



Legal Research and Writing (LRW) Student Registration User Guide

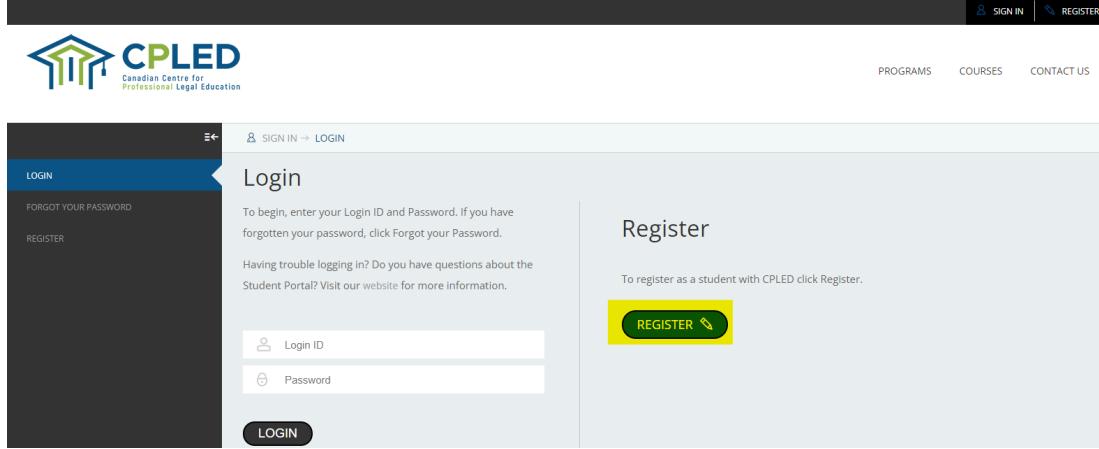
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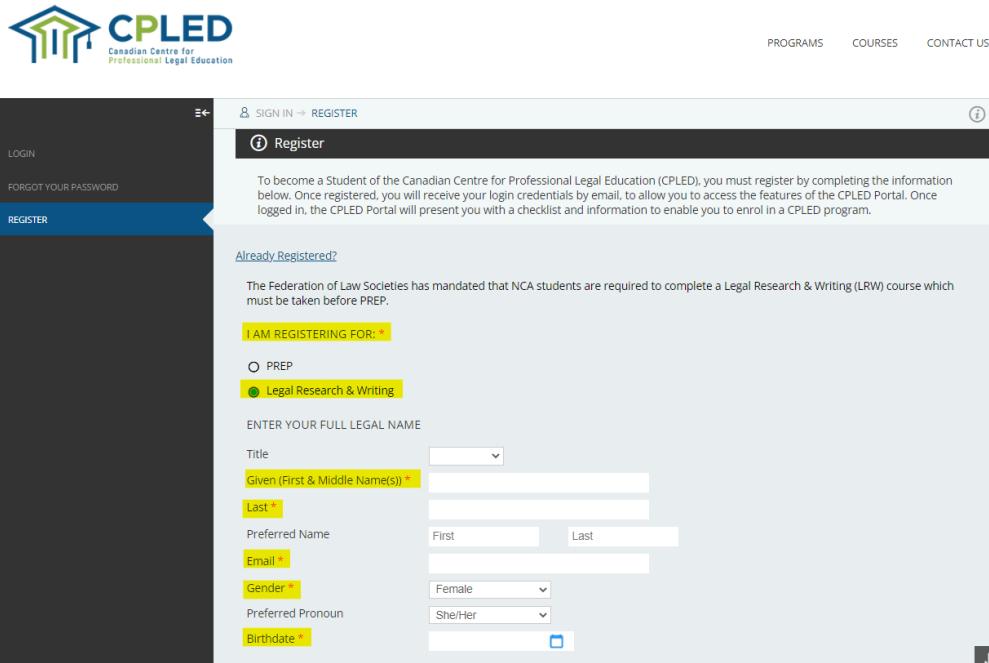
This User Guide provides students with detailed step-by-step instructions on how to register for the CPLED Legal Research and Writing (LRW) course. The first step is to create a profile on CPLED's Registration site.

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*****



ENTER YOUR PREFERRED MAILING ADDRESS

Street *	<input type="text"/>		
City *	<input type="text"/>		
State/Prov	<input type="text" value="Alberta"/> <input type="button" value="▼"/>		
Zip/Postal *	<input type="text"/>		
Country *	<input type="text" value="Canada"/> <input type="button" value="▼"/>		
Telephone *	Country Code	Area	Phone
	<input type="button" value="Cell"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

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. Please review the attached policies prior to completion of the Academic Integrity statement on the enrolment checklist.

Welcome to CPLED

NR 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.

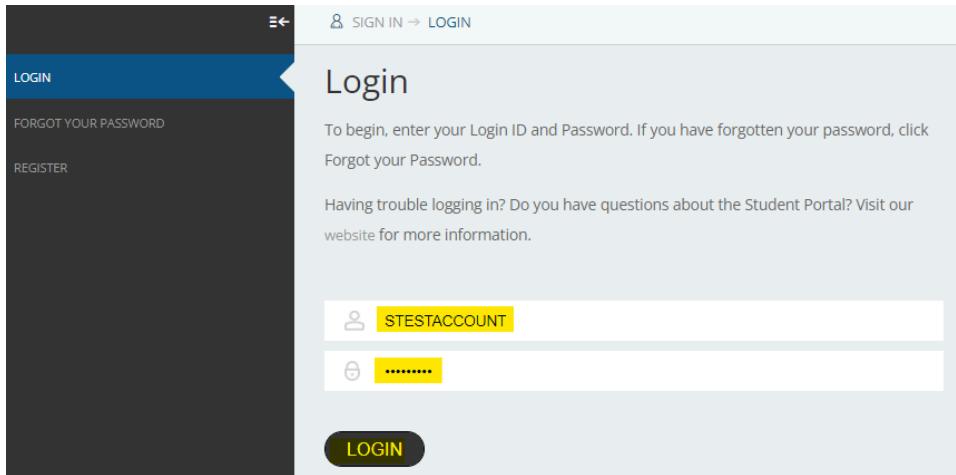
Please review the attached Privacy Policy and Professional Integrity Policy prior to completion of the Academic Integrity statement on the enrolment checklist. You will be able to access the enrolment checklist once you create a new password and log in to the CPLED student portal.

Go to [CPLED](#)
Login ID TSTUDENT12
Temporary Password tST\$37209
For more information on the registration process, visit the [CPLED website](#).

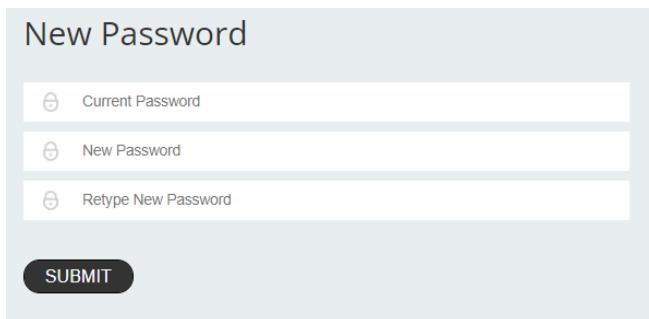
If you do not receive this email, please check your junk folder or review your firewall settings.

Logging in to your profile

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

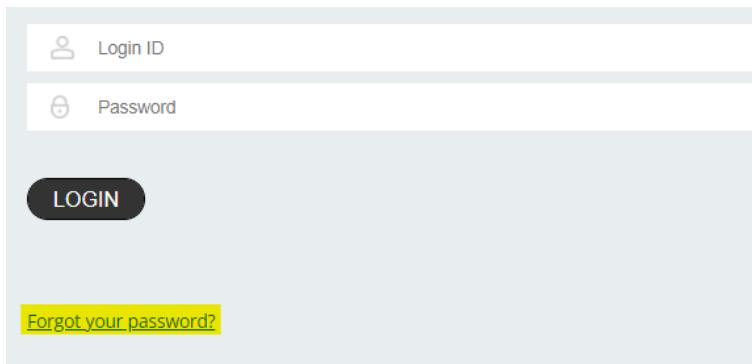


You will be prompted to create your own unique password when logging in for the first time.



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.

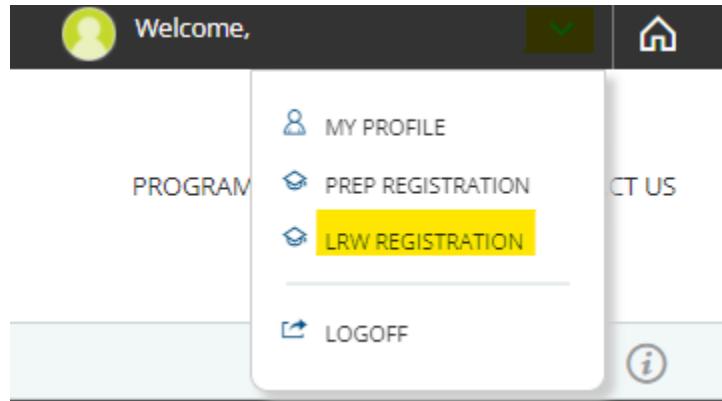
If you forget your password, use the password recovery link to create a new password. You will need to enter your Login ID and profile email address. You will receive a password reset email from no-reply@memberpro.net. This email will contain your Login ID and a new temporary password.



Enrolment checklist

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

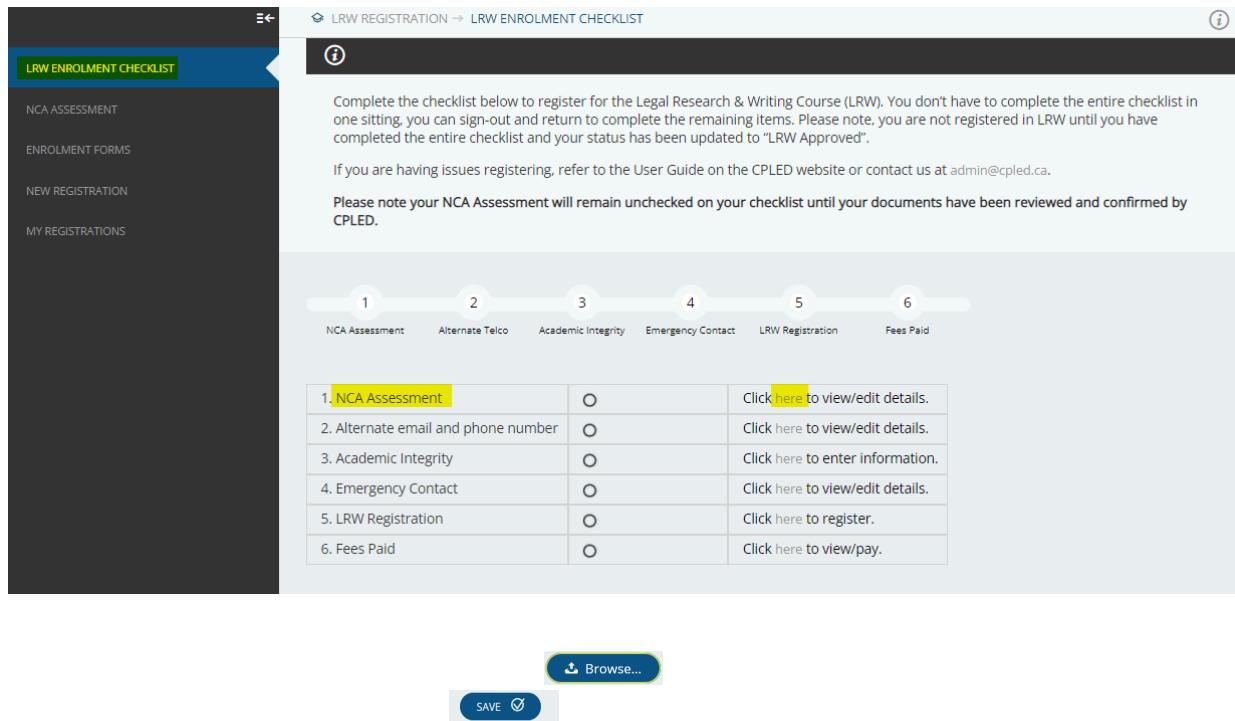
If you do not see the link to the Enrolment Checklist at any point, go to the dropdown menu at the top right of the page and hover over the down arrow. This dropdown menu contains a link to “LRW Registration”, which will take you to the Enrolment Checklist.



Step 1. Enter your NCA Assessment information

Go to the Enrolment checklist.

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



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.

LRW ENROLMENT CHECKLIST

NCA ASSESSMENT

ENROLMENT FORMS

NEW REGISTRATION

MY REGISTRATIONS

NEW ASSESSMENT

Year: 2021 Month: Dec

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

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 ENROLMENT CHECKLIST

NCA ASSESSMENT

ENROLMENT FORMS

NEW REGISTRATION

MY REGISTRATIONS

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.

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="radio"/>		Email @cpled.ca	
<input checked="" type="checkbox"/>	<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 Publish box.

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

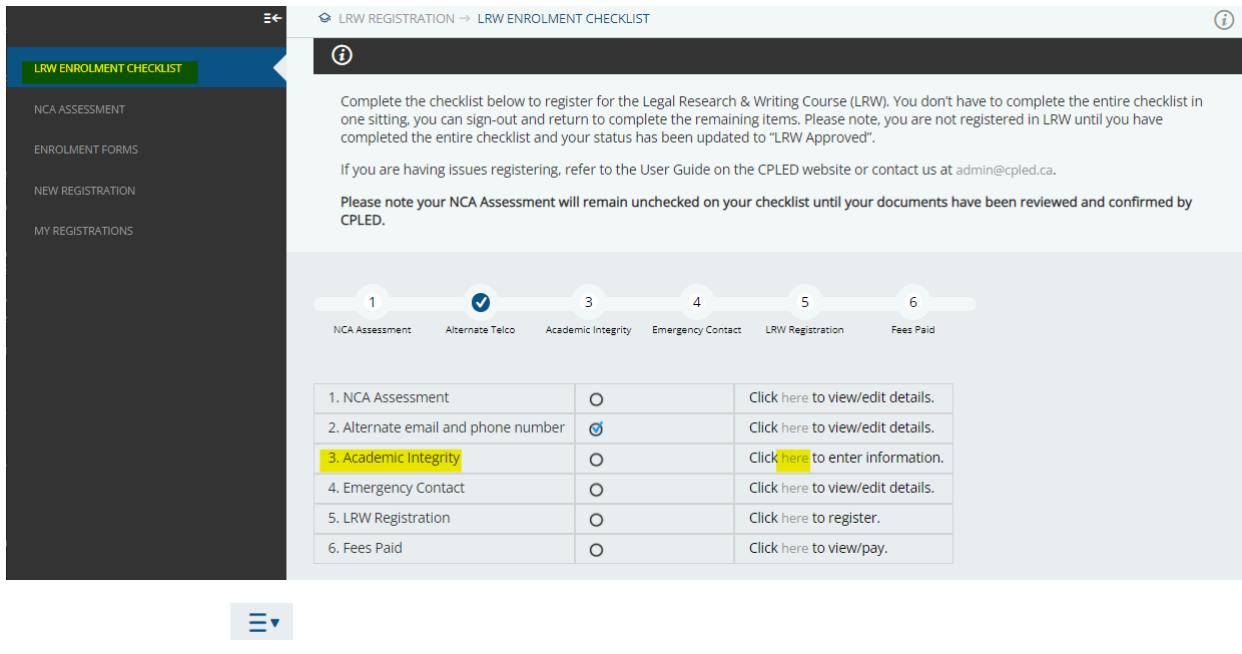
Emergency? If you would like to record an Emergency Phone on file, check off the Emergency box.

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".

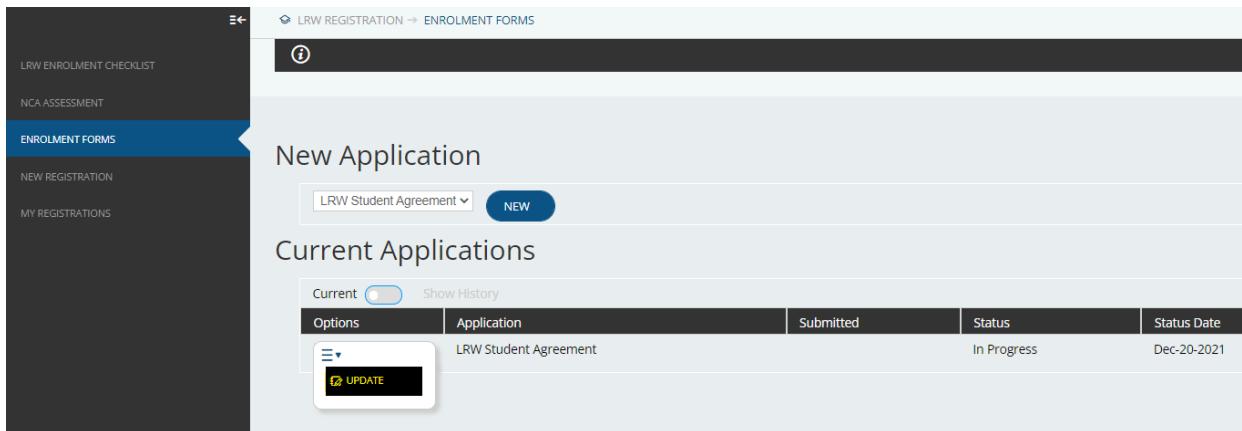
If you are having issues registering, refer to the User Guide on the CPLED website or contact us at admin@cpled.ca.

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 checked="" 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.



LRW REGISTRATION → ENROLMENT FORMS

New Application

LRW Student Agreement [NEW](#)

Current Show History

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

[UPDATE](#)

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),

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 in 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** 

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** 

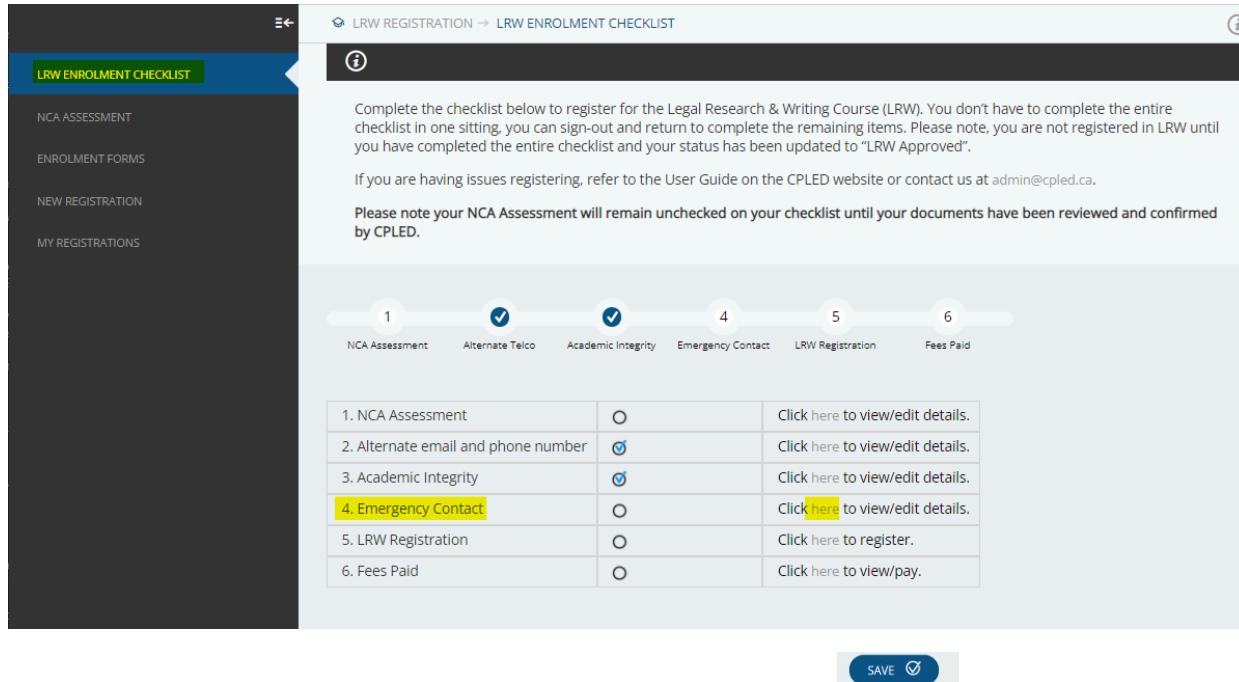


By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.

Step 4. Enter the Emergency Contact information

Go back to the Enrolment Checklist.

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



1. NCA Assessment	<input type="radio"/>	Click here to view/edit details.
2. Alternate email and phone number	<input checked="" type="radio"/>	Click here to view/edit details.
3. Academic Integrity	<input checked="" type="radio"/>	Click here to view/edit details.
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.

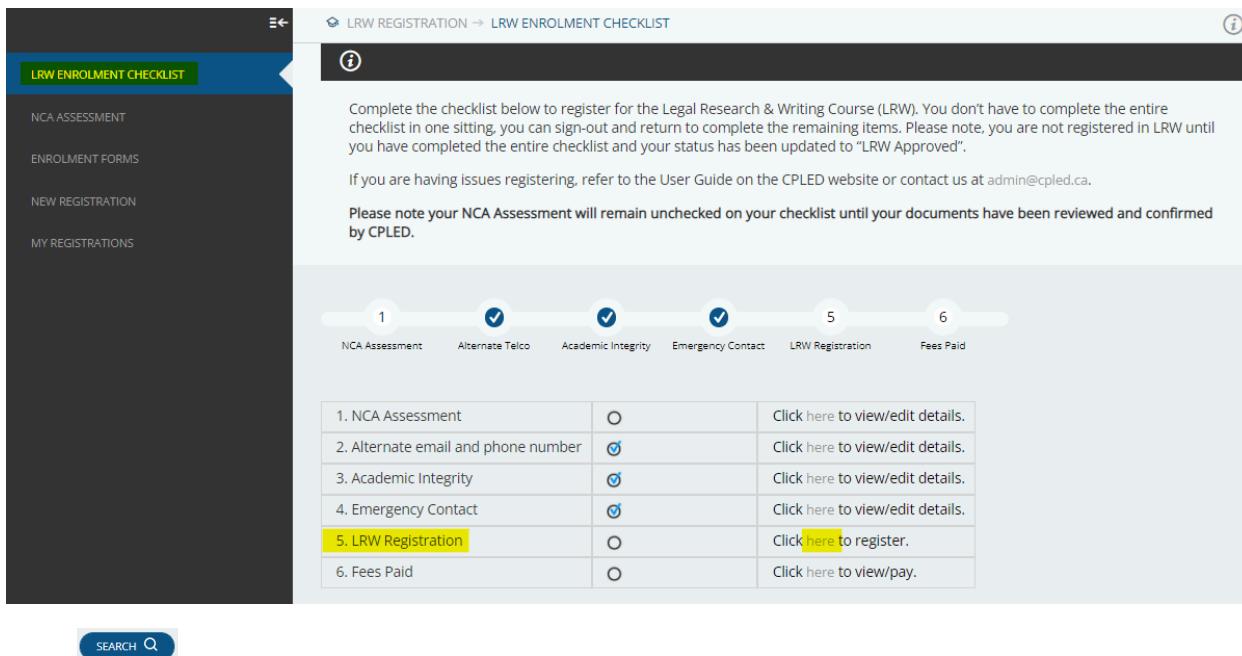
New Contact

Type	<input type="button" value="Select a Value ▾"/>			
First	<input type="text"/>			
Last	<input type="text"/>			
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>			
OPTIONS				
<input type="radio"/> Yes, this is my Emergency Contact. <input type="radio"/> Yes, I want this Contact to receive all email broadcasts I receive.				
<input type="button" value="SAVE"/>		<input type="button" value="CANCEL"/>		

Step 5. LRW Course Registration

Go back to the Enrolment Checklist.

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



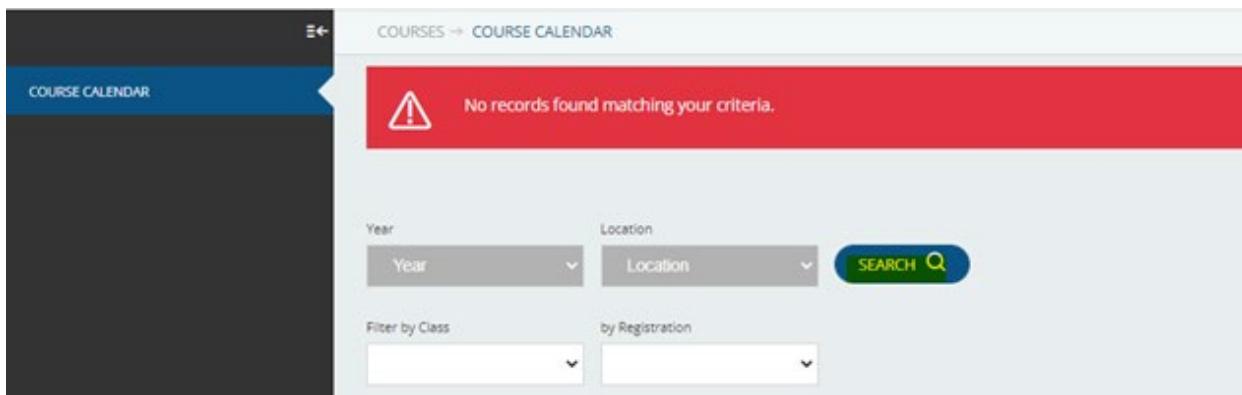
Complete the checklist below to register for the Legal Research & Writing Course (LRW). You don't have to complete the entire checklist in one sitting, you can sign-out and return to complete the remaining items. Please note, you are not registered in LRW until you have completed the entire checklist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

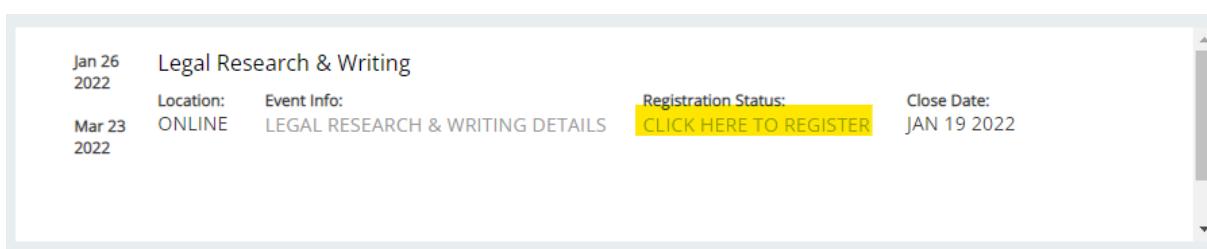
Please note your NCA Assessment will remain unchecked on your checklist until your documents have been reviewed and confirmed by CPLED.

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

Click [here](#) to register.



No records found matching your criteria.



Jan 26 Legal Research & Writing

2022

Mar 23 Location: Event Info: [ONLINE](#) [LEGAL RESEARCH & WRITING DETAILS](#)

2022

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 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

(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.

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

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".

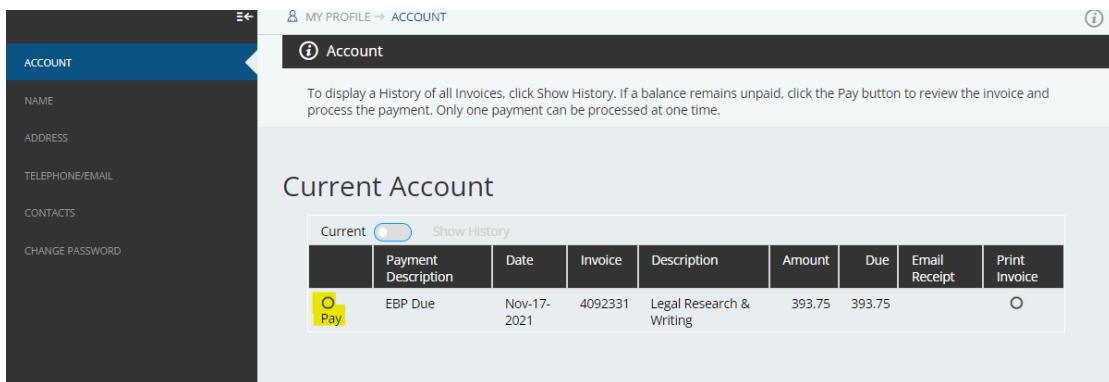
If you are having issues registering, refer to the User Guide on the CPLED website or contact us at admin@cpled.ca.

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
Click here to view/edit details.	Click here to view details.	Click here to view/pay.			

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

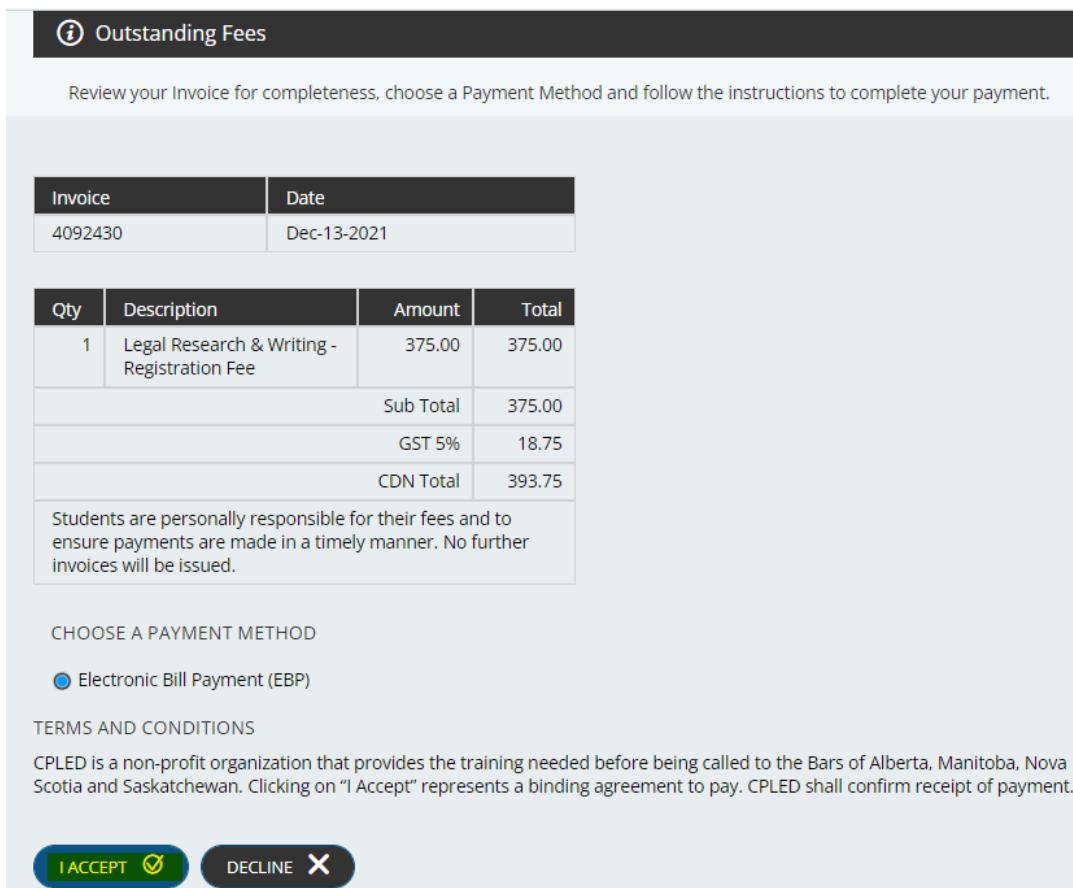
Note: By doing this you will not be making a payment to the invoice. Payment must be made separately through your banking institution.



The screenshot shows the LRW Account page. The left sidebar has links for NAME, ADDRESS, TELEPHONE/EMAIL, CONTACTS, and CHANGE PASSWORD. The main content area is titled "Account" and contains a message: "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." Below this is a section titled "Current Account" with a table. The table has columns: Current (button), Payment Description, Date, Invoice, Description, Amount, Due, Email Receipt, and Print Invoice. The first row shows an invoice for "EBP Due" on "Nov-17-2021" with amount "393.75". A yellow "Pay" button is highlighted.

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.



The screenshot shows a payment confirmation page. At the top, it says "Outstanding Fees". Below that, a message says "Review your Invoice for completeness, choose a Payment Method and follow the instructions to complete your payment." The invoice details are shown in a table: Invoice 4092430 and Date Dec-13-2021. Below this is a table of fees:

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	

A note below the table states: "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