



**LRW**  
Legal Research and Writing Course

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

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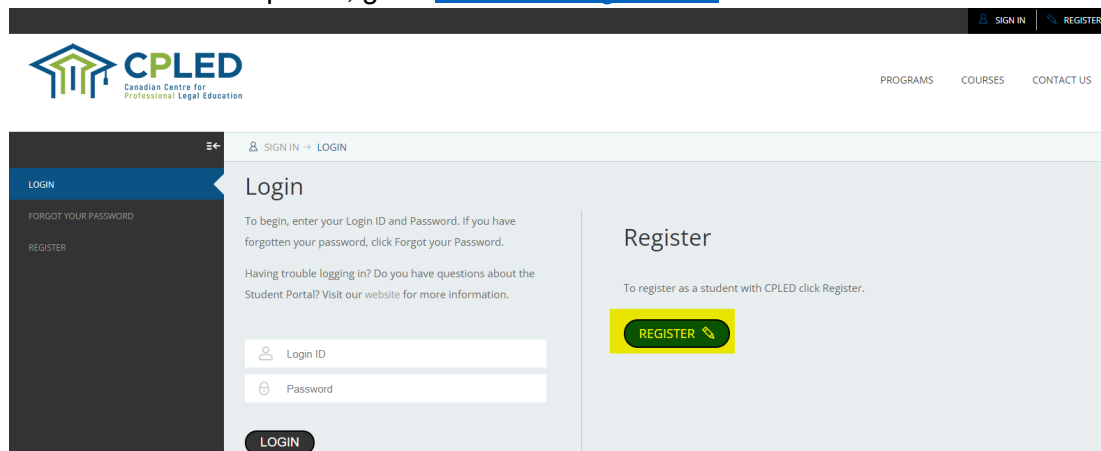
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This User Guide provides students with detailed step-by-step instructions on how to register for the CPLED Legal Research and Writing (LRW) course. The first step is to create a profile on CPLED's Registration site.

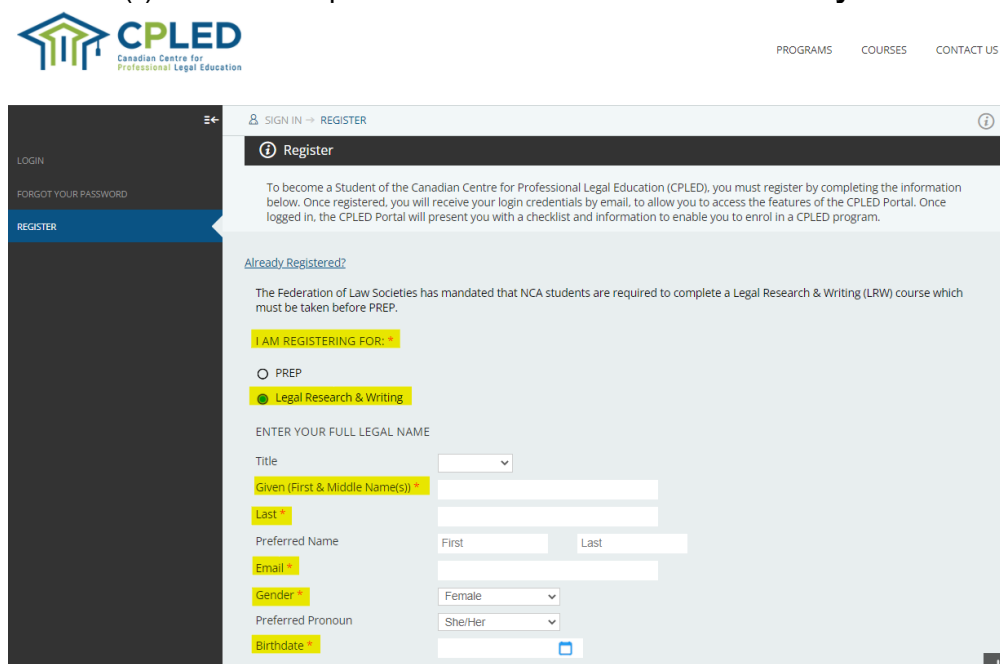
## Creating a student profile

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



The screenshot shows the CPLED website's login and registration interface. The header includes the CPLED logo and navigation links for PROGRAMS, COURSES, and CONTACT US. The main content area is divided into two sections: 'Login' and 'Register'. The 'Login' section prompts users to enter their Login ID and Password, with links for 'FORGOT YOUR PASSWORD' and 'REGISTER'. The 'Register' section prompts users to register as a student with CPLED and features a prominent yellow 'REGISTER' 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\*\*\***



The screenshot shows the CPLED registration form. The header includes the CPLED logo and navigation links for PROGRAMS, COURSES, and CONTACT US. The main content area is titled 'Register' and provides instructions for new students. Below the instructions, there is a section for 'Already Registered?' and a section for 'I AM REGISTERING FOR:'. The 'I AM REGISTERING FOR:' section has two radio buttons: 'PREP' and 'Legal Research & Writing', with the latter selected. Below this, there is a section for 'ENTER YOUR FULL LEGAL NAME' with fields for Title, Given (First & Middle Name(s)), Last, Preferred Name (First and Last), Email, Gender, Preferred Pronoun, and Birthdate. All fields marked with an asterisk (\*) are required.

ENTER YOUR PREFERRED MAILING ADDRESS

Street \*

City \*

State/Prov Alberta


Zip/Postal \*

Country \* Canada

Telephone \*

Country Code Area Phone

Cell

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

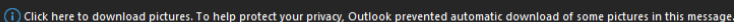
☐ I choose not to answer this question

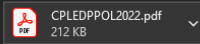
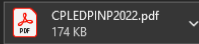
☐ Prefer to self-identify

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



**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



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**

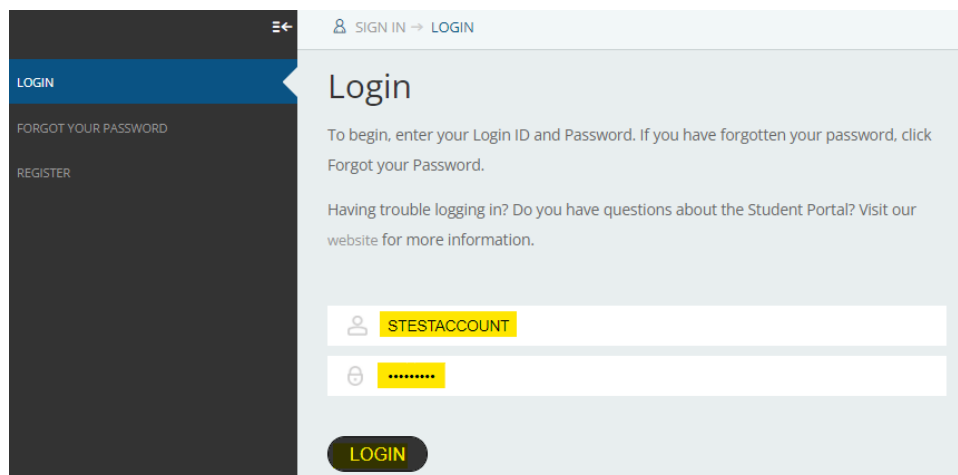
Temporary Password **tST\$37209**

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

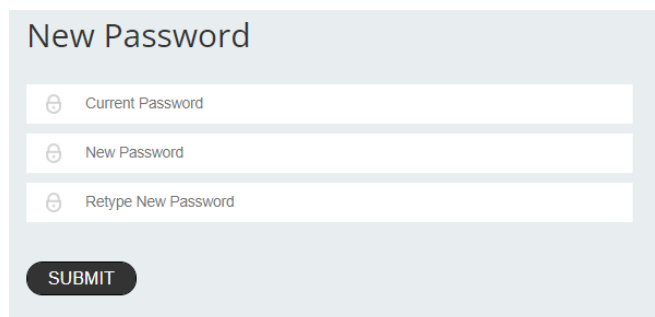
**If you do not receive this email, please check your junk folder or review your firewall settings.**

## Logging in to your profile

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

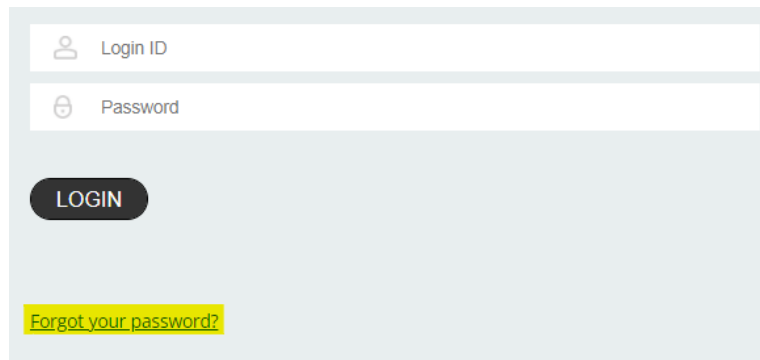


You will be prompted to create your own unique password when logging in for the first time.



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.

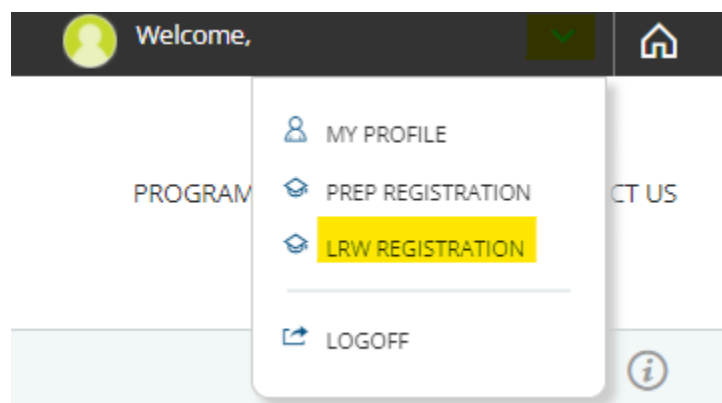
If you forget your password, use the password recovery link to create a new password. You will need to enter your Login ID and profile email address. You will receive a password reset email from [no-reply@memberpro.net](mailto:no-reply@memberpro.net). This email will contain your Login ID and a new temporary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



## Enrolment checklist

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

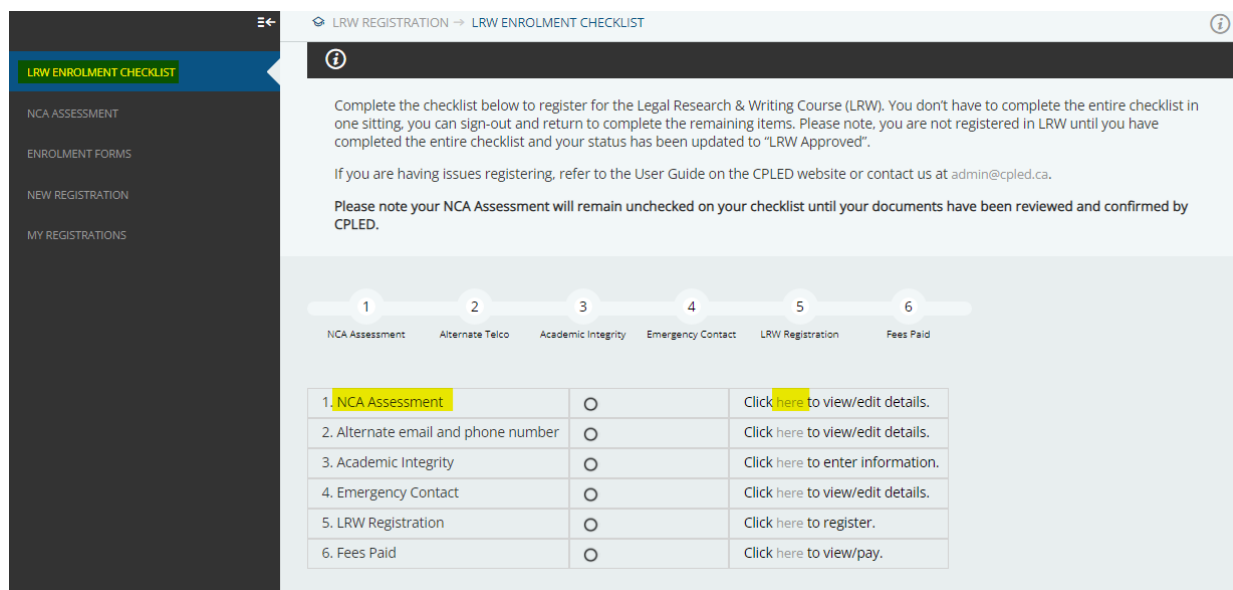
If you do not see the link to the Enrolment Checklist at any point, go to the dropdown menu at the top right of the page and hover over the down arrow. This dropdown menu contains a link to “LRW Registration”, which will take you to the Enrolment Checklist.



### 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"/>	<a href="#">Click here to view/edit details.</a>
2. Alternate email and phone number	<input 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>

[Browse...](#)

[SAVE](#) ✓

LRW REGISTRATION → NCA ASSESSMENT

### NCA Assessment

Please complete the New NCA Assessment section below by selecting from the available dropdowns and ensure you enter a year and month. Once all fields are complete, click Save.

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

NEW ASSESSMENT

Year: 2021 Dec

Upload Assessment: [NCA Assessment Document.p...](#)

**SAVE**

**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.

LRW REGISTRATION → LRW ENROLMENT CHECKLIST

### 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 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>

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 Select a Value Country C Area Phone Extension

New Email New Email

Confirm 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 Select a Value Country C Area Phone Extension

New Email New Email

Confirm 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.

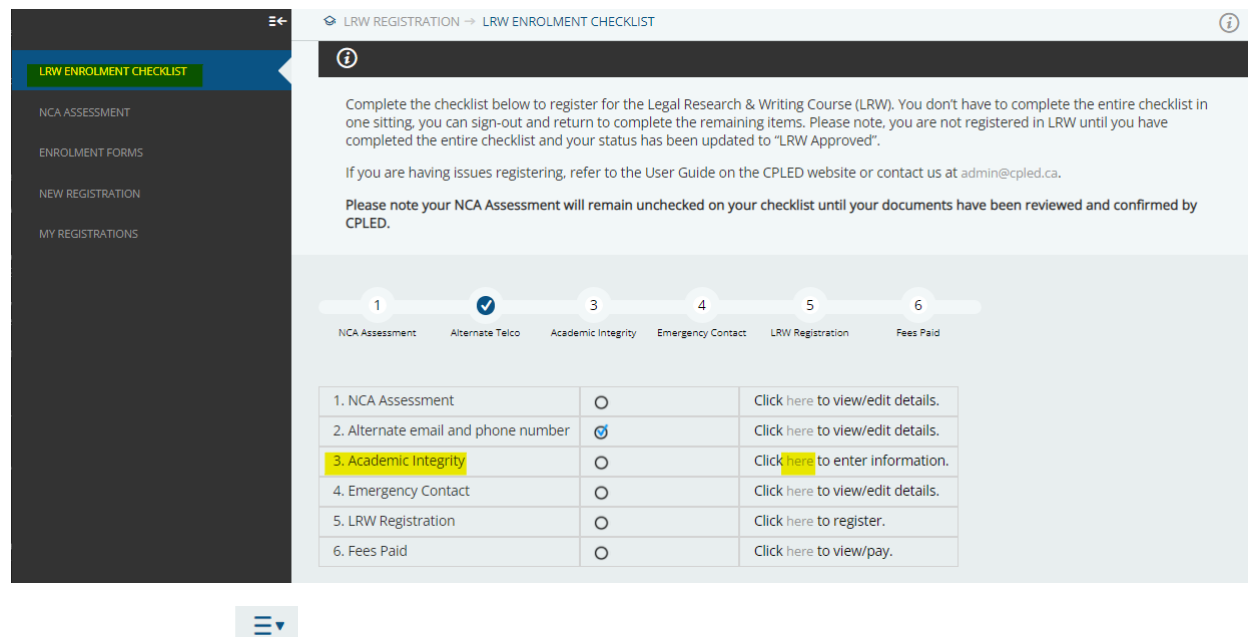
**SAVE** **CANCEL**



## 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".

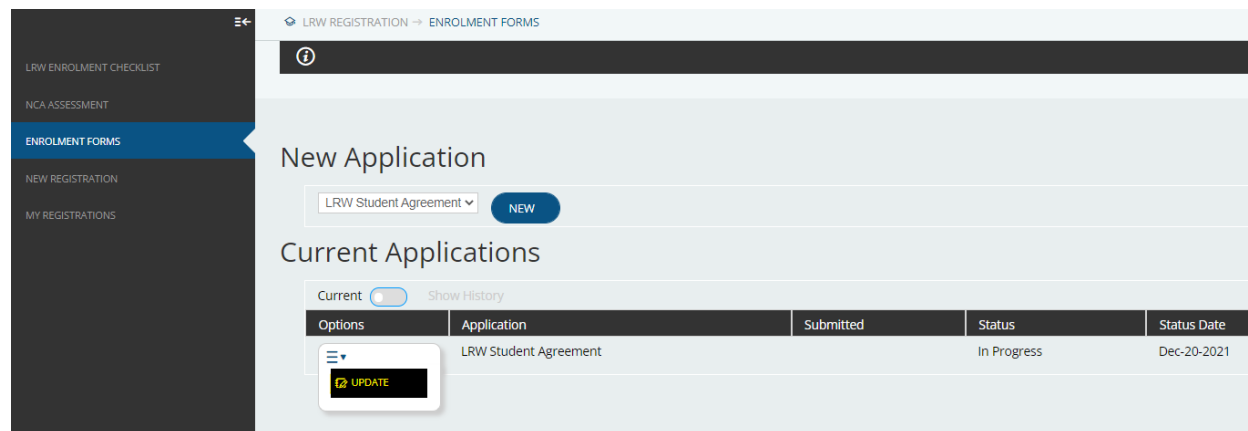
If you are having issues registering, refer to the User Guide on the CPLED website or contact us at [admin@cpled.ca](mailto:admin@cpled.ca).

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>



LRW REGISTRATION → ENROLMENT FORMS

New Application

LRW Student Agreement [NEW](#)

Current Applications

Current ☐ Show History

Options	Application	Submitted	Status	Status Date
<a href="#">UPDATE</a>	LRW Student Agreement		In Progress	Dec-20-2021

[SAVE](#) ✓

#### LRW STUDENT AGREEMENT

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

PAGE 1



**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:
  - a. CPLED's policies and procedures;
  - b. LRW protocols (e.g. submission protocols and evaluation protocols); and
  - c. 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



SAVE ✓

PRINT

SAVE ✓

SUBMIT ✓

\*

☒ I agree to all the above statements

\*

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

SAVE ✓

PRINT

SUBMIT ✓

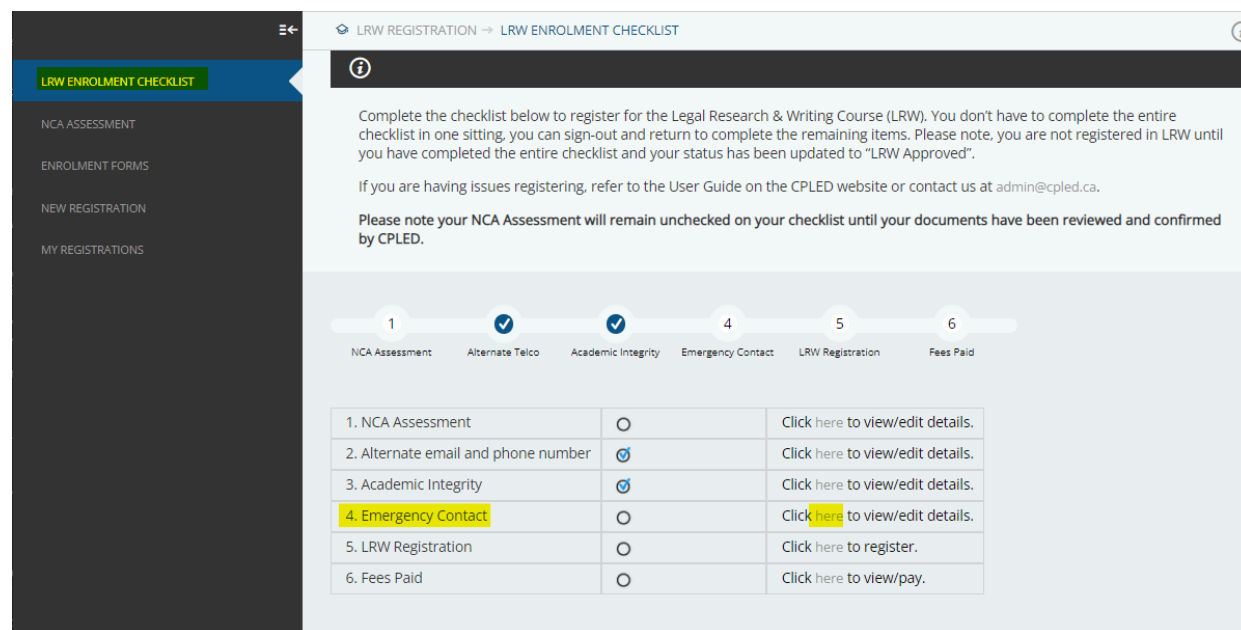


By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.

## 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).

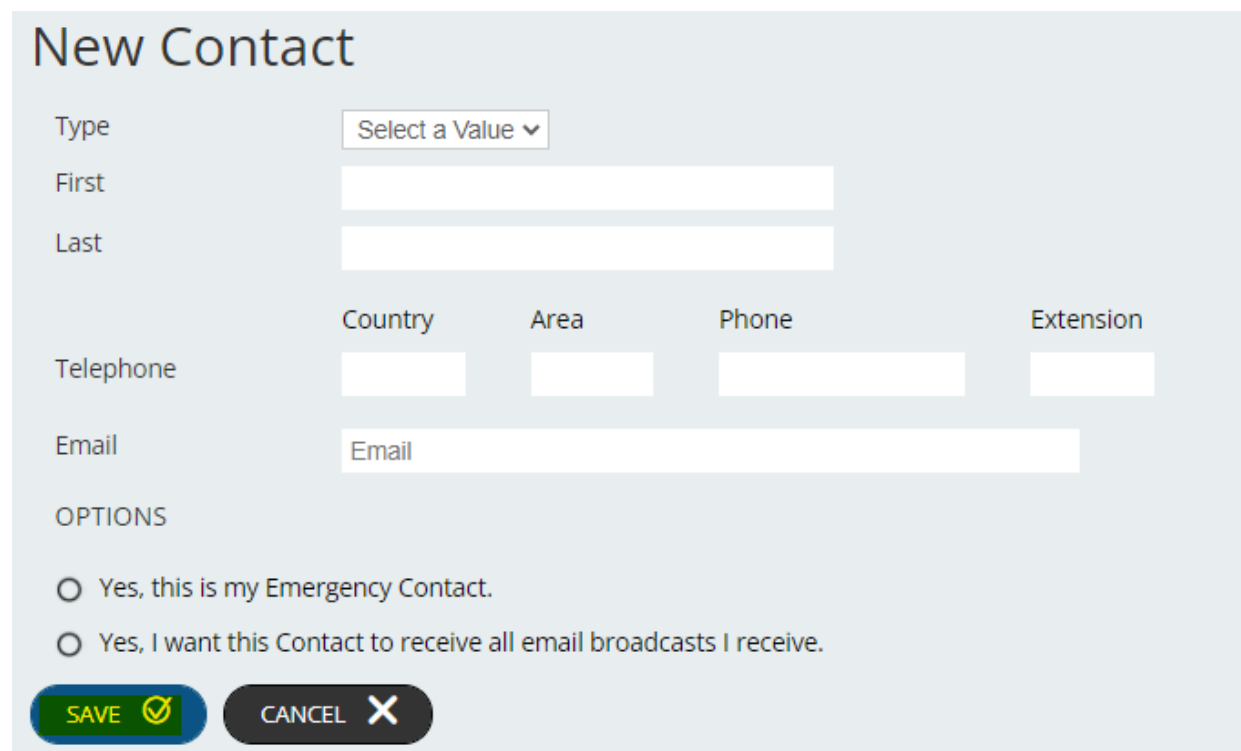
Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

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>

SAVE



## New Contact

Type

First

Last

Telephone

Country  Area  Phone  Extension

Email

OPTIONS

☐ Yes, this is my Emergency Contact.

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

SAVE CANCEL

## 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

**LRW ENROLMENT CHECKLIST**

NCA ASSESSMENT  
ENROLMENT FORMS  
NEW REGISTRATION  
MY REGISTRATIONS

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 <b>here</b> to register.</a>
6. Fees Paid	<input type="radio"/>	<a href="#">Click here to view/pay.</a>

SEARCH

COURSES → COURSE CALENDAR

**No records found matching your criteria.**

Year:  Location:  **SEARCH**

Filter by Class:  by Registration:

Jan 26 2022	Legal Research & Writing			
Mar 23 2022	Location: ONLINE	Event Info: LEGAL RESEARCH & WRITING DETAILS	Registration Status: <b>CLICK HERE TO REGISTER</b>	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 ☒ 2 ☐ 3 ☐ 4 ☐  
Register Accept Pay 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** ☐

**I CERTIFY** ☒

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

1 ☒ 2 ☒ 3 ☐ 4 ☐  
Register Accept Pay 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.

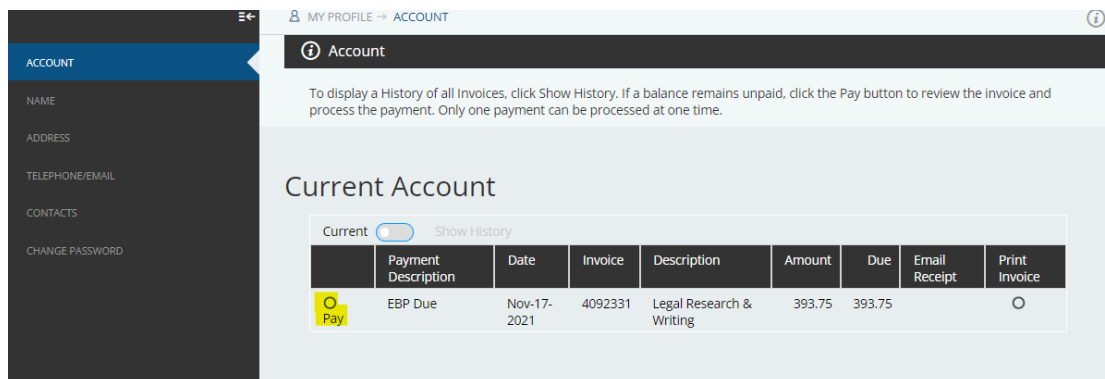
1 2 3 4 5 6

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.**





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.

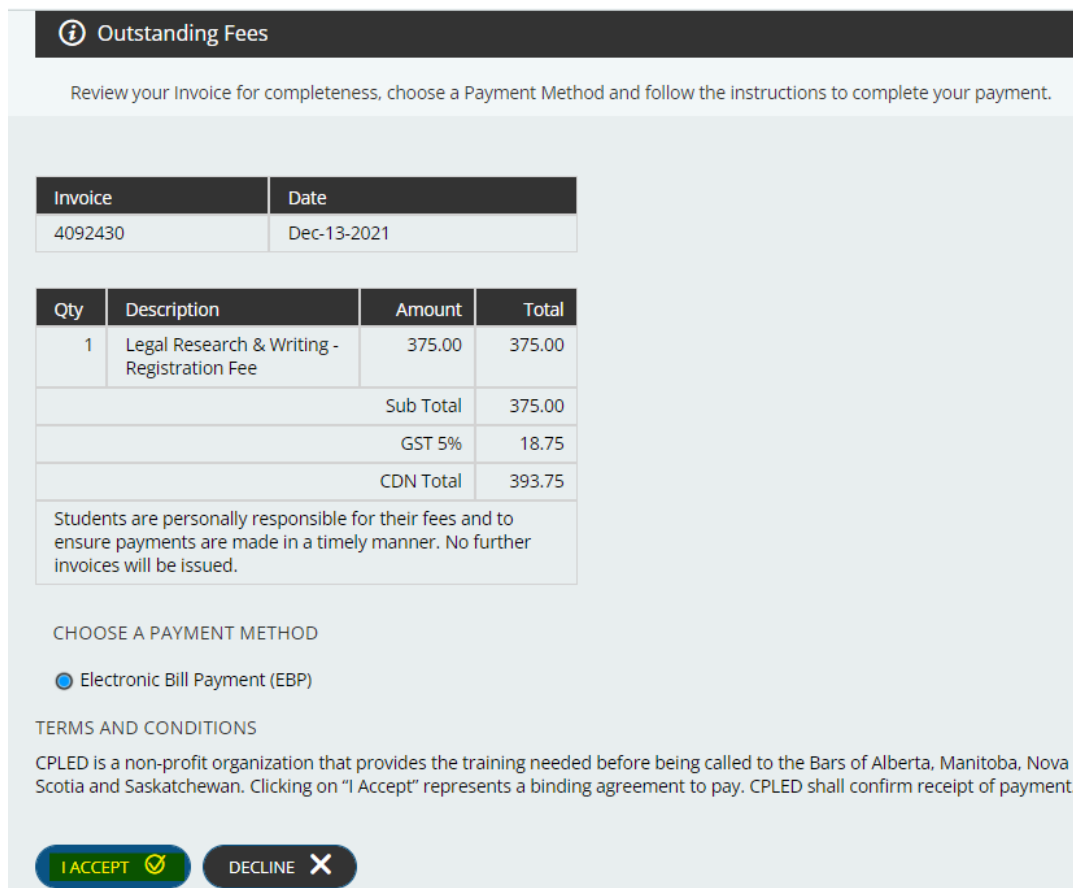
Current Account

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.



Outstanding Fees

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

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.

**I ACCEPT**  **DECLINE** 

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. Once CPLED receives and processes your tuition fee payment, you will receive access to LexisNexis and D2L.

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