

Diploma in Law – Enrolment Checklist

The enrolment period for the Winter 24 session is:

Monday 15-26 April 2024

1. Enrol with the LPAB

Enrolment with the LPAB is done through an online portal on the LPAB website, which is linked [here](#).

You will need to fill in your personal details, your student number, select your subjects¹ and make payment.

2. Register with the LEC

Registration with the LEC is done through an online [portal](#). You will need to enter your Family Name (this is case sensitive so Young, not young or YOUNG), LPAB Student Number and date of birth and fill out the online form. **Detailed instructions on how to complete steps 2, 4 and 5** can be downloaded from the [Enrolment Information](#) page of the website.

3. Send a photo for your library card

NEW students will need to provide a photo to be displayed on their card. Hopefully, you have already completed this step.

If you haven't already done so, please **immediately email a photo** of yourself to enquiries@lec.pip.com.au. Guidelines for the photo requirements can be found on the [Enrolment Information](#) page of the website.

You must have also registered with the LEC during the enrolment period.

These steps will enable your details to be loaded into the University systems and allow for the speedy production of your physical card by the Student Centre.

4. Set up UniKey and Multi-factor Authentication

NEW students will be emailed their UniKey credentials. Your UniKey is an 8-digit code in the format of ABCD1234. Once you receive this email you will need to follow the directions to set up your password. You will then need to set up [multi-factor authentication](#) to allow you to log in to university systems.

Existing students will use their existing details.

¹ The first 11 subjects must be taken in order, unless you have special permission to take subjects out of order. If you are a new student starting the Diploma in Law, the first subject is 01 Foundations of Law and the second subject (if you are taking two) is 02 Criminal Law and Procedure.

5. Log in to Canvas

Please **allow 1 business day** from when you register with the LEC for your information to upload to Canvas. You can log in to Canvas [here](#) or through the link on the [LEC website](#).

NEW students, if you have not already done so, you will need to set up a password by clicking on “Request a Password”. Your log in is your STUDENT NUMBER.

EXISTING students will log in using their existing password.

6. NEW students Orientation

All NEW STUDENTS should attend the on-campus Orientation sessions on **Saturday 4** and **Sunday 5 May 2024**. Orientation will be held on the University of Sydney’s main campus at Camperdown.

If you are a NEW student but do not have access to the Orientation course, please contact the LEC office.

7. Attend lectures

Lectures start the week beginning Monday 6 May 2024.

Sydney Metro students will attend a live lecture on the University of Sydney’s main campus.

Regional students will be able to tune in to the live lecture via Zoom.

8. Put semester dates in your diary

Download the semester calendar and exam timetable from the [Current Students](#) page of the LEC website and put the **dates for the Weekend Schools** in your diary now.

Also, make note of the **exam dates** and ensure you have adequate time to study and prepare.

NOTE: All students, wherever they live, are expected to attend one 3-hour session per subject at the Weekend School on the University of Sydney’s main campus.