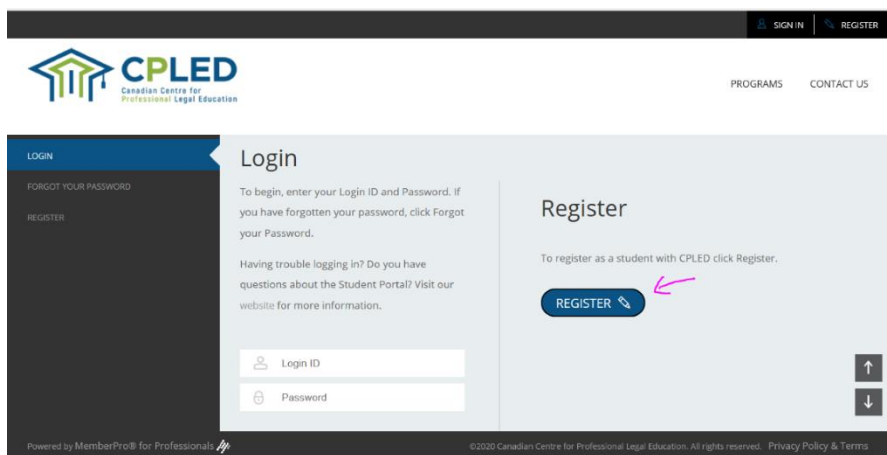


## Legal Research and Writing (LRW) Student Registration User Guide

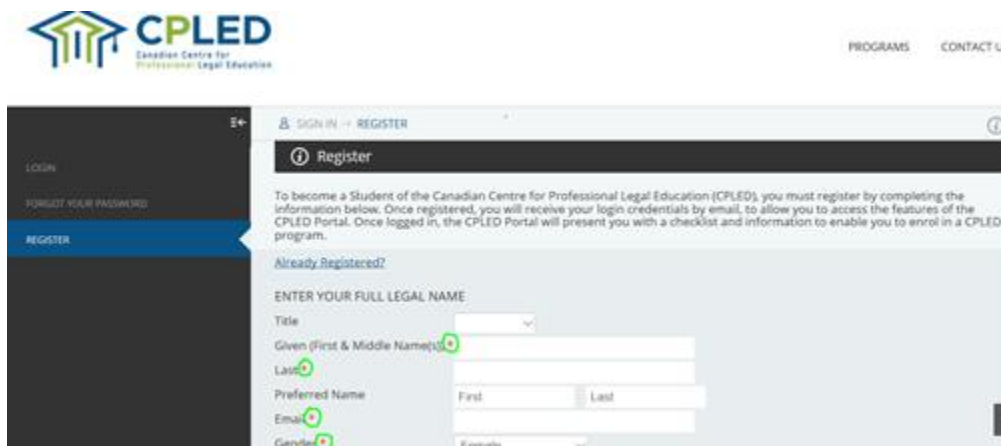
This User Guide provides students with detailed step-by-step instructions on how to register for the CPLED Legal Research and Writing(LRW) course. The first step is to create a profile on CPLED’s Registration site.

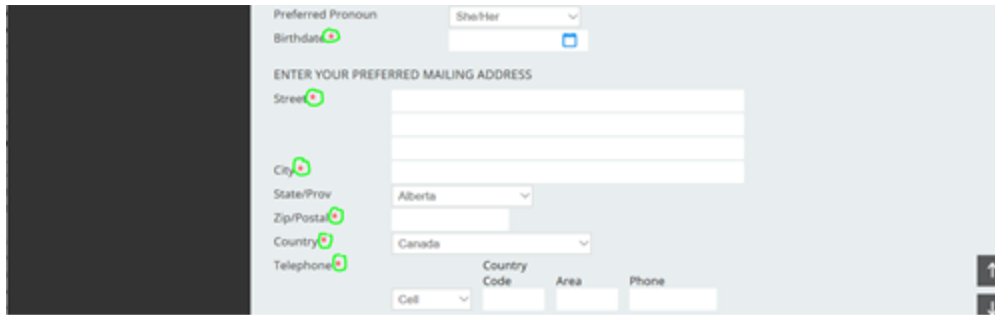
### Creating a student profile

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




All fields marked with an asterisk (\*) must be completed.



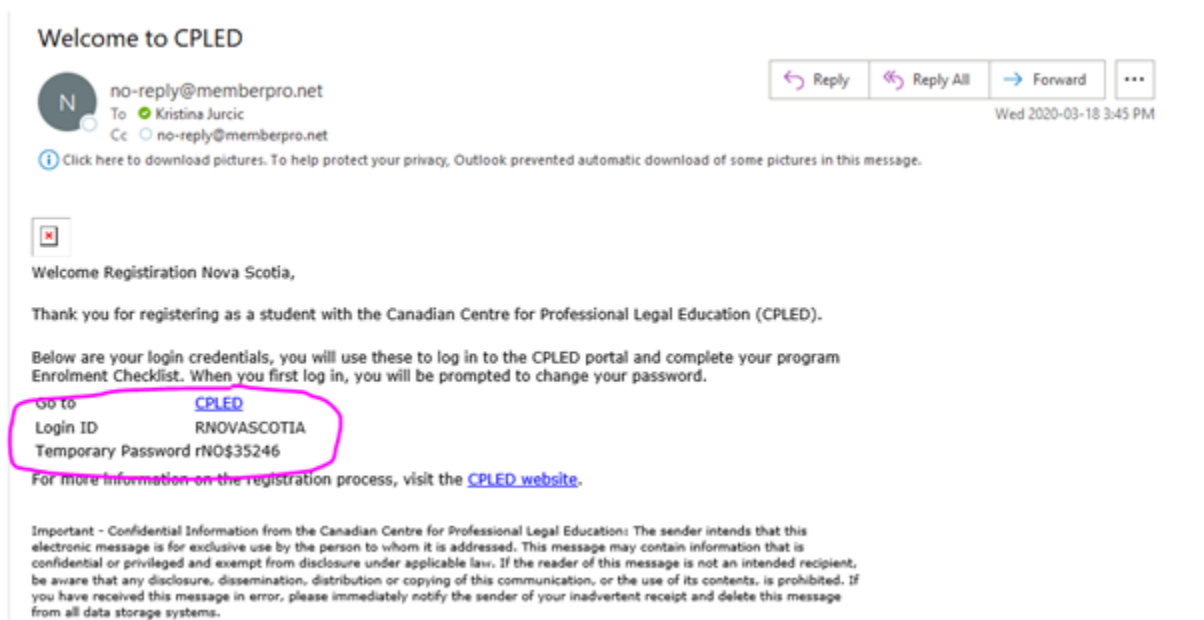
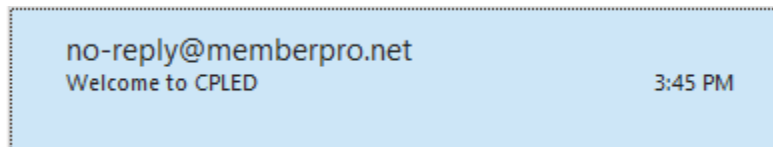


Preferred Pronoun: She/Her  
Birthdate: [input field]  
ENTER YOUR PREFERRED MAILING ADDRESS  
Street: [input field]  
City: [input field]  
State/Prov: Alberta  
Zip/Postal: [input field]  
Country: Canada  
Telephone: [input field] Country Code: [input field] Area: [input field] Phone: [input field]

\*\*\*Please note that the country code for Canada is 1\*\*\*

Once the required information has been filled out, click on the  button at the bottom of the page.

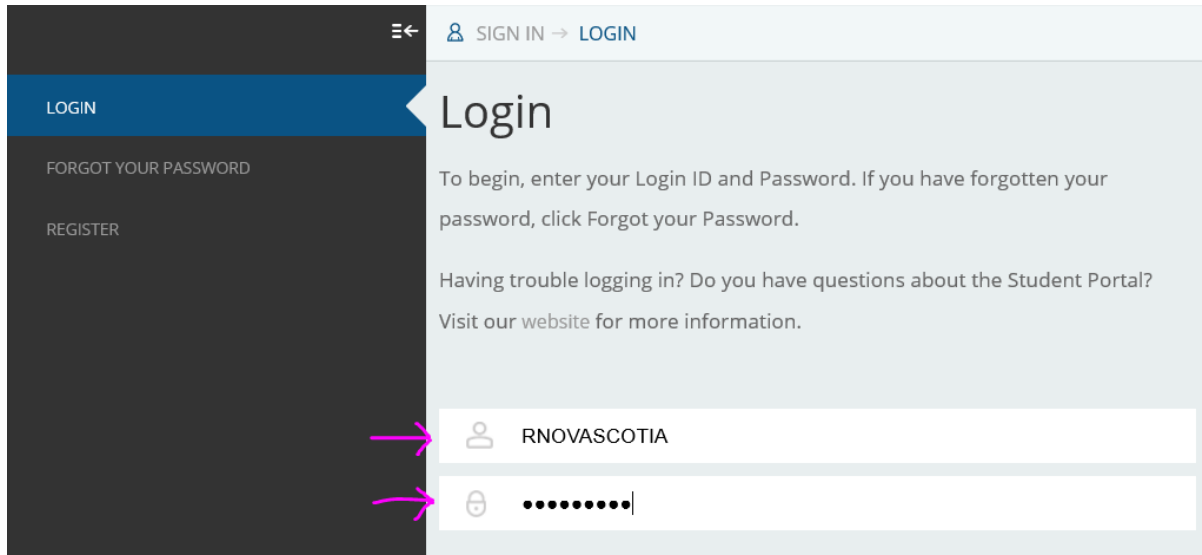
Once your profile has been created, you will receive an email message from [no-reply@memberpro.net](mailto:no-reply@memberpro.net). This email message will indicate your Login ID and temporary password, which are required to continue with the registration process.



Note: If you do not receive this e-mail message, check your junk mail folder or firewall settings.

## Logging in to your Profile

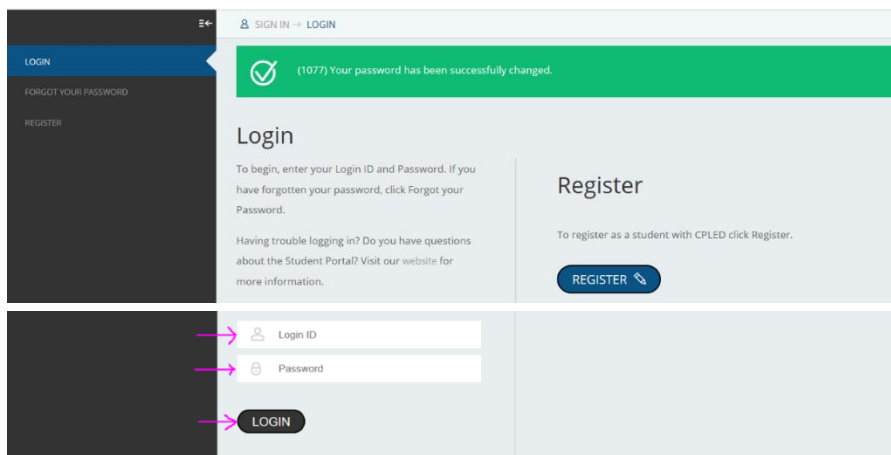
Go back to the CLPED Registration site and enter your Login ID and temporary password and then click on the “LOGIN” button.



The screenshot shows the CLPED Login page. On the left is a dark sidebar with a menu containing 'LOGIN', 'FORGOT YOUR PASSWORD', and 'REGISTER'. The main content area has a header with 'SIGN IN → LOGIN' and a large 'Login' title. Below the title, there is instructional text: '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.' At the bottom, there are two input fields: the first is labeled 'RNOVASCOTIA' and the second is a password field with masked characters. Two pink arrows point to these fields from the left sidebar.

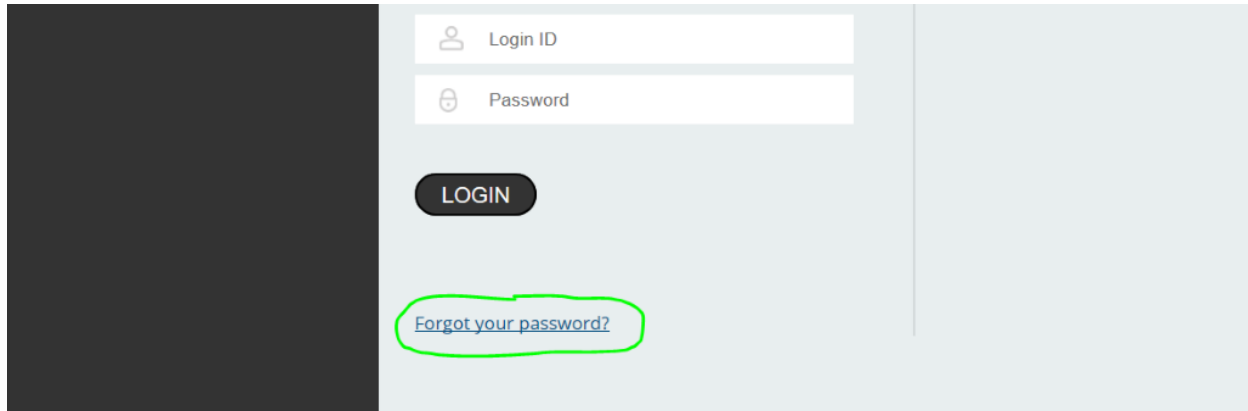
**Note:** You will be prompted to create your own, unique password when logging in for the first time.

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



The screenshot shows the CLPED Login page after a password change. A green banner at the top displays a checkmark icon and the message '(1077) Your password has been successfully changed.' The main content area now includes a 'Register' section with the text 'To register as a student with CPLLED click Register.' and a 'REGISTER' button. Below this, there are two input fields labeled 'Login ID' and 'Password', and a 'LOGIN' button. Three pink arrows point to these fields and the button from the left sidebar.

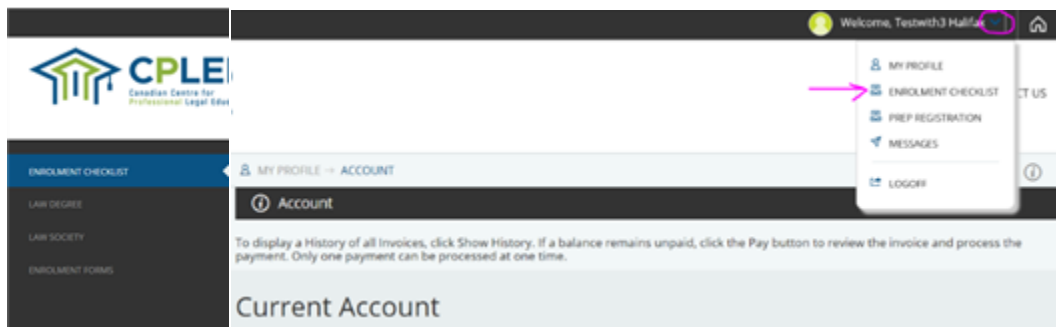
If you forget your password, use the password recovery link to create a new password. You will need to enter your Login ID and profile email address. You will receive a password reset email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net). This email will contain your Login ID and a new temporary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



## Enrolment Checklist

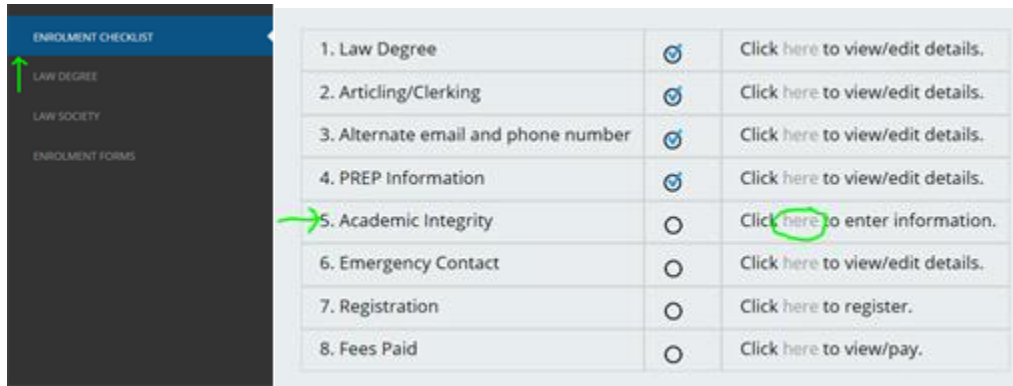
Once logged in, you will land on the ENROLMENT CHECKLIST page. The Checklist includes eight steps, however, Legal Research and Writing students are only required to complete **step 5.**, the Academic Integrity Form.

If at any point you do not see the link to the ENROLMENT CHECKLIST in the left-hand column, go to “Welcome” at the top right of the page and hover over the down arrow to open a dropdown menu that contains a link to the ENROLMENT CHECKLIST. Click on this link.




## Completing the *Academic Integrity* declaration form

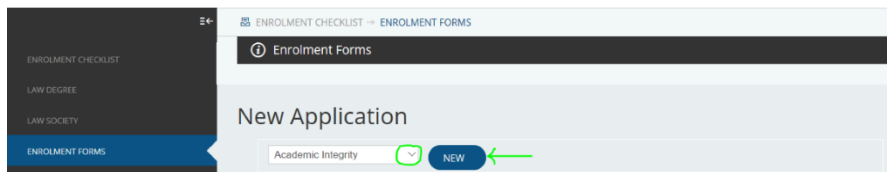
Go back to the ENROLMENT CHECKLIST.  
Click on the “here” link in the 5. *Academic Integrity* row.



Item	Status	Action
1. Law Degree	<input checked="" type="checkbox"/>	Click here to view/edit details.
2. Articling/Clerking	<input checked="" type="checkbox"/>	Click here to view/edit details.
3. Alternate email and phone number	<input checked="" type="checkbox"/>	Click here to view/edit details.
4. PREP Information	<input checked="" type="checkbox"/>	Click here to view/edit details.
5. Academic Integrity	<input type="checkbox"/>	Click here to enter information.
6. Emergency Contact	<input type="checkbox"/>	Click here to view/edit details.
7. Registration	<input type="checkbox"/>	Click here to register.
8. Fees Paid	<input type="checkbox"/>	Click here to view/pay.

From the dropdown menu under “NEW APPLICATION” select the *Academic Integrity* Form and click on the **NEW** button.

Click on the icon  under “Options” and then on “update” to open the form.



ENROLMENT CHECKLIST → ENROLMENT FORMS

Enrolment Forms


New Application

Academic Integrity  **NEW**

### Current Applications

Current  Show History

Options	Application	Submitted	Status	Status Date
	PREP Information	Mar-26-2020	Submitted	Mar-26-2020
	Articling/Clerking Information	Mar-26-2020	Submitted	Mar-26-2020
	Academic Integrity		In Progress	Mar-26-2020



Carefully read through each of the three pages, checking off “I agree to all the above statements” and then clicking on the  button at the bottom of each page.

PAGE 1

1  2  3


In consideration of the Canadian Centre for Professional Legal Education (“CPLED”) accepting my registration in the Practice Readiness Education Program (PREP).



- I will abide by and comply with:
  - CPLED’s Professional Integrity Policy;
  - PREP protocols (e.g. submission protocols and evaluation protocols);
  - CPLED’s policies and procedures;
  - The Rules of the Law Society where I am registered and
  - My provincial Law Society’s Code of Conduct as amended from time to time.
- I understand and acknowledge that the PREP materials provided to me are proprietary and confidential. PREP content and materials are for my use only.
- I am solely responsible to produce any work required as a result of participating in PREP. All work I submit to PREP will be my own original work.
- I am responsible for storing my work in a secure manner.
- Breaches of professional integrity, including plagiarism, are not tolerated by CPLED and may result in investigation, suspension, failure in the program and disciplinary action by CPLED, and possibly the Law Society of the province where I am registered.
- I will not lend, give, or sell my PREP work or materials to any other students, prospective students, or individuals. If I am found to have participated in or assisted in another student’s plagiarism in any way, directly or indirectly, I may be subject to disciplinary action by CPLED, the Law Society of the province where I am registered.

\*  I agree to all the above statements

PAGE 1


1  2  3

 The page numbers in grey are incomplete and those highlighted in blue are complete. Asterisks indicate a response is mandatory.

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

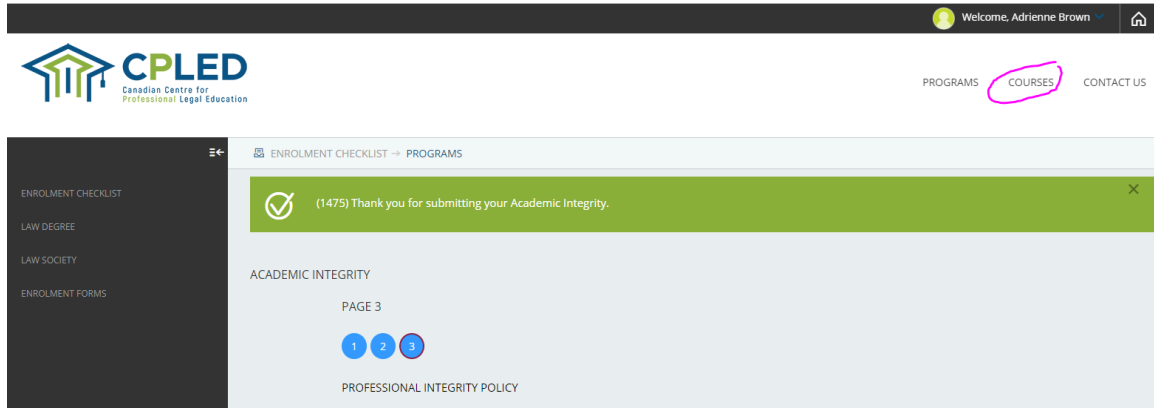
\*  I agree to all the above statements

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

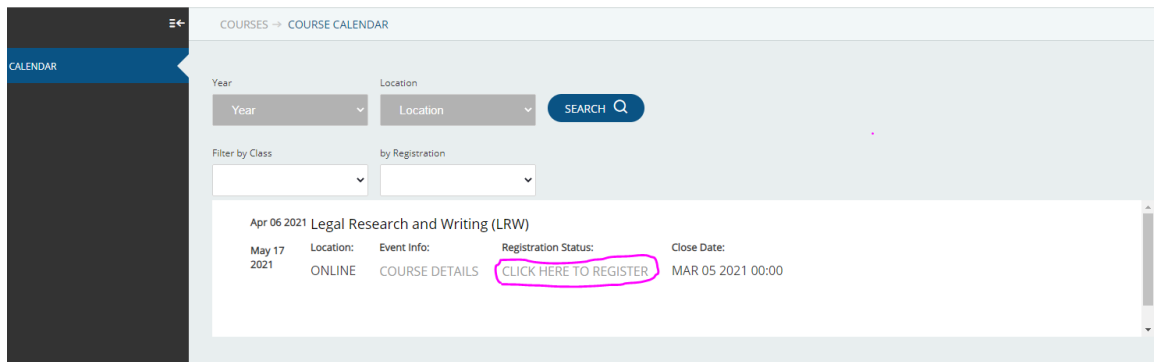


## Registering to the Legal Research & Writing Course

Once you have submitted the Academic Integrity form, Select “COURSES” at the top right hand of the page.



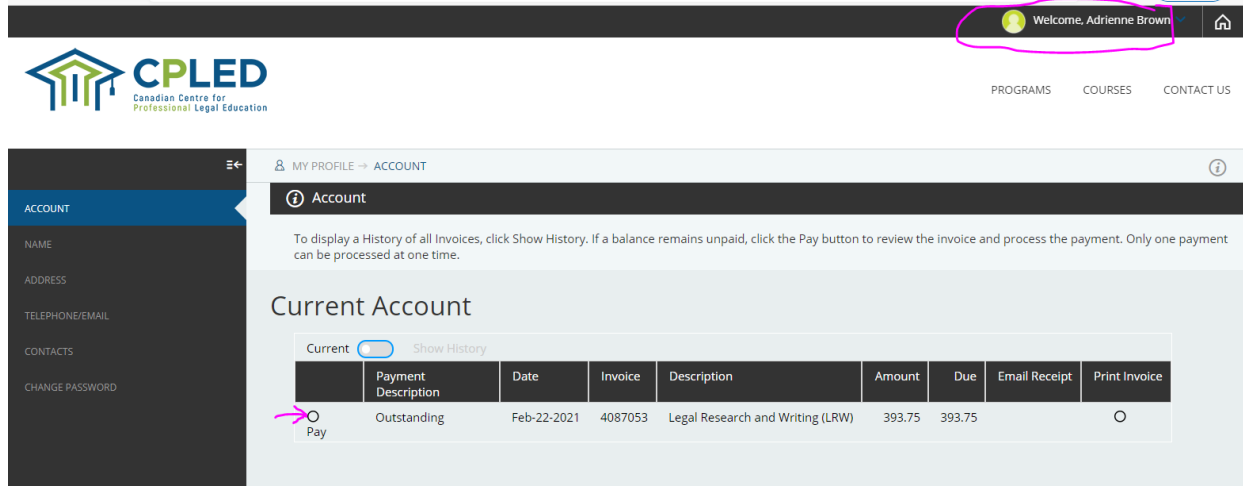
Select the **2021 Legal Research and Writing (LRW) course**. This is the only course available at this time.



Year	Location	Event Info	Registration Status	Close Date
Apr 06 2021	ONLINE	COURSE DETAILS	CLICK HERE TO REGISTER	MAR 05 2021 00:00

Click on your name at the top right of the page and select “PROFILE” from the dropdown menu to go back to your account.

Select the “Pay” dial to confirm you will pay the tuition by EFT no later than March 5<sup>th</sup>, 2021. CPLED must receive your payment by May 5<sup>th</sup>, 2021 or you will not be registered for the Spring 2021 intake of the Legal Research and Writing course.



MY PROFILE → ACCOUNT

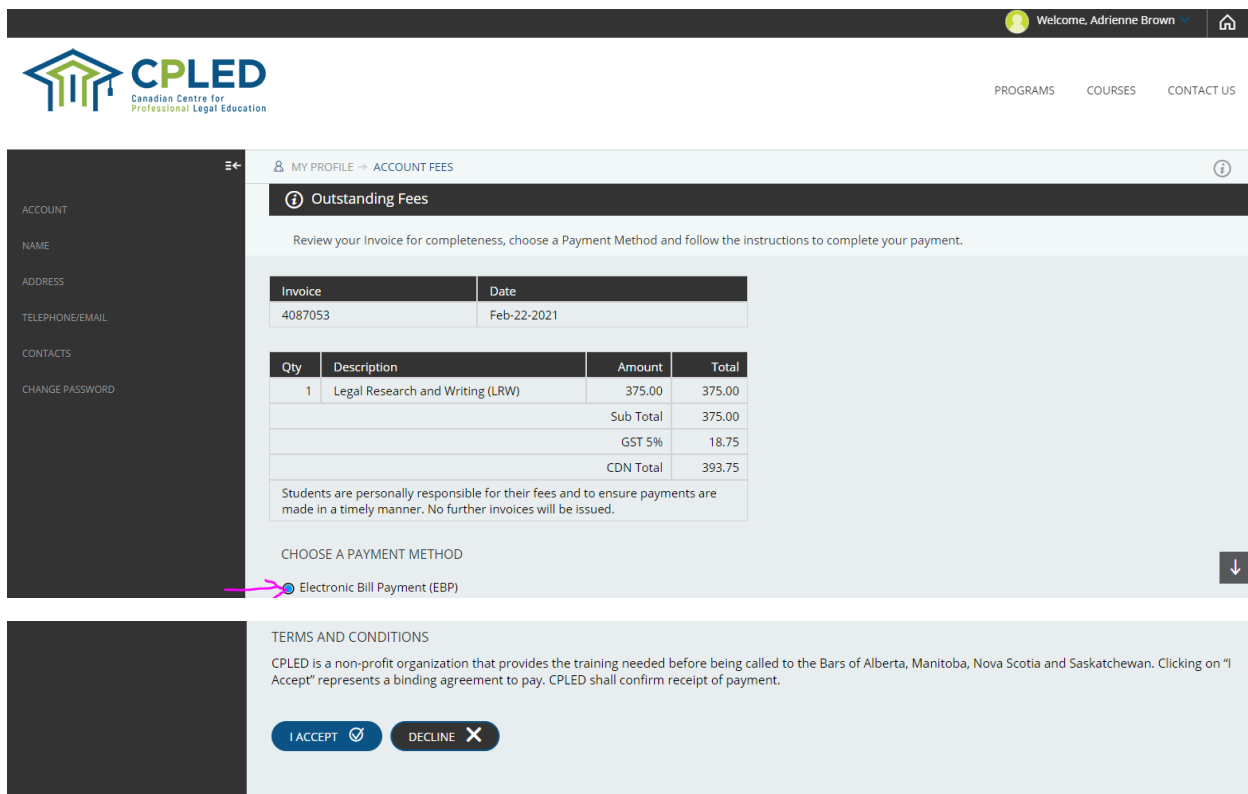
**Account**

To display a History of all Invoices, click Show History. If a balance remains unpaid, click the Pay button to review the invoice and process the payment. Only one payment can be processed at one time.

Current  Show History

	Payment Description	Date	Invoice	Description	Amount	Due	Email Receipt	Print Invoice
<input type="radio"/> Pay	Outstanding	Feb-22-2021	4087053	Legal Research and Writing (LRW)	393.75	393.75		<input type="radio"/>

The Electronic Bill Payment (EBT) dial will be selected by default as this the only method of payment accepted by CPLD for this course. Select the “I Accept” button at the bottom of the page.



MY PROFILE → ACCOUNT FEES

**Outstanding Fees**

Review your Invoice for completeness, choose a Payment Method and follow the instructions to complete your payment.

Invoice	Date
4087053	Feb-22-2021

Qty	Description	Amount	Total
1	Legal Research and Writing (LRW)	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

CPLD is a non-profit organization that provides the training needed before being called to the Bars of Alberta, Manitoba, Nova Scotia and Saskatchewan. Clicking on “I Accept” represents a binding agreement to pay. CPLD shall confirm receipt of payment.

To confirm your registration in the Spring 2021 Legal Research and Writing Course, you must certify your registration and payment by selecting “I CERTIFY” at the bottom of this page. This is your agreement with CPLD stating you will remit payment by March 5<sup>th</sup>, 2021, and that CPLD will hold your registration.



Students who have not remitted payment by March 5<sup>th</sup>, 2021 will have their registration cancelled.

 (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. 

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.

"/>

Please see [here](#) for instructions on how to remit an Electronic Funds Transfer for tuition payment.

\*\*\*Please note that payment by EFT will take three to five business days to process\*\*\*