



Legal Research and Writing (LRW) Student Registration User Guide

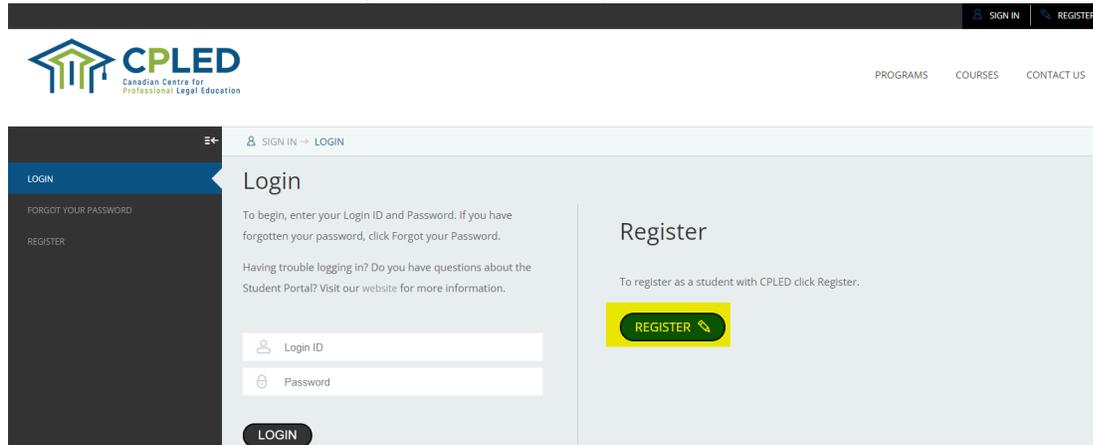
Contents

Creating a student profile	3
Logging in to your profile	4
Enrolment checklist	5
Step 1. Enter your NCA Assessment information	5
Step 2. Alternate email and phone number	7
Step 3. Complete the Academic Integrity declaration form	8
Step 4. Enter the Emergency Contact information.....	9
Step 5. LRW Course Registration	10
Step 6. Complete the Fees Paid information	12
You are now registered for your selected LRW offering	13

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.

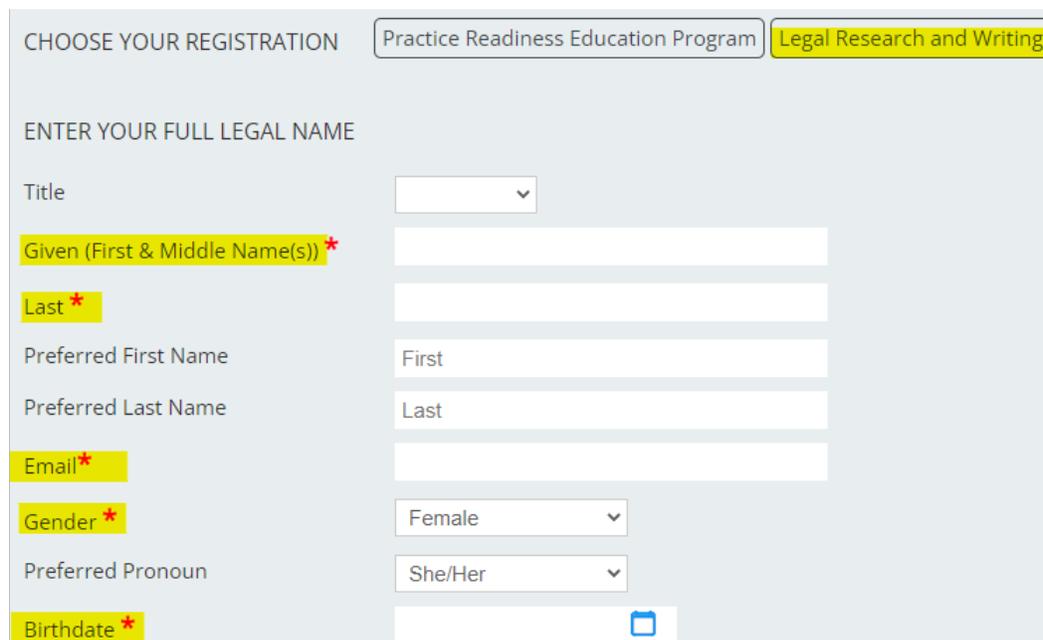
Creating a student profile

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



The screenshot shows the CPLED website header with the logo and navigation links (PROGRAMS, COURSES, CONTACT US). Below the header, there are two main sections: 'Login' and 'Register'. The 'Login' section has fields for 'Login ID' and 'Password', and a 'LOGIN' button. The 'Register' section has a 'REGISTER' button. A dark sidebar on the left contains links for 'LOGIN', 'FORGOT YOUR PASSWORD', and 'REGISTER'.

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*****



The screenshot shows the registration form with the following fields and options:

- CHOOSE YOUR REGISTRATION:** Practice Readiness Education Program, Legal Research and Writing (highlighted)
- ENTER YOUR FULL LEGAL NAME:**
 - Title: dropdown menu
 - Given (First & Middle Name(s))*: text input
 - Last*: text input
 - Preferred First Name: First (text input)
 - Preferred Last Name: Last (text input)
- Email*: text input
- Gender*: dropdown menu (Female)
- Preferred Pronoun: dropdown menu (She/Her)
- Birthdate*: text input with a calendar icon

You must enter your NCA File Number when completing your registration, if you do not have an NCA File Number please email LRW@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) *

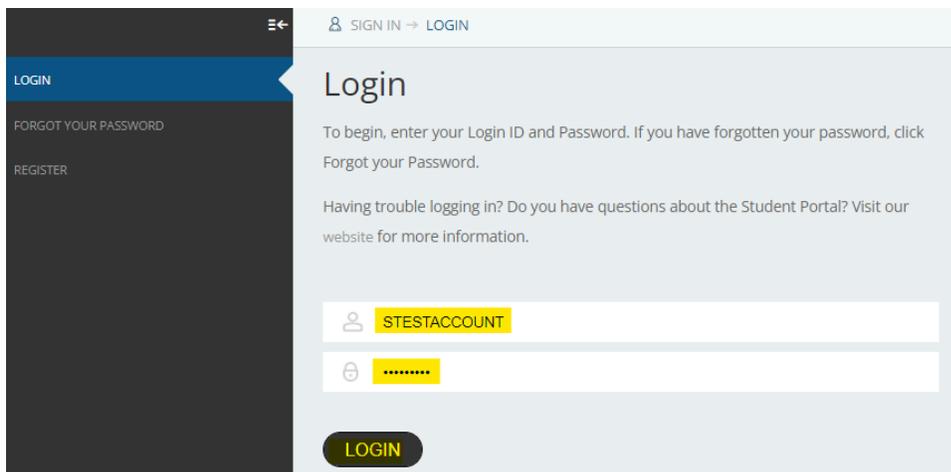
- Indigenous (First Nations, Metis, Inuit, Non-status First Nation)
- Racialized
- English as a second language
- LGBTQSI+ (Lesbian/Gay/Bisexual/Transgender/Queer/Two-Spirited/Intersex)
- Non-binary
- Person with Disability
- I do not identify with any of these characteristics
- I choose not to answer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

You will receive an email from no-reply@memberpro.net 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.

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 icon and links for LOGIN, FORGOT YOUR PASSWORD, and REGISTER. The main content area has a header with a user icon and 'SIGN IN → LOGIN'. Below this is the title 'Login' and instructions: 'To begin, enter your Login ID and Password. If you have forgotten your password, click Forgot your Password.' There is also a link for 'Having trouble logging in? Do you have questions about the Student Portal? Visit our website for more information.' Two input fields are present: the first contains 'STESTACCOUNT' and the second contains masked characters '.....'. A yellow 'LOGIN' button is at the bottom.

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

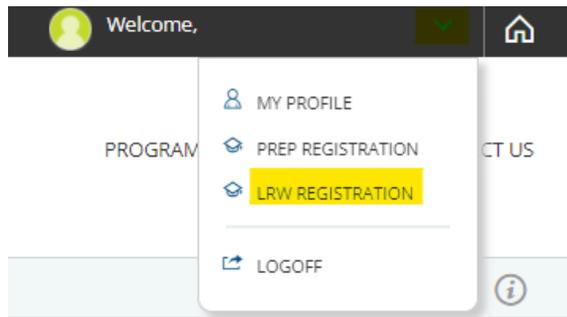
Once you have created a new password, you will be prompted to log in with your new credentials. Your Login ID will remain the same and the password is the new password that you have created.

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. This email will contain your Login ID and a new temporary password.

Enrolment checklist

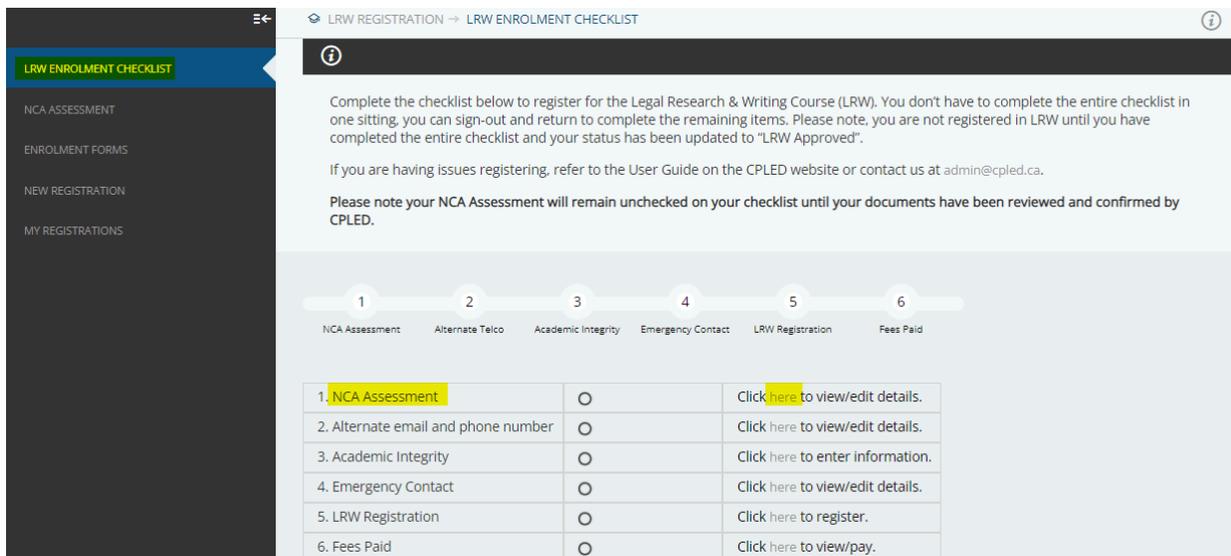
Once logged in, you will land on the Enrolment Checklist page.

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 and click ‘[here](#)’ to view/edit details.



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.

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

Please complete the NCA Assessment section by entering the country in which you received

your law degree, and the month and year that you received your NCA assessment. Use the  button to upload a copy of your NCA assessment and then click on the  button.

NEW ASSESSMENT

Institution Name

Country

Year Month

Upload NCA Assesment 



Please note that your NCA Assessment status will remain unchecked on your checklist until after you have registered for an active intake of LRW. Your NCA Assessment Report will then be manually 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

If you choose, you can provide an alternate email and/or phone number.

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.

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="radio"/>	<input type="radio"/>		Email		@cpled.ca 
<input checked="" type="radio"/>	<input type="radio"/>		Email		@cpled.ca 
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work Phone	1 (250) 403-1234	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	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 Pub

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

Step 3. Complete the Academic Integrity declaration form

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

New Application

LRW Student Agreement

Current Applications

Current Show History

Options	Application	Submitted	Status	Status Date
 UPDATE	LRW Student Agreement		In Progress	Oct-02-2024

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. Click the next page number to move on to that page.

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),

1. 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.

2. 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

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.

Please note that this step will remain ‘In Progress’ unless submitted properly. You must click SUBMIT at the bottom of the page in order for this step to be completed.

* I agree to all the above statements

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

 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

Enter your emergency contact information and then click on the  button

New Contact

Type

First

Last

	Country	Area	Phone	Extension
Telephone	<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

Click  to view the available LRW courses:

Year: Location: 

Filter by Class: by Registration:

Showing 4 results of 4

< Prev | Next >

<p>Sep 30 2024 Articling Assist Location: Event Info: Dec 31 2024 ONLINE ARTICLING ASSIST DETAILS Registration Status: Close Date: UNAVAILABLE ONLINE DEC 31 2024</p>	<p>Jan 15 2025 Legal Research & Writing Location: Event Info: Mar 05 2025 ONLINE LEGAL RESEARCH & WRITING DETAILS Registration Status: Open Date: PENDING DEC 04 2024</p>	<p>Mar 05 2025 Legal Research & Writing Location: Event Info: Apr 23 2025 ONLINE LEGAL RESEARCH & WRITING DETAILS Registration Status: Open Date: PENDING JAN 29 2025</p>
<p>Apr 30 2025 Legal Research & Writing Location: Event Info: Jun 18 2025 ONLINE LEGAL RESEARCH & WRITING DETAILS Registration Status: Open Date: PENDING MAR 26 2025</p>		

Once registration has opened for your chosen intake, click on “CLICK HERE TO REGISTER”:

Jan 26 2022	Legal Research & Writing	Location: Event Info:	Registration Status:	Close Date:
Mar 23 2022	ONLINE	LEGAL RESEARCH & WRITING DETAILS	CLICK HERE TO REGISTER	JAN 19 2022

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

 (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

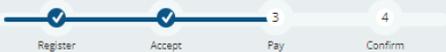
Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

[I ACCEPT !\[\]\(d6b24045442980b0823d24e475943459_img.jpg\)](#) [DECLINE !\[\]\(2ef131a0e2d2f13342bc7ec7113749fd_img.jpg\)](#)

Click **I CERTIFY** to confirm that you will remit payment for the invoice. Please note that once you have remitted payment, it will typically take 5-7 business days to be applied to your account.

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



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.

You have now confirmed your registration in the LRW course. To remit payment, please review the payment information on CPLED's website.

Click Here: [Payment Information](#)



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

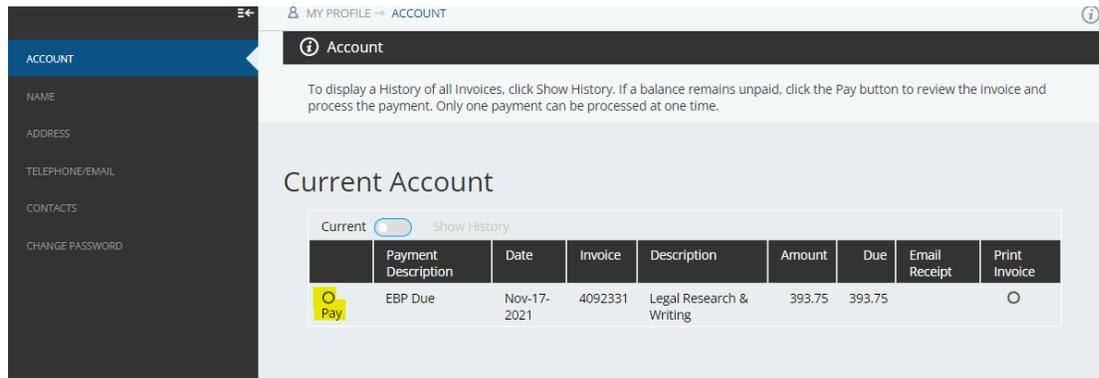
Payments	
Balance Due	393.75

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

Step 6. Complete the Fees Paid information

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.



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 Account

Current Show History

	Payment Description	Date	Invoice	Description	Amount	Due	Email Receipt	Print Invoice
	EBP Due	Nov-17-2021	4092331	Legal Research & Writing	393.75	393.75		

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.

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.

CHOOSE A PAYMENT METHOD

Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

CPLED 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. CPLED shall confirm receipt of payment.

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

You are now registered for your selected LRW offering

The Enrolment Checklist should now show steps 3 and 5 as checked off. Steps 2 and 4 may also be checked off, if you have chosen to provide additional information.

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 CPLED's internal processes have been completed.

If you require support or have questions about the registration process, please contact CPLED at LRW@cpled.ca