**Step by Step Guide to LEC Online Registration, Canvas Login and UniKey Account Information**

**Step 2: Register with the LEC**

**STEP 1:** Go to LEC website [https://lec.sydney.edu.au/current-students/enrol/](https://lec.sydney.edu.au/current-students/enrol/)

Click on the link “LEC Online Registration Portal”

**IMPORTANT NOTICE:**
If you have an application pending (i.e. 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.** 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 family name in title case sensitive (i.e. "Smith", not "smith" or "SMITH"), your six-digit LPAB Student Number and date of birth. Press “Login”.

![Student Login](image)

**STEP 3:** 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 **(Summer 2019-20: between 14 and 25 October 2019).**

- You will need to update your address and contact details (if applicable) and enter the subjects for which you have enrolled with the LPAB for the current session.

**STEP 4:** **All students**

- Please read the Student **Code of Conduct** (which is available on our website) before signing the declaration at the bottom of the registration form.
Please do not use any COMMAS when filling out this form.

**Law Extension Committee**  
University of Sydney

**Application for Registration**

<table>
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<tr>
<th>DATE ENROLMENT LODGED WITH THE LPAB</th>
<th>STUDENT NUMBER</th>
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Please indicate if you have any applications pending with the LPAB, other than enrolment. Note: you should still register with the LEC, attend lectures and submit assignments while awaiting a decision on your application.

**DATE OF BIRTH** 0000-00-00

**NAME**

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<tr>
<th>TITLE</th>
<th>Dr</th>
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<tr>
<td>FAMILY NAME</td>
<td>name</td>
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<td>GIVEN NAMES</td>
<td>name</td>
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**MAILING ADDRESS**

- POSTAL ADDRESS: Level 10 139 Macquarie Street
- SUBURB: SYDNEY
- STATE: NSW
- POSTCODE: 2000

**CONTACT DETAILS**

- PHONE (W): 02 8099 1650
- PHONE (H): 02 9392 0220
- MOBILE
- FAX
- EMAIL: leadmin@usyd.edu.au

**Disability**

Please indicate here if you have any disabilities which may affect your study.

**Have you qualified as a lawyer in an overseas jurisdiction?**

- Yes ☐
- No ☐

**LEGAL INSTITUTIONS STUDENTS. Please confirm you will be attending the Essential Intensive introductory Weekend Classes.**

- Yes - Attending ☐
- No - Not Attending ☐

If yes, how would you describe your level of online legal research skills?

- Beginner ☐
- Intermediate ☐
- Advanced ☐

**SUBJECTS**

<table>
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<tr>
<th>SUBJECT CODE</th>
<th>SUBJECT NAME</th>
<th>PRIMARY MODE OF TUITION: Evening or Weekend Lectures</th>
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**DECLARATION**

By registering with the Law Extension Committee students agree to be bound by all of the rules and procedures of the Diploma in Law, which will be found in: the Current Course Information Handbook; the NSW Admission Board Rules 2011; and other associated documents available to students on the website.

Read the declaration and click the submit button.
Step 4: Canvas Login

This step can only be completed one business day after you have completed your Registration (Part 1)

CONTINUING students (who have already had access to Canvas) can log in with their STUDENT NUMBER and existing password.

NEW or RETURNING students (who have not accessed the LEC Canvas site before) will need to follow the following steps:

❖ Open the LEC website in your browser: https://lec.sydney.edu.au/current-students/

❖ Click on “Login to Canvas”

❖ You will be taken to the Canvas login page.

❖ Click on “Request a Password”

❖ A new screen will appear. Enter your STUDENT NUMBER and click on the “Request Password” box.

❖ Canvas will immediately send an email to your registered email address. (The one you supplied when filling out the registration form.) It may end up in your spam or junk folder so make sure you check there as well.

❖ Click on the link in the email and you will be directed to a page to set up your password for Canvas. Enter a password and click the “Update Password” button. (Note: your password should be at least 8 characters and consist of a mix of letters and numbers.)

❖ You will now be directed back to the Canvas login screen. Enter your STUDENT NUMBER and your NEW PASSWORD and click the “Login” button.

❖ You now have access to Canvas! You should be able to see the Guides and Policies course on your Dashboard. Your other courses will become visible once they have been ‘published’ by your lecturer. All courses will be published before lectures start in November.
Step 5: UniKey Account Information

NOTE:
To self-register for your UniKey account, you need to have first registered online with the LEC for Canvas.

Self-registrations for your UniKey account will commence on Monday 28 OCTOBER 2019.

All current students will require a UniKey account to access the resources provided through the Law Library and on-campus Wi-Fi.

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. For new students who have registered online by Friday 25 October 2019, self-registration for their UniKey account will commence from Monday 28 October 2019.

To register: Go to the LEC website: https://lec.sydney.edu.au/current-students/enrol/

Under “step 5” click on the link “Create a Unikey” and this will take you to self-registration page

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

Existing students with UniKey accounts?

Existing students will have their UniKey account re-validated once they have completed their online registration.

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 that password. If you forget your password or have any problems with this process, you should telephone the ICT Help Desk on (02) 9351 6000. Their business hours are from 8am to 9pm. Passwords cannot be reset by email.

Still not registered?

Students need to register with the LEC each semester. If you have not registered for CANVAS 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. You will also not have UniKey access until you have done so.

Therefore, it is important that you register immediately for Canvas to ensure access, even if you have an application pending with the LPAB.

There is a delay of one business day from when you register for Canvas to when you can register for UniKey.

Further information on UniKey accounts?

For additional information on UniKey accounts, please visit: