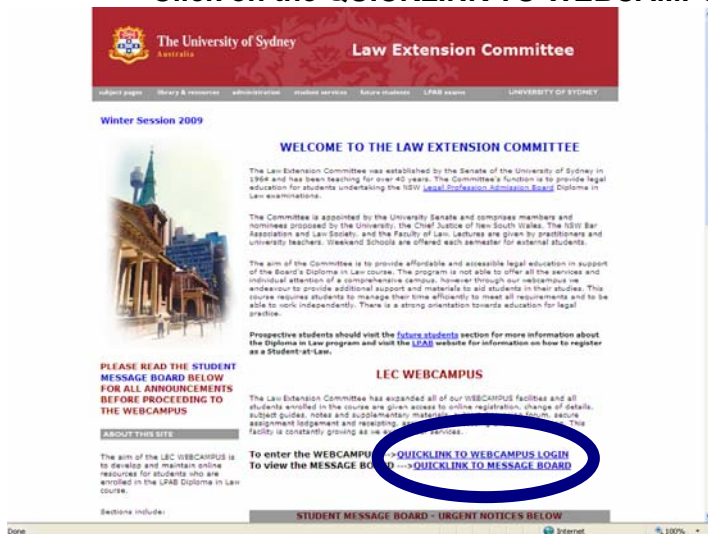


Step by Step LEC Online Registration and Unikey Account Information Guide

STEP 1: STEP BY STEP LEC ONLINE REGISTRATION

Go to LEC homepage (www.usyd.edu.au/lec)
Click on the **QUICKLINK TO WEBCAMPUS LOGIN**



IMPORTANT NOTICE:

If you have an application pending (i.e. tuition, progression or exclusion rules or any late applications) with the LPAB, please do not delay your Online Registration with the LEC and access to the online facilities and materials. Simply enter today's date to register online and once your application has been processed by the LPAB, you may then contact the LEC to update your Online Registration if the outcome differs.

STEP 2: The login screen will appear and you will need to enter your Last Name in title case sensitive (i.e. "Smith", not "smith" or "SMITH") and your six digit LPAB Student Number to log in to the LEC WEBCAMPUS. Press "Login".

STEP 3: The next screen will appear with "You must register to be able to use these facilities Click here to register". Simply click on the line to continue to the LEC Registration Form.

STEP 4: You will now be taken to the LEC Registration Form – see over the page.

- **ALL** students must register online with the Law Extension Committee each session (**for this session between 22 October and 30 October 2009**).
- For **new students**, you may need to complete all the fields on the Application for Registration.
- For **existing students**, you will need to update your address and contact details (if applicable) and the subjects in which you have enrolled with the LPAB for the current session.

NOTE:

Your registration details will be live on the system after 6pm the following day.

For each subject you have registered in, download the Subject Guide from the Course Materials section of the LEC Webcampus, review the course requirements and plan your workload for the semester.

You must ensure that your registration with the LEC is current and accurate in order to ensure that you are able to complete the LEC requirements satisfactorily and to be eligible to sit for the Board's examinations.

Tasks prescribed by the LEC as compulsory must be completed satisfactorily. The Legal Profession Admission Rules 1994 require that students who wish to sit for Board examinations must, in the session immediately preceding the examination, "enrol for and undertake such courses of instruction in the subjects of that examination ...as may for the time being be conducted by the Law Extension Committee..." [Rule 72.(1)].

Rule 73 prescribes that, to ensure eligibility to sit for the Board's examinations, the courses must be completed to the satisfaction of the LEC.

The LEC's primary educational undertaking is through its evening and weekend school teaching. You obtain a greater benefit from lectures if you have done some preliminary reading and are able to participate. External students should ensure that they are able to attend weekend schools and are most welcome to attend evening lectures when in Sydney.

In this program you need to be highly motivated to study and to succeed, and to be positive in your attitude to studying law.

We wish you well for the coming session and the examinations.

Declaration:

Read the declaration **carefully** and press the "Submit" button when you have finished.

Law Extension Committee University of Sydney		Application for Registration	
DATE ENROLMENT LODGED WITH THE LPAB		(dd) (mm) (yy) <input type="text"/> <input type="text"/> <input type="text"/>	STUDENT NUMBER 000000
DO YOU HAVE ANY APPLICATIONS PENDING WITH THE LPAB? IF YES - PLEASE GIVE DETAILS		<input type="text"/> List any applications you have pending with the LPAB i.e. Relaxation of Tuition, Relaxation of Progression etc. (NOTE: please DO NOT use commas in this field.)	
DATE OF BIRTH		(dd) (mm) (yy) <input type="text"/> <input type="text"/> <input type="text"/>	Enter your date of birth in the following format: DD:MM:YY
NAME		Check that the spelling is correct as this is completed on login using information already on our system or provided by the LPAB.	
TITLE	<input type="text"/>		
FAMILY NAME	<input type="text"/>		
GIVEN NAMES	<input type="text"/>		
MAILING ADDRESS - Please make this the address you want all assignments and correspondence sent to		Enter your Postal Address. If your address changes during the session, use the Change of Details button to update your record. You must also change your address with the LPAB and University Card Centre.	
POSTAL ADDRESS	<input type="text"/>		
SUBURB	<input type="text"/>		
STATE	<input type="text"/>		
POSTCODE	<input type="text"/>		
CONTACT DETAILS		Supply your current contact details and please ensure that you <u>keep this information up to date</u> in the event we need to contact you. Our primary source of contact with you is via the Webcampus or email.	
PHONE (W)	<input type="text"/>		
PHONE (H)	<input type="text"/>		
MOBILE	<input type="text"/>		
FAX	<input type="text"/>		
EMAIL	<input type="text"/>		
Special Needs	<input type="text"/>	If you have any special needs please advise so that we may try to assist in any way possible, for you to undertake your studies	
		If you have any special needs please advise in this section.	
Are you an overseas practitioner	Yes <input type="checkbox"/> No <input type="checkbox"/>	Select either "yes" or "no".	
Are you attending the Legal Institutions Introductory Weekend School?	<input type="checkbox"/>	Select either "yes" or "no".	
If yes, how would you describe your level of online legal research skills?	<input type="checkbox"/>	Select either "Beginner" or "Intermediate" or "Advanced"	
SUBJECTS			
SUBJECT CODE	SUBJECT NAME	PRIMARY MODE OF TUITION: Evening or Weekend lectures	
<input type="text"/>	<input type="text"/>	Enter EVENING or WEEKEND	
DECLARATION			
<i>In submitting your application you will be taken to have read the Course Information Handbook and to have agreed to be bound by the Legal Profession Admission Rules, and to be bound by any requirements of the Law Extension Committee in relation to tuition. You will be taken to have enrolled and paid all necessary fees to the LPAB in the current session.</i>			
<input type="button" value="Submit"/>			

Unikey Account Information

NOTE: To self register for your Unikey Account, please note that you need to have first registered online with the LEC in order to do so. Self registrations for your Unikey Account will commence on Monday 2 November 2009.

The LEC online registration process allows the Board's students to gain access to their assignments and course materials (where applicable) by the commencement of their lectures. Students must note that registering online is not a confirmation of their enrolment with the Board and that any changes to their enrolment must be notified to the LEC as soon as they are known.

All current students will require a Unikey Account (also called an Extro Account) to access the resources provided through the Law Library.

How do I set up my Unikey Account?

New LPAB/LEC students can generate their own Unikey Account through an LPAB Student Self Registration page. From the link on the LEC Webcampus homepage, simply follow the instructions on the page by entering your:

- Student Number (this is the same Six Digit Student Number (i.e. 010000) that you use for your Webcampus Login)
- Surname (this is title case sensitive i.e. Smith not smith or SMITH)
- Date of Birth

For new students who have registered online by Friday 30 October 2009, self registration for their Unikey Account will commence from Monday 2 November 2009.

Existing students with Unikey Accounts?

Existing students will have their Unikey Account re-validated once they have completed their online registration between 22 October and 30 October 2009.

Passwords

This process generates an account, however you will then need to assign your own password. Please note that the LEC does not have a record of your password. If you forget this password or have any problems with this process, you may contact the ICT Help Desk by email at:

support@usyd.edu.au or the Help Desk number is (02) 9351 6000.

Still not registered on the LEC Webcampus?

If you have not registered, between 22 October and 30 October 2009, in each subject for which you are enrolled, you will not have access to the supplementary online resources that are an essential part of the LEC program. Register immediately. You must then wait until after **Monday 2 November 2009** to self register for your Unikey Account.

Further Information on Unikey Accounts?

Please refer to the document on the Webcampus Course Materials section:
http://www.usyd.edu.au/lec/subjects/OffCampusAccessFeb15_2007.pdf

For additional information on Unikey Accounts, please visit:
<http://itassist.usyd.edu.au/student/account/>