

How to manage my individual account

July 2020

Trainees, solicitors and other individuals at a firm or freelance solicitors can manage their individual applications in mySRA. Find out how to update your details and apply for applications which may require some extra help with our 'step by step guides' and 'How to' instructions.

Video guides

Manage your mySRA Profile

Here you can see what the new mySRA will look like and how you can manage your profile.

Opting into your organisation's bulk renewal application

Find out how to opt into your organisation's bulk renewal application so they can renew your practising certificate or registration for you.

Generating and downloading your practising certificate

Find out how to download your new practising certificate once you have applied or renewed.

Step by step guides

Our step by step guides can help you complete the most frequently applied for applications and those which relate to the keeping of the roll.

- [Apply for a practising certificate \[mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/\]](#)
- [Submit a notification of non-renewal of your practicing certificate or registration \[mysra/manage-account/individual-account/step-by-step-guides/notification-non-renewal-practising-certificate-registration/\]](#)
- [Apply for Higher Rights of Audience \[mysra/manage-account/individual-account/step-by-step-guides/higher-rights-audience/\]](#)
- [Apply for registration as a Registered Foreign Lawyer \[mysra/manage-account/individual-account/step-by-step-guides/apply-for-registration-rfl/\]](#)
- [Apply for a registered European lawyer \[mysra/manage-account/individual-account/step-by-step-guides/application-registered-european-lawyer/\]](#)
- [Apply to be removed from the roll of solicitors \[mysra/manage-account/individual-account/step-by-step-guides/removal-roll/\]](#)
- [Apply to be restored to the roll of solicitor \[mysra/manage-account/individual-account/step-by-step-guides/restoration-roll/\]](#)

How to

Access your account

Open all [#]

Create an account

1. Go to login page and go to 'create an account'

2. Choose a username password and account email
3. We will email you a verification code to confirm your email
4. Type in the 6 digit code
5. Continue and set up your profile
6. Fill in all profile details and finish set up
7. Click Save
8. You can now login and access mySRA

Forgotten password

1. Go to login page. Click on Forgotten password link.
2. Enter username and account email address.
3. We will email you a verification code
4. Type in the 6 digit code and submit
5. Enter new password and confirm
6. You can now sign in to access your account.

Forgotten username

1. Click forgotten username
2. Enter the email address used for your account
3. Click Submit
4. You will then be sent your username to your account email address

Unlock my account

1. After 10 incorrect password attempts, your account will be locked.
2. To do this, you should select Forgotten Password on the login page
3. Enter your username and your account email address
4. Click 'Email me my verification code'
5. The code will be emailed to you
6. Enter the 6 digit code and continue
7. Then enter and confirm your new password
8. Go back to the login page to login with your new password

Contact us if you have a problem with your account

See our contact us page [[home/contact-us/](#)] if you have an issue.

Update your work details

Open all [#]

Add a work category

1. To add work categories such as children's law or banking, select 'my profile' tab

2. Select the Practising Status tab
3. Click edit
4. Click Add, under the title work category. Select the work category
5. Click Save

Change my practising status

1. Select my profile then edit
2. Click Practising Status tab
3. Click Edit. Use the drop down to tell us if you do or do not want a practising certificate
4. Click Save

Find out how to renew your practising certificate [[mysra/manage-account/individual-account/step-by-step-guides/apply-practising-certificate/](#)].

Apply for a practising certificate

If you need a practising certificate you can access this in Start a new application.

Generating your practising certificate

1. On the homepage, select My individual applications and documents
2. Select the 'Apply for a practising certificate' application
3. Scroll down the page and select Generate Certificate
4. Select the certificate from the drop down list and select Generate
5. When you get a notification that its ready to download
6. When you log back into mySRA, click on Action and then Summary
7. Select View or download certificates
8. Scroll down and select download
9. You will now receive a copy of practising certificate (in both English and Welsh)

Register a period of recognised training

If you are eligible you will be able to register your training. Find out more about how to register your training [[trainees/period-recognised-training/managing-trainees/registering-trainee/](#)].

Adding or removing employment details and/or roles

1. Go into your profile
2. Click work details and add employment
3. Search for your organisation and click add
4. Complete the fields such as start date
5. Confirm any roles you hold
6. Click Save

Opt in so that your organisation can manage your personal information

1. Go into your profile
2. Click work details and add employment
3. Search for your organisation and click add
4. Complete the fields such as start date, position and if you hold a role
5. Click I want the firm to manage my information. This option will only appear if the organisation offer that service.
6. Click Save

Opt in to an organisation's bulk renewal application

1. Go into your profile
2. Click work details
3. Select Manage
4. Click I want to opt into the organisation's bulk renewal. This option will only be available if the organisation complete a bulk renewal application.
5. Click Save

How to opt out

1. Go into your profile
2. Click work details
3. Select Manage
4. Untick the relevant option for I want the firm to manage my information or I want to opt into the organisation's bulk renewal
5. Click Save

Generating your practising certificate

1. On the homepage, select My individual applications and documents
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5. When you get a notification that its ready to download
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Update my personal information

Open all [#]

Change my name

1. Go to my profile and click edit
2. Edit your name
3. You will need to upload a supporting document, such as a marriage certificate, decree nisi or deed poll documentation
4. Use the drop down to confirm what the documentation is
5. Click Save

Change my address

1. Go to My Profile and click edit
2. Once you have changed your address click Save.

Change my account email address, contact email address or phone number

1. Go to My Profile, you can edit any of these contact details.
2. Once you have edited them click Save.

Edit your equality and diversity information

1. Go to 'my profile'
2. Select the Equality and diversity tab
3. Click edit. Once you have amended your data, click Save.

Find out if I have outstanding actions

If you want to check which actions are outstanding, go to the Actions tab.