

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

### Step 2: Register with the LEC

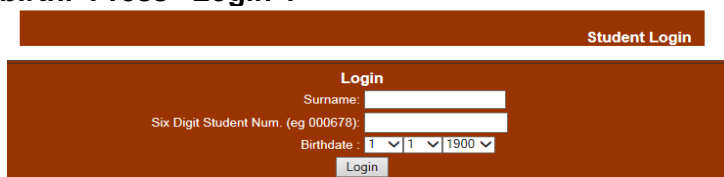
**STEP 1:** Go to LEC website <https://lec.sydney.edu.au/current-students/enrol/>

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 in the “date enrolment lodged’ field 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. "Young", not "young" or "YOUNG"), your six-digit LPAB Student Number and date of birth. Press “Login”.



The screenshot shows a login form with the following fields and controls:

- Surname:** A text input field.
- Six Digit Student Num. (eg 000678):** A text input field.
- Birthdate:** Three dropdown menus for day, month, and year, with the year set to 1900.
- Login:** A button at the bottom of the form.

**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 semester (**Summer 22-23: between 17-28 October 2022**).
- 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 semester.
- **LECTURE ATTENDENCE MODE:** when you register you will need to select between **Sydney Metro** and **Regional** lecture attendance. (Note: the elective subject, Health Law, will only have one group and run online via Zoom this semester.)

Students who live in the Sydney Metro area should register as **Metro** students and attend weekly evening lectures in person on the main campus of the University of Sydney.

Students who live outside Sydney, or who cannot attend weekly lectures due to other commitments (for example, police officers who work shifts), should register as **Regional**. Regional students will be provided with a recording of the live lecture, which will remain available for **two weeks**.

**IMPORTANT NOTE:** All students will have access to lecture recordings during the study break and before the exams for revision.

**ALL STUDENTS**, wherever they live, are expected to attend the two Weekend Schools on campus. Recordings of these sessions are not generally provided.

**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	
DATE ENROLMENT LODGED WITH THE LPAB	<input type="text" value="(dd) - (mm) - (yy)"/>	STUDENT NUMBER	000002
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.		<input type="text"/>	
DATE OF BIRTH	0000-00-00	<input type="text" value="(dd) - (mm) - (yy)"/>	
NAME			
TITLE	Dr	<input type="text"/>	
FAMILY NAME	fname	<input type="text"/>	
GIVEN NAMES	fname	<input type="text"/>	
MAILING ADDRESS - Please make this the address you want all assignments and correspondence sent to			
POSTAL ADDRESS	Level 10 139 Macquarie Street SYDNEY	<input type="text"/>	
SUBURB	SYDNEY	<input type="text"/>	
STATE	NSW	<input type="text"/>	
POSTCODE	2000	<input type="text"/>	
CONTACT DETAILS			
PHONE (W)	02 8089 1950	<input type="text"/>	
PHONE (H)	02 9392 0320	<input type="text"/>	
MOBILE		<input type="text"/>	
FAX		<input type="text"/>	
EMAIL	lecadmin@usyd.edu.au	<input type="text"/>	
Disability	<input type="text"/>		
Please indicate here if you have any disabilities which may affect your study.			
Have you qualified as a lawyer in an overseas jurisdiction?		Yes <input type="radio"/> No <input type="radio"/>	
LEGAL INSTITUTIONS STUDENTS ONLY: Please confirm you will be attending the Legal Institutions Introductory Weekend tutorial classes on 19-20 November 2022.		Yes - Attending <input type="radio"/> No - Not Attending <input type="radio"/>	
If yes, how would you describe your level of online legal research skills?		Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced <input type="radio"/>	
SUBJECTS			
SUBJECT CODE	SUBJECT NAME	Lecture Attendance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PRIVACY			
The Law Extension Committee of the University of Sydney collects and uses your personal information to process your enrolment, candidature, academic progression, ongoing communication and the provision of services to you. For more information about why the University collects and uses your personal information, see the LEC <a href="#">privacy</a> collection notice.			
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, including the LEC Code of Conduct. These will be found in: the current Course Information Handbook; the NSW Admission Board Rules 2015; and other associated documents available to students on our website and through Canvas.			
<input type="button" value="Submit"/>			

Enter the date you enrolled in your subjects with the LPAB (and paid your fees) this session. Dates are in the format **dd/mm/yy**

If you have an application pending with the LPAB, (such as relaxation of progression, relaxation of exclusion etc) please give details here otherwise leave blank.

Students need to fill in this section if their details have changed or if they are new.

NOTE: all students MUST provide a valid email address. If your email address has recently changed, please update it.

Indicate here if you have a disability that may affect your studies.

Students taking the first subject Legal Institutions are required to completed these two boxes.

Select your subject(s) from the dropdown box.

Select either Sydney Metro or Regional

Read the declaration and click the submit button.

## Step 4: Canvas Login

**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 steps listed below. **NOTE:** if you have accessed the Orientation course in Canvas you will have already completed this step and can log in with your student number and password.

- ❖ 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.
- ❖ Congratulations - you now have access to Canvas!

### Your courses will show in Canvas one business day after you have completed your Registration (Part 1)

You should be able to see the **Guides and Policies** course on your Dashboard one business day after registration. Your other courses will become visible once they have been ‘published’ by your lecturer.

To check your subjects, click on “Courses” in the main menu, then “All Courses” and a list of the course you are registered in will appear.

All courses will be published before semester starts on 7 November 2022.

## Step 5: UniKey Account Information

**NEW STUDENTS – Please set up your UNIKEY BEFORE the Enrolment Period opens.**

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. Please do this BEFORE the enrolment period opens.

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. Young, not young or YOUNG)
- Date of Birth.

### Existing students with UniKey accounts?

Existing students will have their UniKey account re-validated once they have completed their online LEC 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 2000. Their business hours are from 8am to 9pm. Passwords cannot be reset by email.