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 with the LPAB, please do not delay your Online Registration with the LEC and access to the online materials. Once your application has been processed by the LPAB, then you may contact the LEC and we will update your Online Registration details.

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 (between 24 April and 2 May 2008).
- 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 desire 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 and seminars 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.
<table>
<thead>
<tr>
<th><strong>STUDENT NUMBER</strong></th>
<th>000000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE OF BIRTH</strong></td>
<td>(dd) (mm) (yy) Enter your date of birth in the following format: 02-12-80</td>
</tr>
<tr>
<td><strong>NAME</strong></td>
<td>Check that the spelling is correct as this is completed on login using information already on our system or provided by the LPAB.</td>
</tr>
<tr>
<td><strong>MAILING ADDRESS</strong></td>
<td>Enter either your Postal or DX 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 Law Library.</td>
</tr>
<tr>
<td><strong>CONTACT DETAILS</strong></td>
<td>Supply your current contact details and please ensure that you keep this information up to date in the event we need to contact you. Our primary source of contact with you is via the Webcampus or email.</td>
</tr>
<tr>
<td><strong>Special Needs</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Are you an overseas practitioner</td>
<td>Yes ☐ No ☐ Select either “yes” or “no”.</td>
</tr>
<tr>
<td><strong>SUBJECTS</strong></td>
<td>Enter EVENING or WEEKEND</td>
</tr>
</tbody>
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In submitting my Registration I am certifying that I have read the Course Information Handbook and have agreed to be bound by the Legal Profession Admission Rules, and to be bound by the requirements of the Law Extension Committee in relation to its teaching and learning program. I certify that I have lodged my enrolment with the LPAB for the coming session. If my enrolment does not proceed I will advise the LEC at the earliest opportunity.
All current students will require a Unikey Account (also called an Extro Account) to access the LEC Webcampus. It provides access to the online library facilities you currently access through the Webcampus, but in the same way that students enrolled at the University log in to online resources.

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.

How do I set up my Unikey Account?

New LPAB/LEC students can generate their own Unikey Account through a LPAB Student Self Registration page. From the link on the LEC Webcampus, 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)
- Your Date of Birth

This process generates an account, however you will then need to assign your own password and the LEC does not have a record of your password.

If you forget this password or have any problems with this process, you will need to contact the ICT Help Desk by email at: support@usyd.edu.au or the Help Desk number is (02) 9351 6000.

Existing students with Unikey Account?

Existing students will have their Unikey Account re-validated once you have completed your online registration between 24 April and 2 May 2008.

Still not registered on the LEC Webcampus?

If you have not registered, between 24 April to 2 May 2008, in each subject for which you are enrolled in you will not have access to the supplementary online resources that are an essential part of the LEC program. You must wait until Monday 5 May 2008 to self register for your Unikey Account.

Further Information on Unikey Accounts?


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