Have you enrolled with the LPAB or submitted a special application to them?

**NO**  
Enrol with the LPAB  
i.e. enrol in your subjects for the current session.  
*Refer to the LPAB Enrolment Checklist (included in this pack).*

**YES**  
Have you registered online with the LEC?  
*Registration period: 23 April – 1 May 2015*

**NO**  
Register online with the LEC  
NOTE: You must be registered with the LEC to submit assignments, access course materials etc.

**YES**  
Have you generated your UniKey account?  
From 4 May 2015  
NOTE: Your UniKey Account can be generated online via the LEC website homepage from 4 May 2015.

**NO**  
Generate a UniKey Account  
NOTE: Your UniKey Account can be generated online via the LEC website homepage from 4 May 2015.

**YES**  
Have you received your library card?  
NOTE: Library cards should be received within 3 weeks of your commencement of the course. You will need your library card for accessing resources as well as sitting for exams.

If it has been 3 weeks since your commencement of the course, contact the CCC.

**NO**  
Please make yourself familiar with Webcampus  
NOTE: All students will be expected to navigate around the Webcampus i.e. information on assignments, subject material etc. will be available here.

**YES**  
Download your subject guides, assignment questions and any course materials etc. via the Webcampus.

You are now ready for the session. Attend lectures. Enjoy!

* Contact details and links to the LEC, LPAB and the Campus Card Centre (CCC) can be found on page 4 of the Course Information Handbook.

** It is the student’s responsibility to notify the LEC, LPAB and the CCC of change of contact/address details.