

# West LegalEdcenter® CLE Mobile

Access to CLE courses—wherever, whenever!

CLE Mobile allows you to select and listen to continuing legal education (CLE) courses through your iPhone® or iPod® touch wherever you are and whenever it is most convenient. Attorneys can now search for, purchase, or enroll in CLE courses; download and listen to programs; browse CLE course materials; post to discussion forums; and submit completed courses for CLE credit.


## Accessing CLE Mobile

CLE Mobile functions just like westlegaledcenter.com. We have added one free program to your CLE Mobile My Programs page, so give it a try. You can search for additional programs by using the in-app search function. Once you have found a program of interest, you can purchase or enroll in the program right from the app. After you have purchased or enrolled, you will immediately be able to download the program to your iPhone or iPod touch and begin listening.

## Getting Started with CLE Mobile App

If you do not already have a West LegalEdcenter account, you will need to create one and sign in to the app.

### CREATING AN ACCOUNT

1. Access the CLE Mobile Welcome page by tapping the **CLE Mobile** icon (  ) on the app menu. The Welcome page is displayed (see Figure 1).
2. Tap **Create an Account**. The Create Account page is displayed.
3. Tap **First Name**. The keyboard is displayed.
4. Using the keyboard, type your first name.
5. Repeat steps 3 and 4 for the *Last Name*, *E-mail Address*, *Password* and *Confirm* text boxes.
 

**Note** Type the e-mail address you want associated with the West LegalEdcenter account. This will be your username.
6. Tap the *Primary State* or *License Type* drop-down list, and choose the state in which you are licensed or your license type. Select **No Jurisdiction** if you don't have a jurisdiction.
7. Select **I agree to the Term & Conditions of use** to confirm the terms and conditions agreement.
8. Tap **Create Account**. A Registration Successful message is displayed.
9. Tap **Sign in**. The Sign In page is displayed (see Figure 2).
10. Tap **Username** and type your username using the keyboard.
11. Tap **Password** and type your password using the keyboard.
12. Tap **Sign In**.

CLE Mobile syncs the program information and the discussion posts. When the syncing is complete, the My Programs page is displayed (see Figure 3 on page 2).

For help 24 hours a day, seven days a week, please call West Customer and Technical Support at 1-800-495-9378.



Figure 1. Welcome page



Figure 2. Sign In page

## RETRIEVING YOUR PASSWORD

Complete the following steps if you have forgotten your password and need to retrieve it:

1. On the Welcome page, tap **Forgot Password**. The Forgot Password page is displayed.
2. Tap **Email** and type the address associated with the West LegalEdcenter account.  
Your password will be e-mailed to you.

## LEARNING MORE

If you want more information about CLE Mobile or have questions, click **Learn More** to access [westlegaledcenter.com/mobile](http://westlegaledcenter.com/mobile).

## Using the My Programs Page

After you have signed in to a program, the My Programs page is displayed. You can access the My Program page at any time by tapping the **My Programs** icon in the lower-left corner (see Figure 3).

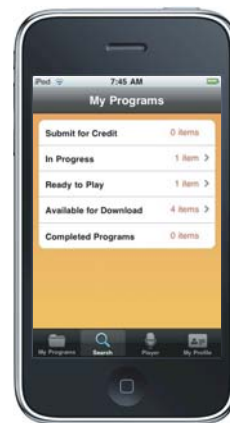


Figure 3. My Programs page

## SEARCHING FOR A PROGRAM USING CLE MOBILE

Complete the following steps to search for a CLE program:

1. Tap **Search** on any screen (see Figure 4). The Search page is displayed.
2. Type a search term in the text box at the top of the screen or input optional filters as detailed in step 3.
3. To include optional filters in your search, do the following on the Search page:
  - Tap **Accreditation**. The Select State(s) or Type(s) page is displayed. Tap the appropriate jurisdiction(s) or the type(s) of accreditation and then tap **Back**.  
**Note** Any states indicated in your profile will be pre-selected.
  - Tap **Program Topic**. The Select Program Topic(s) page is displayed. Tap the program topic(s) you want to include to narrow your search (e.g., **Environmental Law**) and then tap **Back**.
4. Tap **Search**. The Search Results page is displayed. A maximum of 200 results are displayed per query.
5. To see details of a specific program, tap the program title on the search results screen.

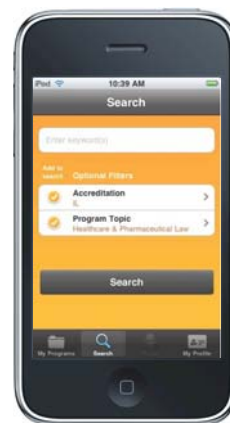


Figure 4. Search page

## PURCHASING A PROGRAM USING CLE MOBILE

After you have located a program in which you want to enroll, you can purchase the program directly from CLE Mobile.

**Note** A credit card, West LegalEdcenter subscription, or promotion code is required to purchase a program.

Complete the following steps to purchase the program:

1. On the Search Results page, tap the program that you that you want to purchase. The Program Details page is displayed (see Figure 5).
2. On the Program Details page, tap the **Buy** icon. The Purchase page is displayed (see Figure 6).
3. Review the order details on the Purchase page.
4. Under *Payment Method* on the Purchase page, do one of the following:
  - If you have already set up a default credit card that you want to use, go to step 5.
  - If you want to choose a different credit card from the default, tap the default payment method and do the following:
    - On the Payment Methods page, tap the credit card you want to use. The Credit Card Details page is displayed.

**Notes** If you want to delete a credit card, tap **Delete** at the bottom of the page. If you want to add a credit card, tap **Add new card details**. See *Adding Credit Card Information* on page 4 for more information about adding credit card details.

- On the Credit Card Details page, tap the **Save as default check box**, and click **Save**. A confirmation message is displayed.
  - Click **OK** and then click **Back** on the Payment Methods page.
  - If you have not added your credit card information to CLE Mobile, tap **Credit Card**. The Payment Methods page is displayed. See “Adding Credit Card Information” on page 4 for more information about adding credit card details.
- Note** If you have a promotion code, tap **Promotion Code** and type the appropriate information using the keyboard. Click **Apply**.

5. Tap **Purchase**. After the processing is complete, the Purchase Confirmation page is displayed. Tap **Download** to download the program from this page, or go to the My Programs page and tap the Available for Download selection page (see “Downloading Programs” on page 5).

## ENROLLING IN A PROGRAM USING CLE MOBILE

If you have a subscription to West LegalEdcenter, you have access to programs on CLE Mobile at no extra charge.

Complete the following steps to enroll in a program directly from CLE Mobile:

1. On the Search results page, tap the program in which you want to enroll. The Program Details page is displayed (see Figure 7).
2. On the Program Details page, tap the **Enroll** icon. The Enrollment Confirmation page is displayed.
3. Download and begin listening.
4. Tap **Purchase**. After the processing is complete, the Purchase Confirmation page is displayed. Tap **Download** to download the program from this page, or go to the My Programs page and tap the Available for Download selection page (see “Downloading Programs” on page 5).

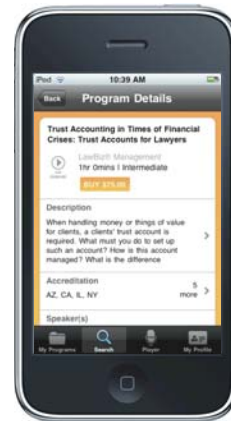


Figure 5. Program Details page

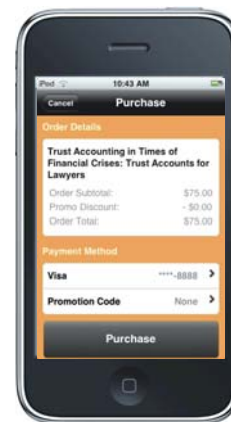


Figure 6. Purchase page

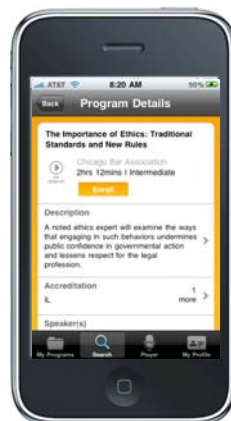


Figure 7. Program Details page

## ADDING CREDIT CARD INFORMATION

If you have not added a credit card to your account, or if you want to enter an additional credit card, you can add a credit card through the app.

1. On the Purchase page, tap **Credit Card**. The Payment Methods page is displayed.
2. Tap **Add new card details** (see Figure 8). The Credit Card Details page is displayed.
3. Tap the following items, type or choose the information using the appropriate entry method, and then tap **Next**:

- **Card Type**—The card type selections are displayed in the lower portion of the page. Tap the appropriate card type.
- **Card Number**—Type the credit card number using the keyboard.
- **Name on Card**—Type the name on the credit card using the keyboard.
- **Expiration Month**—Tap the number of the expiration month listed in the lower portion of the page.
- **Expiration Year**—Tap the number of the expiration year listed in the lower portion of the page.

4. Tap the following address items (see Figure 9) and type or choose the information using the appropriate entry method and then tap **Next**:

- **Street**—Type the street address using the keyboard.
- **Suite or Mailstop**—Type the suite or mailstop number using the keyboard (if applicable).
- **City**—Type the name of the city using the keyboard.
- **State**—Tap the appropriate state listed in the lower portion of the page.
- **Zip**—Type the zip code using the keyboard.
- **Country**—Tap the appropriate country of residence listed in the lower portion of the page.

5. Tap **Done**.

**Note** If you want to save this credit card as your default method of payment, select the **Save as default** check box.

6. Tap **Save**. A confirmation message is displayed.
7. Tap **OK** or **Back**.

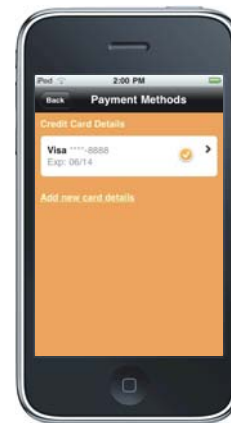


Figure 8. Payment Methods page



Figure 9. Address selections

## DOWNLOADING PROGRAMS

Complete the following steps to download a program from the *Available for Download* section on the My Programs page. You can also download a program using the *Download Now* button on the purchase or enrollment confirmation page.

**Notes** When you create an account on westlegaledcenter.com, a free program will be added to your My Programs.

You must be connected to the Internet to download programs.

1. On the My Programs page (see Figure 3 on page 2), tap **Available for Download**. The Available for Download page is displayed.

**Note** You can sort the list of programs alphabetically, by course length, or expiration date.

2. Tap the name of the course you want to download. The Download page is displayed.
3. Tap **Download**. The program is downloaded and the Select Credit page is displayed (see Figure 10).
4. Do one of the following:
  - Tap **For Credit** if you are requesting credit for the program. A list of states in which you are licensed (i.e., My States) and a list of states available for credit are displayed. Tap the states or license type for which you are requesting credit. If you are requesting credit for a state in which you have not added license information, you will be prompted to type in your license number.
  - Tap **Not For Credit** if you are not requesting credit for the program.
5. Verify the state information and tap **Continue** in the upper-right corner.

The My Programs page is displayed and the program is added to the list of programs on the Ready to Play page.



Figure 10. Select Credit page

## PLAYING A PROGRAM

Complete the following steps to play a program you have downloaded:

1. On the My Programs page, tap **Ready to Play**. The Ready to Play page is displayed with a list of programs that are ready for playing.
2. Tap the program name you want to listen to. The Ready for Play page is displayed (see Figure 11).

**Note** If the Program Materials field indicates that there are files included with the program, tap **Program Materials**. The Program Materials list is displayed. Tap the program material you want to view. The program materials are displayed in PDF.

3. Tap **Play**. The Now Playing page is displayed and the program is started.



Figure 11. Ready to Play page

## ACCESSING PROGRAMS IN PROGRESS

If you stop a program, you can resume playing at any time by accessing the In Progress list. CLE Mobile will return to the point at which you stopped the program.

1. On the My Programs Page, tap **In Progress**. The list of programs in progress is displayed.
2. Tap the name of the program that you want to resume. The Ready to Play page is displayed.
3. Tap **Resume**. The Now Playing page is displayed and the program is restarted.

## SUBMITTING A COURSE FOR CREDIT

After a program has been completed, you will need to submit it to West LegalEdcenter to receive your certificate of completion. You can submit the program for credit immediately after completing the course.

1. After you have finished listening to a program, the Program Completed page is displayed (see Figure 12). Tap the appropriate star to provide your feedback and rate the program.
2. Tap **Submit for Credit**.
3. Do one of the following:
  - If you have a Wi-Fi connection, the message "Syncing completed programs..." is displayed.
  - If you do not have a Wi-Fi connection, your submission is saved and will automatically be sent to West LegalEdcenter at your next connected sign-in.

When the syncing is complete, a message is displayed indicating the sync was successful.

4. Tap **OK**.



Figure 12. Program Completed page

## Participating in a Program

When you are participating in a program, you can navigate to other areas of CLE Mobile and post comments to the discussion forum from the Now Playing page. Depending on the state in which you are seeking credit, you may also submit questions to the program speakers.

### NAVIGATING CLE MOBILE DURING A PROGRAM

The following options are available from the Now Playing page (see Figure 13) while you are listening to a program on CLE Mobile:

- Tap **My Programs** in the lower-left corner to access the My Programs page.
- Tap **Now Playing** at the bottom of the page to return to the program that is currently playing. A red 1 icon is displayed over the Now Playing icon if a viewing prompt is required.

### POSTING TO A DISCUSSION FORUM

1. On the *Now Playing* page, tap **Discussion Forum**. The Discussion Forum page is displayed.
2. Tap **Add Post** in the upper-right corner. Your posting is added to the list.
 

**Note** To change your identifier, tap **Name** and type the name you want to use. The identifier defaults to your initials.
3. Tap **Topic** and type the topic for which you are posting a comment.
4. Tap **Comment** and type the comment you want to post.
5. Tap **Post**. A confirmation message is displayed.
6. Tap **OK**.

### SUBMITTING A QUESTION

**Note** The ability to submit questions is available only in select jurisdictions.

1. On the Now Playing Page, tap **Submit Question**. The Submit Question page is displayed.
2. Type your question and tap **Submit**. A message is displayed confirming that your question was submitted.

### VERIFYING ATTENDANCE

In some jurisdictions, you may be required to verify your attendance. During the program, you will hear a bell sound, and a verify button is displayed. Tap **Verify** to confirm your attendance.

**Note** If you do not tap **Verify** within the time allowed, the audio will be stopped and reset to the time at which attendance was last verified.

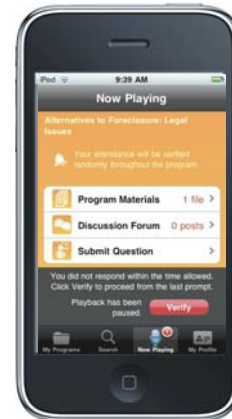


Figure 13. Now Playing page



Figure 14. Submit Question page

## DELETING A PROGRAM

You can delete programs from your My Programs using CLE Mobile. You can delete programs from the In Progress, Ready to Play, and Completed Programs categories.

**Note** Programs in Submit for Credit or Available for Download categories cannot be deleted.

Complete the following steps to delete a program:

1. On the My Programs page, tap the category from which you want to delete a program (e.g., **Ready to Play**). The list of programs is displayed (see Figure 15).
2. Tap **Edit**. The edit icon (✖) is displayed to the left of each item in the list of programs.
3. Tap the edit icon next to the program you want to delete. The Delete button is displayed.
4. Tap **Delete**. The program is deleted from the list and the files are removed from your device.

**Note** You can also sweep across the name of a program and tap **Delete**.

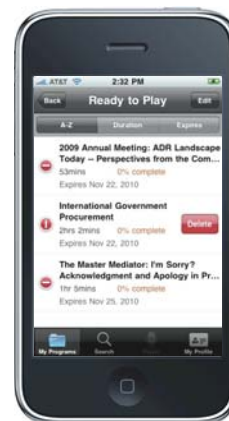


Figure 15. Delete program option

## Working with My Profile

You can view or update your profile in CLE Mobile at any time from the My Profile page (see Figure 16). Tap **My Profile** at the bottom of the page to view the states and license types currently associated with your profile or a list of your license numbers.

Complete the following steps to update your profile:

1. Tap the states or license types you want to add.
2. Type your license number (required).
3. Tap **Done**.

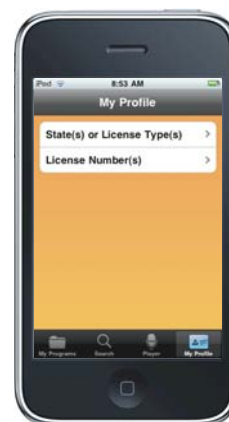


Figure 16. My Profile page