

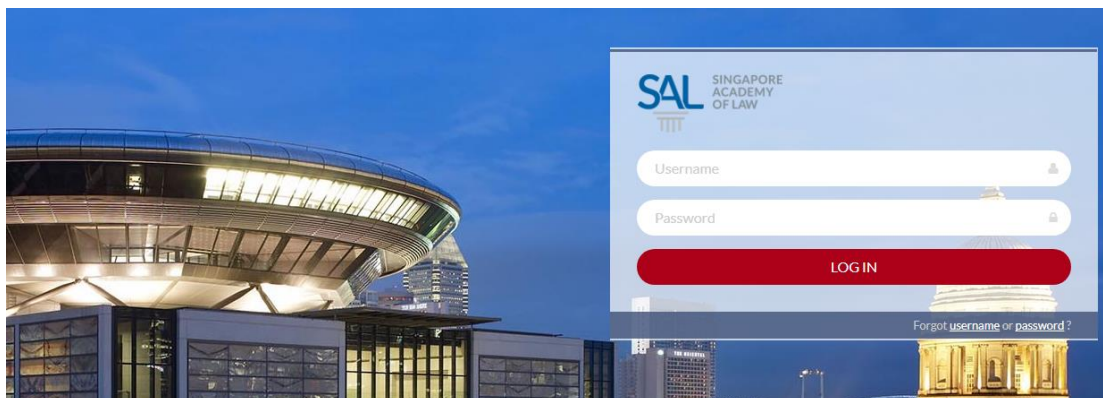
Logging In with LegalOne for the First Time

LegalOne

LegalOne is an online Singapore Academy of Law account for access to the Academy's services.

Completing the First Time Login Process

1. Enter your LegalOne username and password.



NOTE

For lawyers who joined SAL before 9 Mar 2013,

- Your username is your SAL Membership Number, e.g. S0815.
- Your password is your date of birth in the format of **ddmmyyy**, e.g. if your birthday falls on 19 June 1974, enter 19061974.

You will be directed to the first time login process.

2. Create a new password to protect your account. Your old password cannot be used as the new password. This password will take effect the next time you login.

The screenshot shows a web form titled "LegalOne Login Account" with a timestamp of "Wednesday, 02 Nov 2016 03:35:14 PM". The form is for creating a new password. It includes a heading "New Password" and a note: "This new password will be effective when you next login." There are three input fields: "Current password", "New password", and "Re-enter new password". A password strength indicator on the right states: "Your password should contain at least 8 alphanumeric characters with no spaces. It must not contain the following characters: < > | * ' \$; / & ^ [] + \$ - () P L". Below the password fields is an "Email" section with the text: "This email address will be used during account recovery. It will also be used to inform you of any changes made to your LegalOne account." There is one input field for "Email address" containing "email@mail.com" and a green "Next" button. At the bottom, there is a footer: "© 2016 Singapore Academy of Law. All rights reserved. Help Centre | Feedback".

3. Provide an email address for account recovery purposes. This email address should not be shared with others.

LegalOne will also notify you using this email address whenever you update your email, password or username.

4. Click on the **Next** button.
5. Create your LegalOne username. *This step is optional.*

The screenshot shows a web form titled "Username (Optional)" with a timestamp of "Wednesday, 02 Nov 2016 04:30:28 PM". The form allows users to change their default username. It includes a heading "Username (Optional)" and a note: "You can choose to change the default username to one which you prefer. This step is optional, click Skip to proceed." A sub-note states: "Your new username should contain at least 5 alphanumeric characters with no spaces and can only contain dashes (-), underscores (_), periods (.) and @." There are three input fields: "Current username" (pre-filled with "H0386"), "New username", and "Re-enter new username". At the bottom, there are two buttons: a green "Next" button and a grey "Skip" button. At the bottom, there is a footer: "© 2016 Singapore Academy of Law. All rights reserved. Help Centre | Feedback".

You can customise your username used to access LegalOne. The default username is your SAL Membership number. Username availability is on a first-come-first-served basis and must have a minimum of 5 characters.

6. Click on the **Skip** button if you would like to retain your SAL Membership number as your username.

NOTE

For LegalOne accounts given to Online Purchase Co-ordinators 'OPC'

- The LegalOne username cannot be changed.

7. Click on the **Next** button.

8. Click on the **OK** button to complete the process. You can now start logging in using your LegalOne account.

