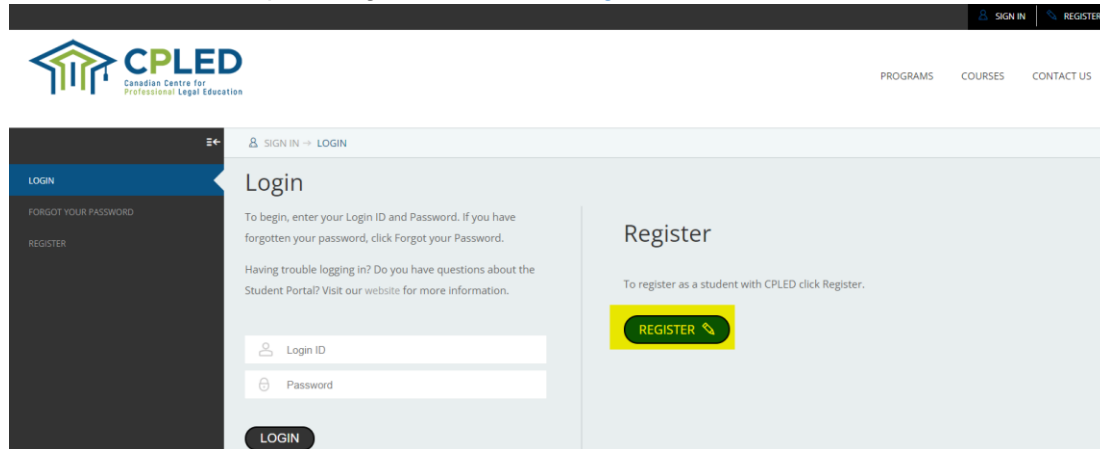
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This User Guide provides students with detailed step-by-step instructions on how to register for the CPLED Legal Research and Writing (LRW) course. The first step is to create a profile on CPLED's Registration site.

## Creating a student profile

To create a student profile, go to [CPLED's Registration](#) site and click on the  button.



Please ensure you are registering for Legal Research and Writing, and all fields marked with an asterisk (\*) must be completed. **\*\*\*Please note that the country code for Canada is 1\*\*\*\***

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 \***

You must enter your NCA File Number when completing your registration, if you do not have an NCA File Number please email [admin@cpled.ca](mailto:admin@cpled.ca).

FOR STUDENTS REGISTERING FOR LEGAL RESEARCH AND WRITING ENTER YOUR NCA FILE NO.

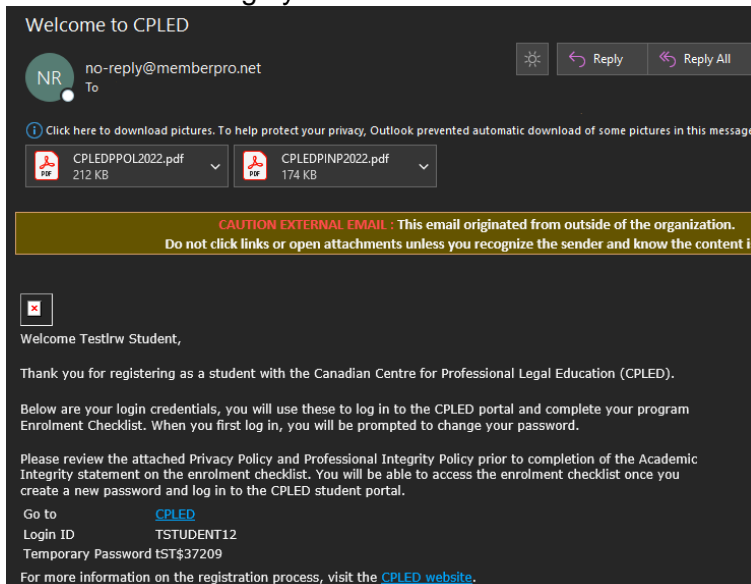
NCA File No.

At the Canadian Centre for Professional Legal Education (CPLED), we collect statistics on the composition of our students to better understand our demographics and to create a more inclusive learning environment. Please select one of the following options and click on  at the bottom of the page.

PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY TO YOU (SELECT ALL THAT APPLY) \*

- Indigenous (First Nations, Metis, Inuit, Non-status First Nation)
- Racialized
- English as a second language
- LGBTQSI+ (Lesbian/Gay/Bisexual/Transgender/Queer/Two-Spirited/Intersex)
- Non-binary
- Person with Disability
- I do not identify with any of these characteristics
- I choose not to answer this question
- Prefer to self-identify  If checked, please complete

You will receive an email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net) once your profile has been created. The email will contain your Login ID and temporary password, which are required to continue with the registration process. Please review the attached policies prior to completion of the Academic Integrity statement on the enrolment checklist.



Welcome to CPLED

no-reply@memberpro.net  
To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CPLEDPPOL2022.pdf 212 KB  
CPLEDPINP2022.pdf 174 KB

**CAUTION EXTERNAL EMAIL**: This email originated from outside of the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Welcome Testlrw Student,

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 attached 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.

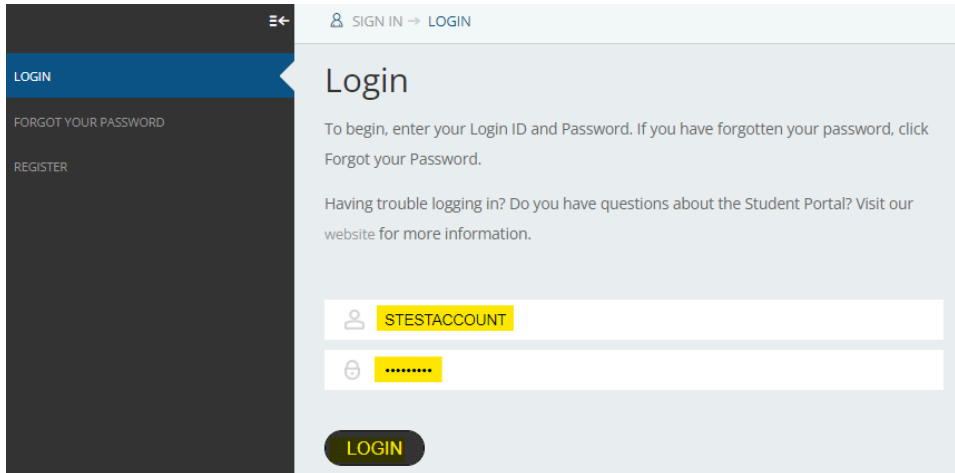
Go to [CPLED](#)  
Login ID TSTUDENT12  
Temporary Password tST\$37209

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

**If you do not receive this email, please check your junk folder or review your firewall settings.**

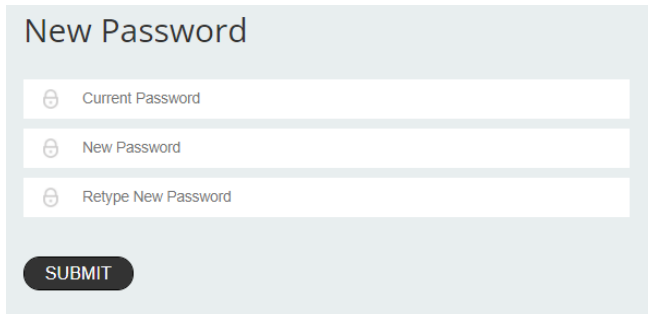
## Logging in to your profile

Enter your Login ID and temporary password on the CPLED registration site, and then log in.



The screenshot shows a web interface for logging in. On the left is a dark sidebar with a menu containing 'LOGIN', 'FORGOT YOUR PASSWORD', and 'REGISTER'. The main content area is light blue and titled 'Login'. It includes 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 the text are two input fields: the first is labeled 'STESTACCOUNT' and the second is masked with dots. A 'LOGIN' button is positioned below the password field.

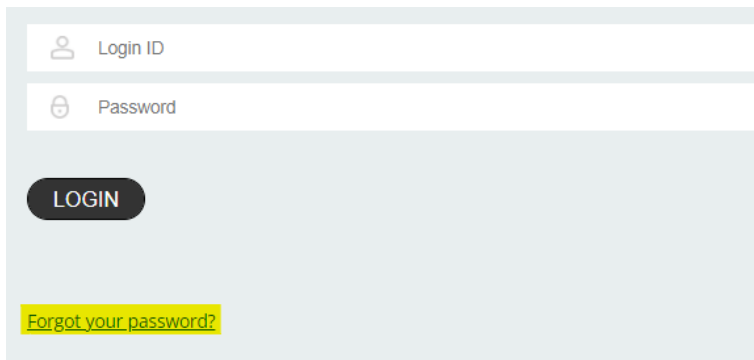
You will be prompted to create your own unique password when logging in for the first time.



The screenshot shows a 'New Password' form. It contains three input fields: 'Current Password', 'New Password', and 'Retype New Password'. Each field has a lock icon on the left. A 'SUBMIT' button is located at the bottom of the form.

Once you have created a new password, you will be prompted to log in with your new credentials. Your Login ID will remain the same and the password is the new password that you have created.

If you forget your password, use the password recovery link to create a new password. You will need to enter your Login ID and profile email address. You will receive a password reset email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net). This email will contain your Login ID and a new temporary password.

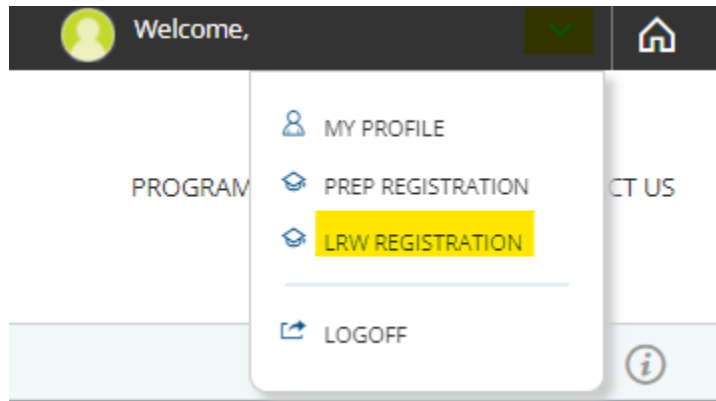


This screenshot is similar to the first one, showing the login form with 'Login ID' and 'Password' fields and a 'LOGIN' button. A link labeled 'Forgot your password?' is highlighted in yellow at the bottom of the form.

## Enrolment checklist

Once logged in, you will land on the Enrolment Checklist page. The Checklist includes six steps that must be completed to receive access to LRW materials.

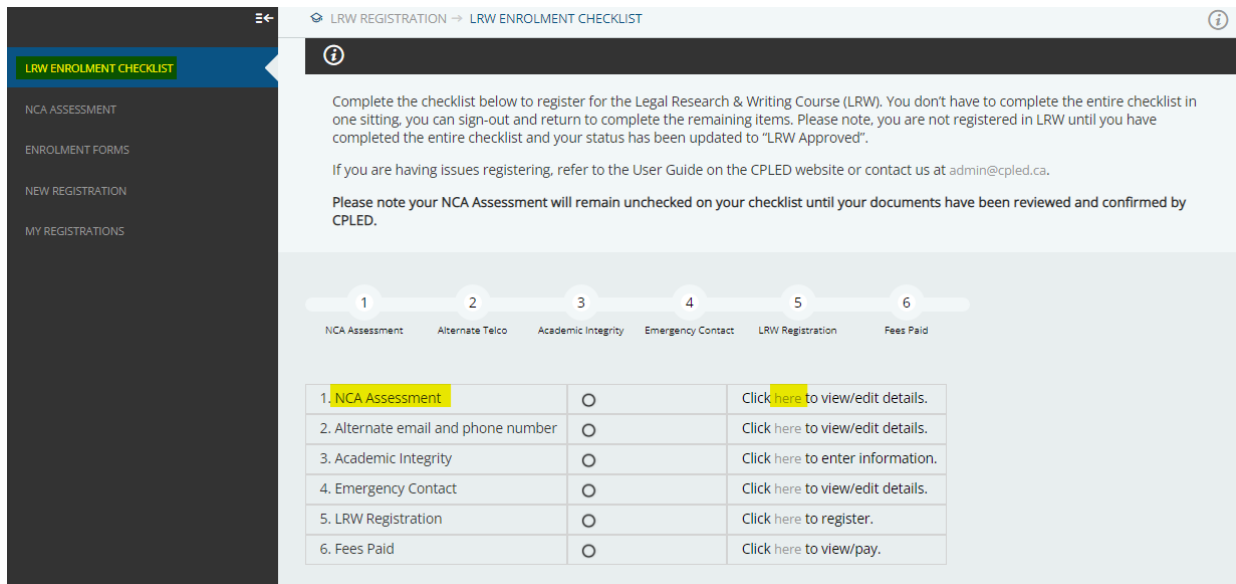
If you do not see the link to the Enrolment Checklist at any point, go to the dropdown menu at the top right of the page and hover over the down arrow. This dropdown menu contains a link to “LRW Registration”, which will take you to the Enrolment Checklist.



### Step 1. Enter your NCA Assessment information

Go to the Enrolment checklist.

Click on the “here” link in the *1. NCA Assessment* row.



LRW REGISTRATION → LRW ENROLMENT CHECKLIST

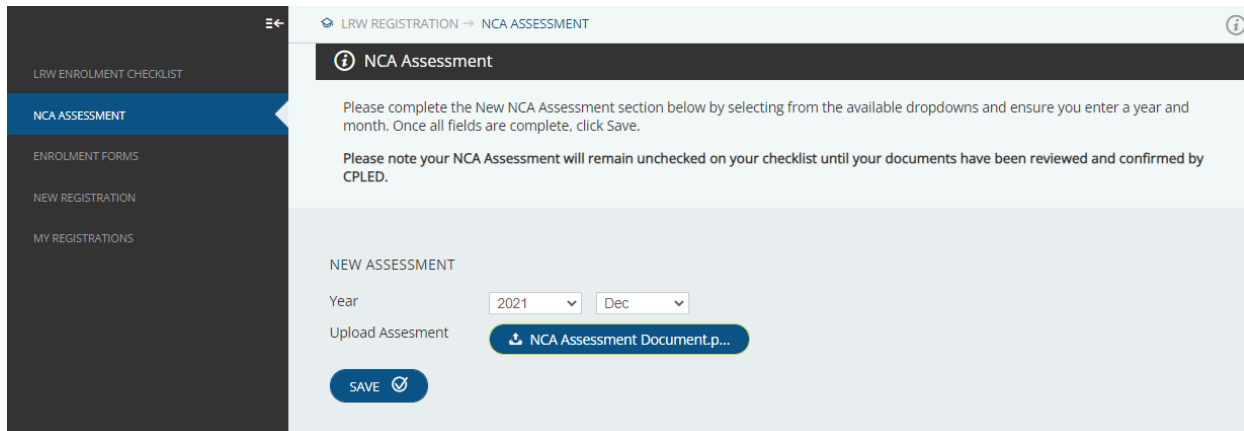
Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist and your status has been updated to “LRW Approved”.

If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

1	2	3	4	5	6
NCA Assessment	Alternate Telco	Academic Integrity	Emergency Contact	LRW Registration	Fees Paid
1. NCA Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Alternate email and phone number	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Academic Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Emergency Contact	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. LRW Registration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Fees Paid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please complete the NCA Assessment section by entering the month and year that you received your NCA assessment. Use the [Browse...](#) button to upload a copy of your NCA assessment and then click on the [SAVE](#) button.



Please note that your NCA Assessment status will show as pending and will remain unchecked on your Enrolment Checklist until your documents have been reviewed and confirmed by CPLED.

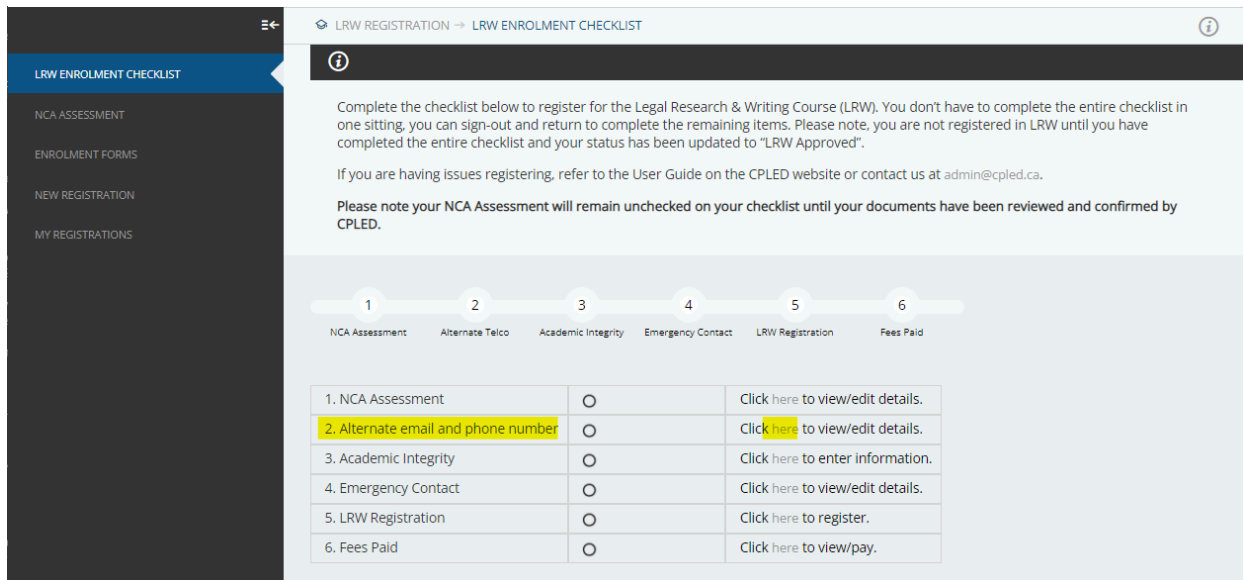
Options	Year	Month	Document	Assessment Status
☰	2021	Dec	NCA Assessment Document.pdf	Pending

## Step 2. Alternate email and phone number

CPLED requires you to provide an alternate email and phone number.

Go back to the Enrolment Checklist.

Click on “here” in the 2. *Alternate email and phone number* row.



Step	Item	Action
1	NCA Assessment	Click here to view/edit details.
2	Alternate email and phone number	Click here to view/edit details.
3	Academic Integrity	Click here to enter information.
4	Emergency Contact	Click here to view/edit details.
5	LRW Registration	Click here to register.
6	Fees Paid	Click here to view/pay.

Select the type of phone number and add your phone information. Add and confirm your new email address, and then click on the “SAVE” button.

Default?	Publish?	Emergency?	Phone/Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Email @cpled.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cell 1 (403) 250-1234

New Phone  Country C  Area  Phone  Extension

New Email

Confirm Email

DEFINITIONS

Default? By selecting the Default checkbox, this will be used for communications.

Publish? If an Online or Printed Directory exists that publishes your Contact Information, check off the Pu

Emergency? If you would like to record an Emergency Phone on file, check off the Emergency box.

**SAVE** **CANCEL**

Please note that your new email will automatically become the default email. The default phone number will remain the same. If you wish to change the default settings, click on the circle beside the email and number you wish to be the default.

Default?	Publish?	Emergency?	Phone/Email
<input type="checkbox"/>	<input type="checkbox"/>		Email @cpled.ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Email @cpled.ca
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Phone 1 (250) 403-1234
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cell 1 (403) 250-1234

New Phone  Country C  Area  Phone  Extension

New Email

Confirm Email

DEFINITIONS

Default? By selecting the Default checkbox, this will be used for communications.

Publish? If an Online or Printed Directory exists that publishes your Contact Information, check off the Pu

Emergency? If you would like to record an Emergency Phone on file, check off the Emergency box.

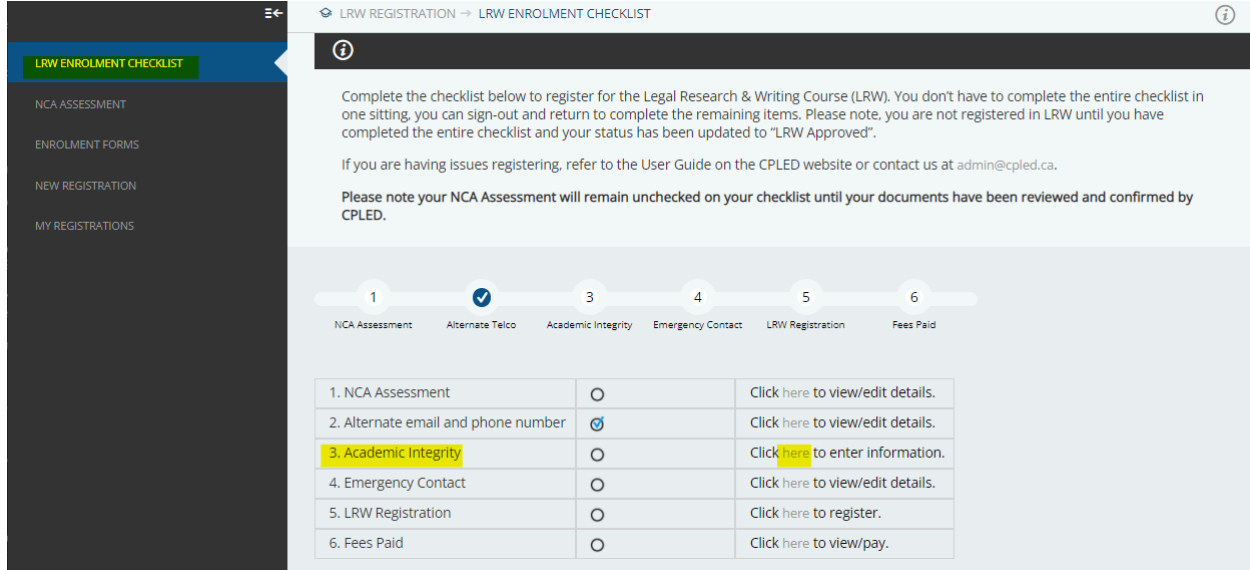
**SAVE** **CANCEL**



### Step 3. Complete the Academic Integrity declaration form

Go back to the Enrolment Checklist.

Click on the “here” link in the 3. *Academic Integrity* row.



LRW REGISTRATION → LRW ENROLMENT CHECKLIST


Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist and your status has been updated to "LRW Approved".

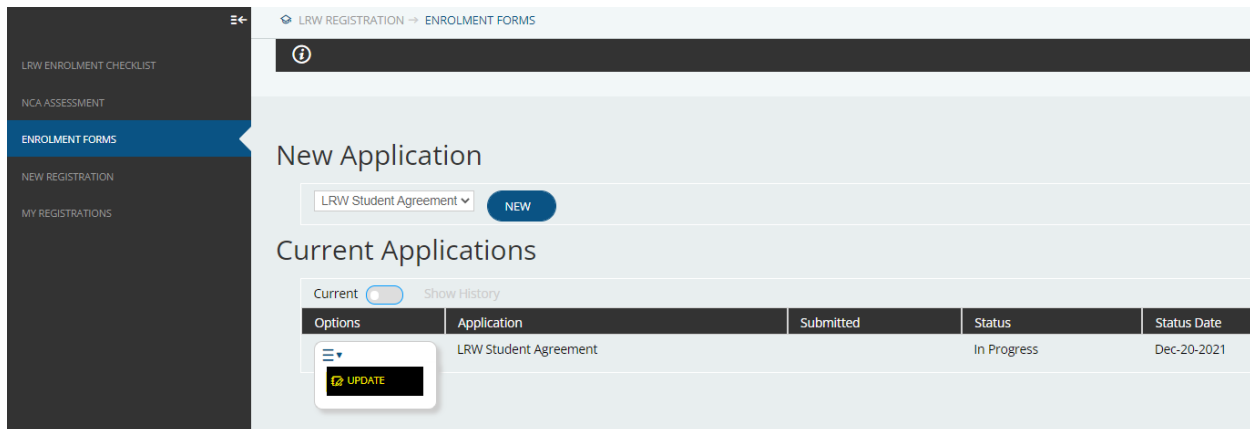
If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

1 2 3 4 5 6  
NCA Assessment Alternate Telco Academic Integrity Emergency Contact LRW Registration Fees Paid

1. NCA Assessment	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
2. Alternate email and phone number	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
3. Academic Integrity	<input type="radio"/>	<a href="#">Click here to enter information.</a>
4. Emergency Contact	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
5. LRW Registration	<input type="radio"/>	<a href="#">Click here to register.</a>
6. Fees Paid	<input type="radio"/>	<a href="#">Click here to view/pay.</a>

Click on the icon  under “Options” and then on “update” to open the LRW Student Agreement.




LRW REGISTRATION → ENROLMENT FORMS

New Application

LRW Student Agreement

Current Applications

Current  Show History

Options	Application	Submitted	Status	Status Date
 UPDATE	LRW Student Agreement		In Progress	Dec-20-2021

Carefully read through each of the three pages and review the Privacy Policy and Professional Integrity Policy attached to the “Welcome to CPLED” email upon initial registration. Check off “I agree to all the above statements” and then clicking on the  button at the bottom of each page. Click the next page number to move on to that page.

LRW STUDENT AGREEMENT

Form ID	53354
Received	
Status	Incomplete Dec 20, 2021
Last Updated	Dec 20, 2021 14:28

PAGE 1

1 2 3

**Revised December 18, 2021**

In consideration of the Canadian Centre for Professional Legal Education ("CPLED") accepting my registration in the Legal Research and Writing course (LRW),

- I will abide by and comply with the following, which may be amended from time to time:
  - CPLED's policies and procedures;
  - LRW protocols (e.g. submission protocols and evaluation protocols); and
  - The Legal Profession Act, Code of Conduct and Rules as observed by my law society.
- I understand that students with an Assessment Report from the Federation of Law Societies of Canada ("the Federation") will be granted priority registration LRW I may be doing so in addition to my Bar admission requirements.

\*

I agree to all the above statements

PAGE 1

1 2 3

**SAVE** **PRINT**

On the last page, check off both the statement agreement and the certification and then click on the **SAVE** button. Once the form is saved, you will then go back and click on the **SUBMIT** button at the bottom of the page to submit the form.


\*

I agree to all the above statements

\*

I certify that all the information contained in this form is true and correct.

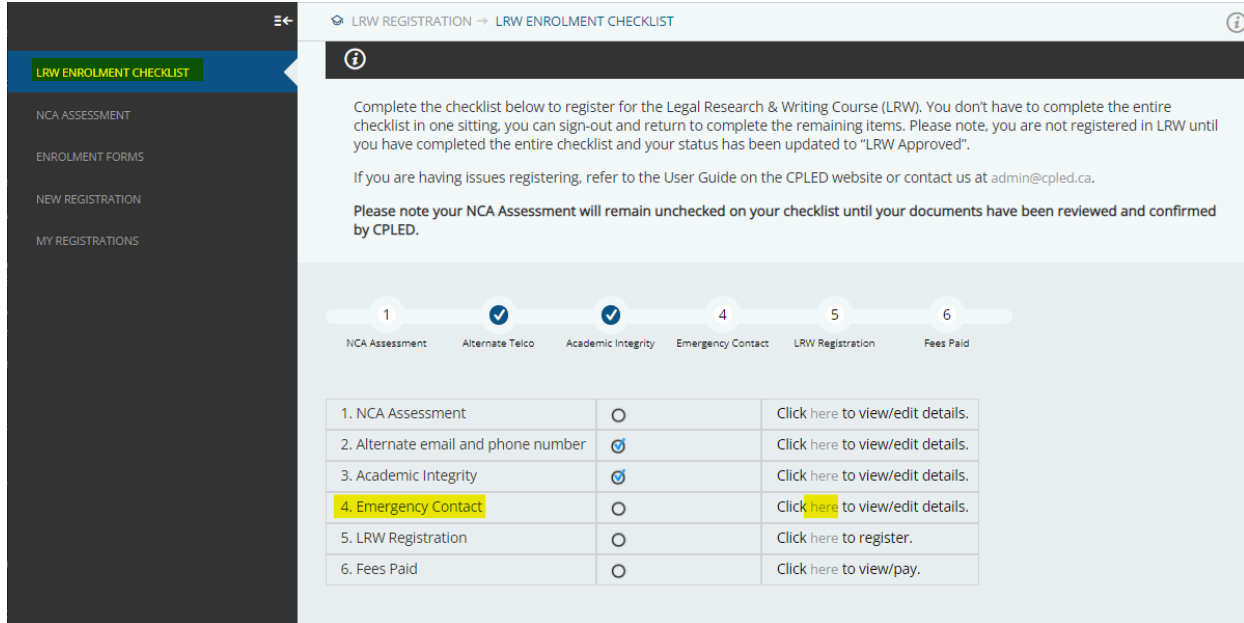
**SAVE** **PRINT** **SUBMIT**

 By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.

## Step 4. Enter the Emergency Contact information

Go back to the Enrolment Checklist.

Click on the “here” link in the 4. *Emergency Contact* row.



LRW REGISTRATION → LRW ENROLMENT CHECKLIST

Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist and your status has been updated to “LRW Approved”.

If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

1 2 3 4 5 6

NCA Assessment Alternate Telco Academic Integrity Emergency Contact LRW Registration Fees Paid

1. NCA Assessment	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
2. Alternate email and phone number	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
3. Academic Integrity	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
4. Emergency Contact	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
5. LRW Registration	<input type="radio"/>	<a href="#">Click here to register.</a>
6. Fees Paid	<input type="radio"/>	<a href="#">Click here to view/pay.</a>

Enter your emergency contact information and then click on the  button

## New Contact

Type

First

Last

Telephone


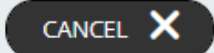
Country	Area	Phone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

OPTIONS

Yes, this is my Emergency Contact.

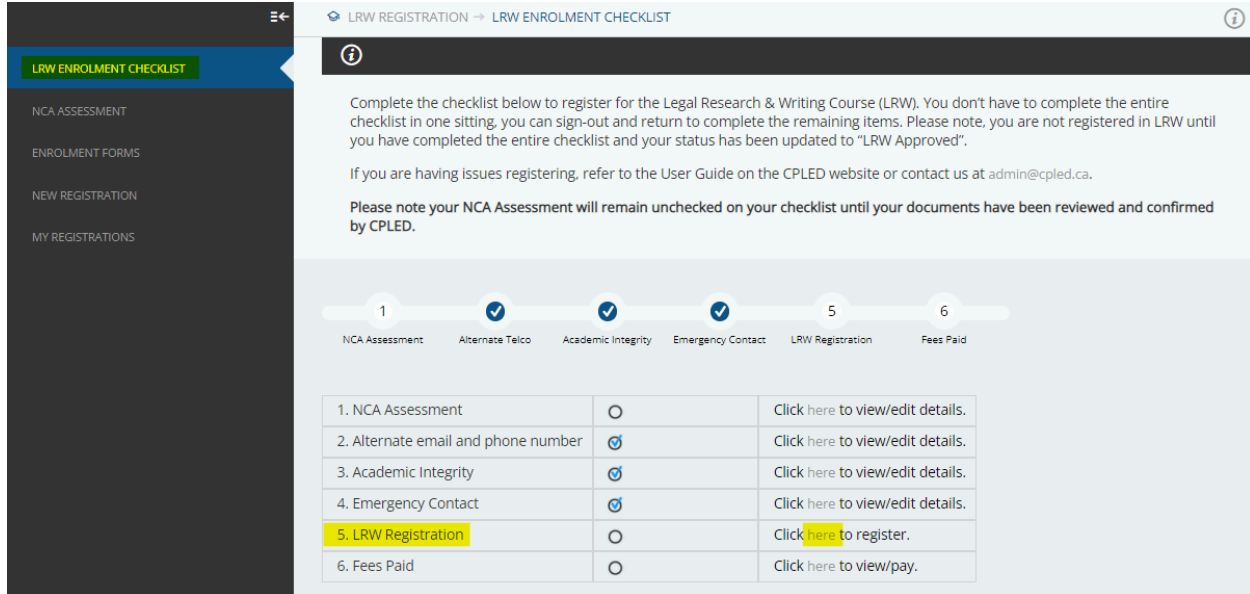
Yes, I want this Contact to receive all email broadcasts I receive.

## Step 5. LRW Course Registration

Go back to the Enrolment Checklist.

Click on the “here” link in the 5. *Registration* row.



LRW REGISTRATION → LRW ENROLMENT CHECKLIST

Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist and your status has been updated to “LRW Approved”.


If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

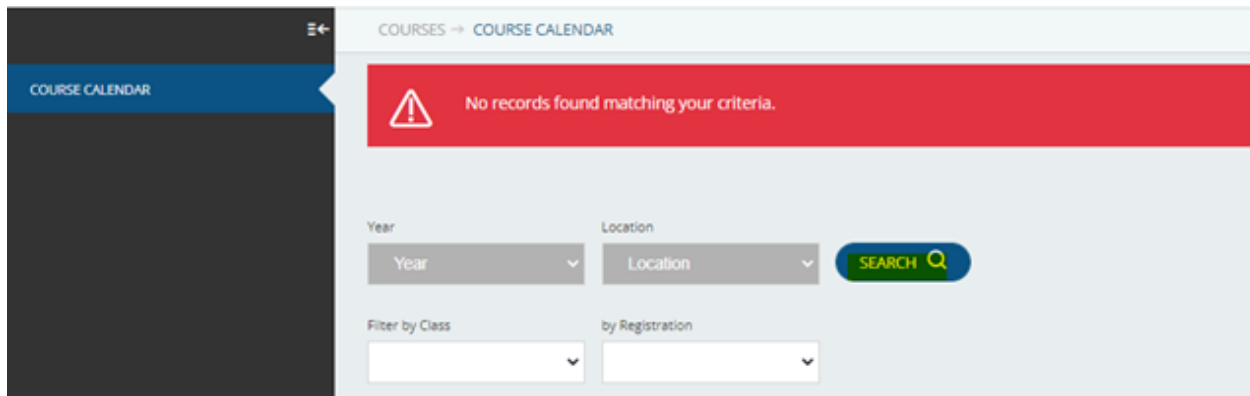
Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

1 2 3 4 5 6

NCA Assessment Alternate Telco Academic Integrity Emergency Contact LRW Registration Fees Paid

1. NCA Assessment	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
2. Alternate email and phone number	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
3. Academic Integrity	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
4. Emergency Contact	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
5. LRW Registration	<input type="radio"/>	<a href="#">Click here to register.</a>
6. Fees Paid	<input type="radio"/>	<a href="#">Click here to view/pay.</a>

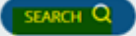
Click  to view the available LRW courses:



COURSES → COURSE CALENDAR

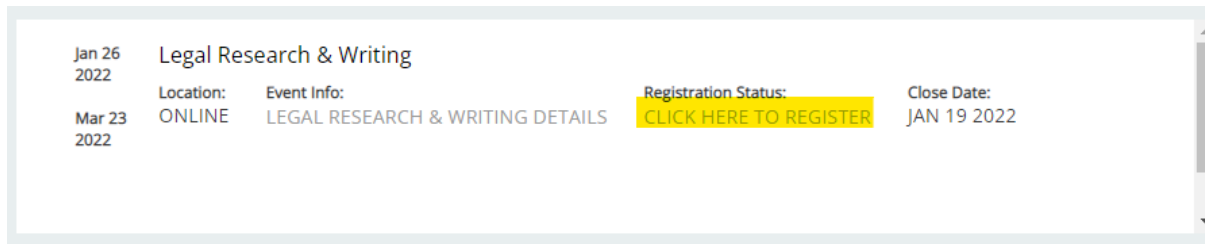
No records found matching your criteria.

Year Location

Year Location 

Filter by Class by Registration

Click on “CLICK HERE TO REGISTER” on the available course:



Jan 26 2022 Legal Research & Writing

Mar 23 2022 Location: ONLINE Event Info: LEGAL RESEARCH & WRITING DETAILS Registration Status: [CLICK HERE TO REGISTER](#) Close Date: JAN 19 2022

Click on “I ACCEPT” to confirm your registration and invoice for the LRW course:

COURSES → CHECKOUT

**(1124) Note: Any course registration (online or otherwise) is subject to 5% GST.**

1 Register   2 Accept   3 Pay   4 Confirm

### Step 2 - Accept

Invoice	Date
4092331	Nov-17-2021

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	375.00	375.00
Sub Total			375.00
GST 5%			18.75
CDN Total			393.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued.

CHOOSE A PAYMENT METHOD

Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

**I ACCEPT**    **DECLINE**

Click **I CERTIFY**  to confirm that you will remit payment for the invoice. Please note that once you have remitted payment, it will take 3 to 5 business days to be processed:

Allow 3-5 business days from the date of payment for processing.

1 Register   2 Accept   3 Pay   4 Confirm

### Step 3 - Pay

Invoice	Date
4092331	Nov-17-2021

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	375.00	375.00
Sub Total			375.00
GST 5%			18.75
CDN Total			393.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued.

PAY BY ELECTRONIC BILL PAYMENT (EBP)

Allow 3-5 business days from the date of payment for processing.

I certify that I have, or that I will, remit payment to the Canadian Centre for Professional Legal Education.

**I CERTIFY**    **CANCEL**

You have now confirmed your registration in the LRW course. Please visit your bank’s website, select “CPLED” as the payee and use your account number shown to make payment.

COURSES → CHECKOUT

**i** (1150) You have certified you will make payment immediately by online banking. Visit your bank’s website, select “CPLED” as the payee and use your Account Number shown below.

Register ✓ Accept ✓ Pay ✓ Confirm ✓


### Step 4 - Confirm

Invoice	Date	Payee	Account No
4092331	Nov-17-2021	CPLED	2274

Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	375.00	375.00
		Sub Total	375.00
		GST 5%	18.75
		CDN Total	393.75

Payments	
Balance Due	393.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued.

**PRINT** 

## Step 6. Complete the Fees Paid information

Go back to the Enrolment Checklist.

Click on the “here” link in the 6. *Fees Paid* row.

LRW REGISTRATION → LRW ENROLMENT CHECKLIST

**i**

Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist and your status has been updated to “LRW Approved”.

If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

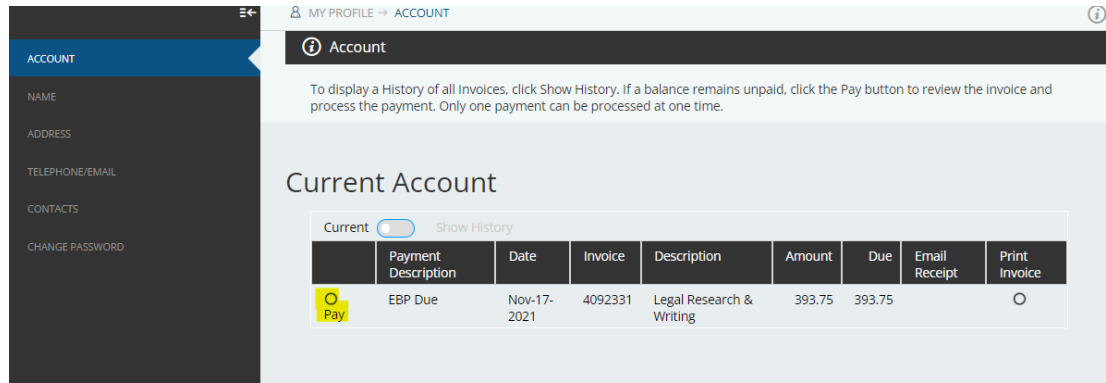
1 2 3 4 5 6

NCA Assessment ✓ Alternate Telco ✓ Academic Integrity ✓ Emergency Contact ✓ LRW Registration ✓ Fees Paid

1. NCA Assessment	<input type="radio"/>	<a href="#">Click here to view/edit details.</a>
2. Alternate email and phone number	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
3. Academic Integrity	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
4. Emergency Contact	<input checked="" type="radio"/>	<a href="#">Click here to view/edit details.</a>
5. LRW Registration	<input checked="" type="radio"/>	<a href="#">Click here to view details.</a>
6. Fees Paid	<input type="radio"/>	<a href="#">Click here to view/pay.</a>

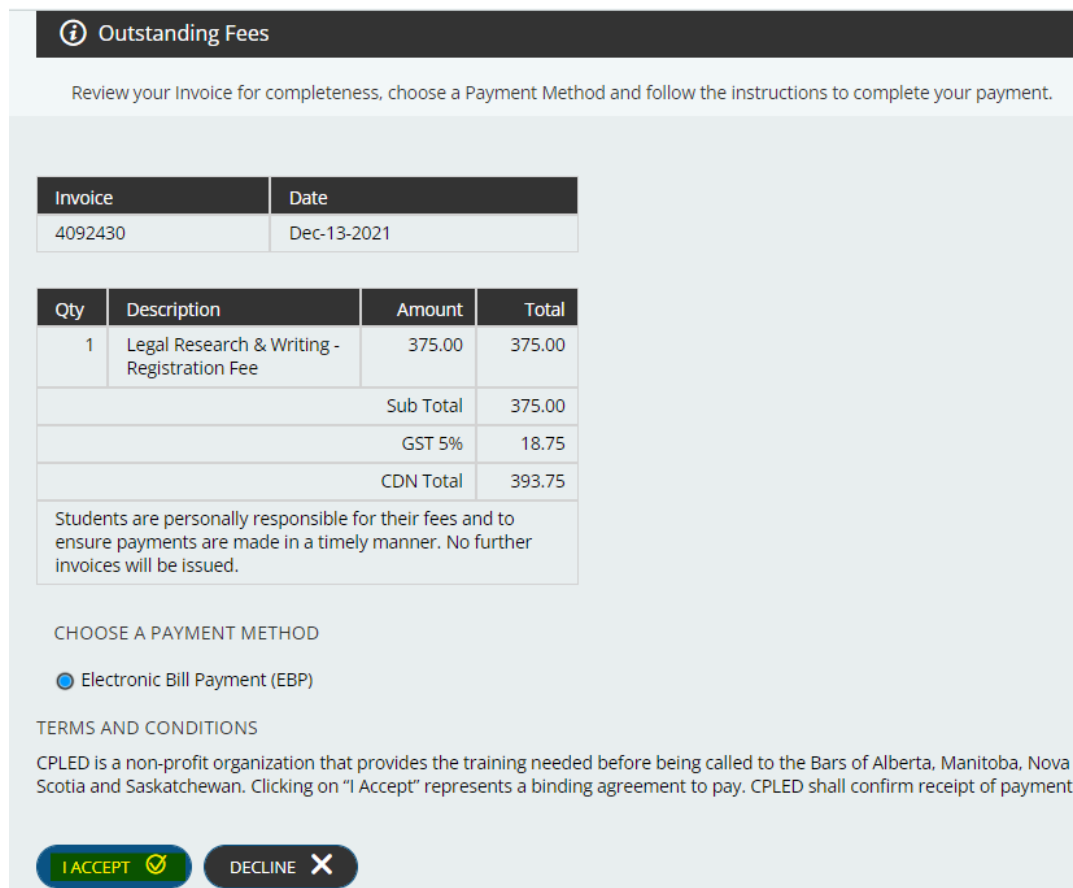
This will take you to the Account page where you will see all invoices. Click on “pay” to view the invoice.

**Note: By doing this you will not be making a payment to the invoice. Payment must be made separately through your banking institution.**




The Electronic Bill Payment (EBP) will be automatically selected. Refer to [payment information](#) on the CPLED website for more information on how to make a tuition fee payment.

To proceed, the Terms and Conditions must be agreed to by clicking on the “I Accept” button.



To finish, click on the “I Certify” button.

 (1531) You have chosen to pay by Electronic Bill Payment. If you wish to continue, click I Certify. Select Cancel to return to the main account page.

Invoice	Date
4092430	Dec-13-2021



Qty	Description	Amount	Total
1	Legal Research & Writing - Registration Fee	375.00	375.00
Sub Total			375.00
GST 5%			18.75
CDN Total			393.75

Students are personally responsible for their fees and to ensure payments are made in a timely manner. No further invoices will be issued.

PAY BY ELECTRONIC BILL PAYMENT (EBP)

Allow 3-5 business days from the date of payment for processing.

I certify that I have, or that I will, remit payment to the Canadian Centre for Professional Legal Education.

**I CERTIFY** 
**CANCEL** 

You are now registered for your selected LRW offering.

The Enrolment Checklist will now show steps 2 through 5 as checked off. Step 1, *NCA Assessment*, and Step 6, *Fees Paid*, will not show a checkmark until the NCA Assessment is reviewed and payment is received and processed by CPLED.

Your registration is now complete, you will receive confirmation of your registration from CPLED staff once your Enrolment Checklist is complete.

If you require support or have questions about the registration process, please contact CPLED at [admin@cpled.ca](mailto:admin@cpled.ca)