

The General Council of the Bar

First Time Login

Guidance

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First time log in guidance

URL – <https://www.mybar.org.uk/login/first-time-login.html>

Expect to:

- Have a unique email address to use
- Know your contact ID. This is your unique ID number you previously used to log into Barrister Connect. (You will only need your ID number if your email is not unique or already registered with us.)

Please note if you are required to enter your ID number and cannot recall your ID number or did not previously use Barrister Connect, please contact the Records Office on 020 7242 0934 or email Records@BarCouncil.org.uk for confirmation.

Step 1 – Enter unique email address

First time login page – You will need to enter a unique email address. If you do not have one or your email address is not unique on our system, you will be asked for your ID number as shown in step 2. If the email address you entered is unique you will proceed onto step 3.

MyBar

The Bar Council

BAR STANDARDS BOARD
REGULATING BARRISTERS

First Time Login

You are required to use a unique email for your login to My Bar in order to securely verify who you are.

+ Which emails should I avoid?

Please enter here a unique email we have on record for you.

+ Which email should I use and what if it's not unique?

You will then receive a set password link to your unique email.

Please enter your email address below

Your portal email address *

CONTINUE

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Figure 1. First Time Login Screen

Step 2 – Verify your identity

If the email address you have entered is not unique on our system, you will see the screen below. You will need to verify your details by entering your Surname and CRM contact ID, which is the same as the ID Number you previously used to log into Barrister Connect.

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First Time Login

Your email is either not on our records or not unique so we need you to verify your identity further.


Please enter your contact ID number and surname below so that we can verify you against our records.

Your contact ID is the number you previously used to login to Barrister Connect. If you do not know this information, please contact Records@BarCouncil.org.uk or call 020 7242 0082

Please verify your identity

Your surname *

Your CRM contact ID *

I'm not a robot  reCAPTCHA
[Privacy - Terms](#)

CONTINUE

Figure 2. Verify Your Details

If the details you enter match the data we hold on our system, you will see the screen in step 3.

Step 3 – Confirm your email address

Please enter and confirm your email address and set it to be either a private email address or work email address.

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First Time Login

We have successfully matched your contact ID with your identity. You are required to register a unique email for your login to My Bar in order to verify who you are securely.

[+ Which emails should I avoid?](#)

Please enter the email address you would like to use to login to MyBar

Please specify the email you wish to use to login to the portal

Your portal email address *

Type *
Private

Confirm your email address *

CONTINUE

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Figure 3. Confirm Email Address

Step 4 – Success message

Once you've set your new email address, you will receive the following success message

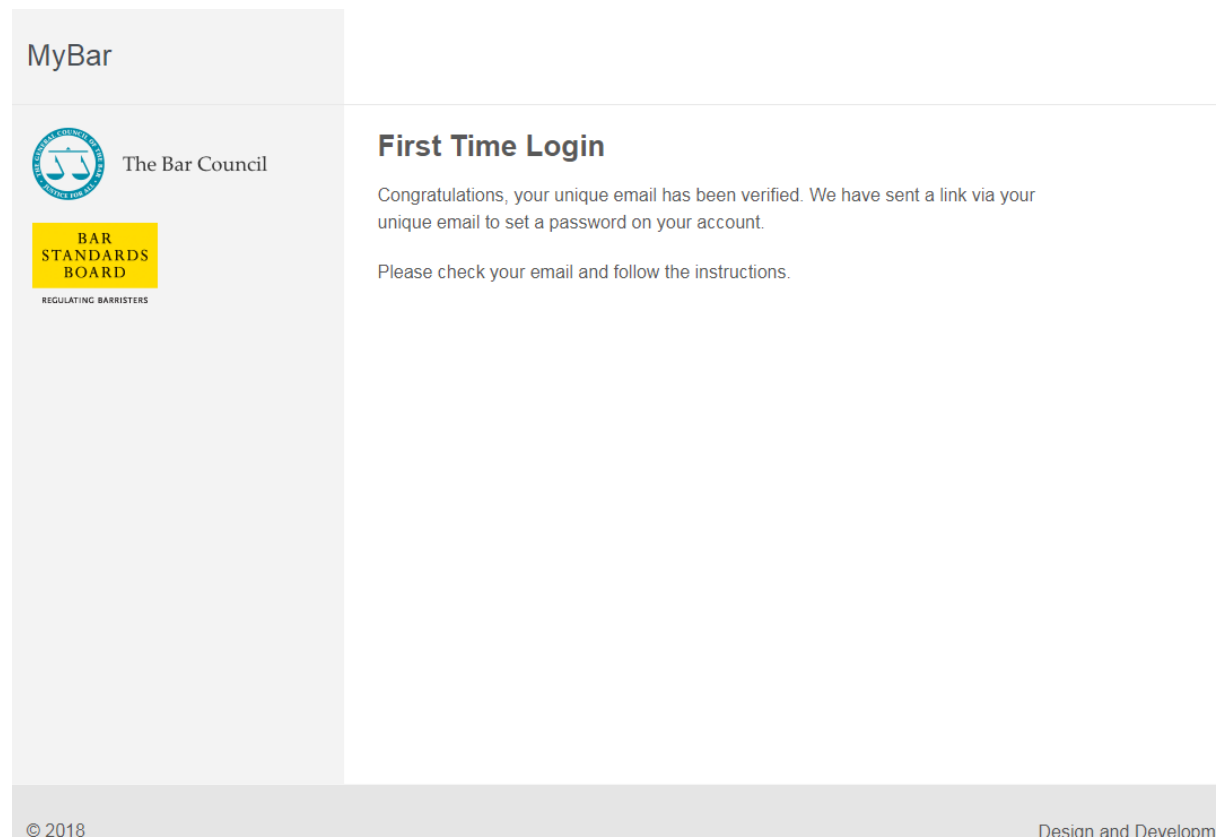


Figure 4. Successful Verification

Step 5 – Check your email inbox

Go to the inbox of the email address you used. You will see an email message from 'notifications@mybar.org.uk'. Please also check your junk mail folder if this cannot be found in your inbox.

Open the message.

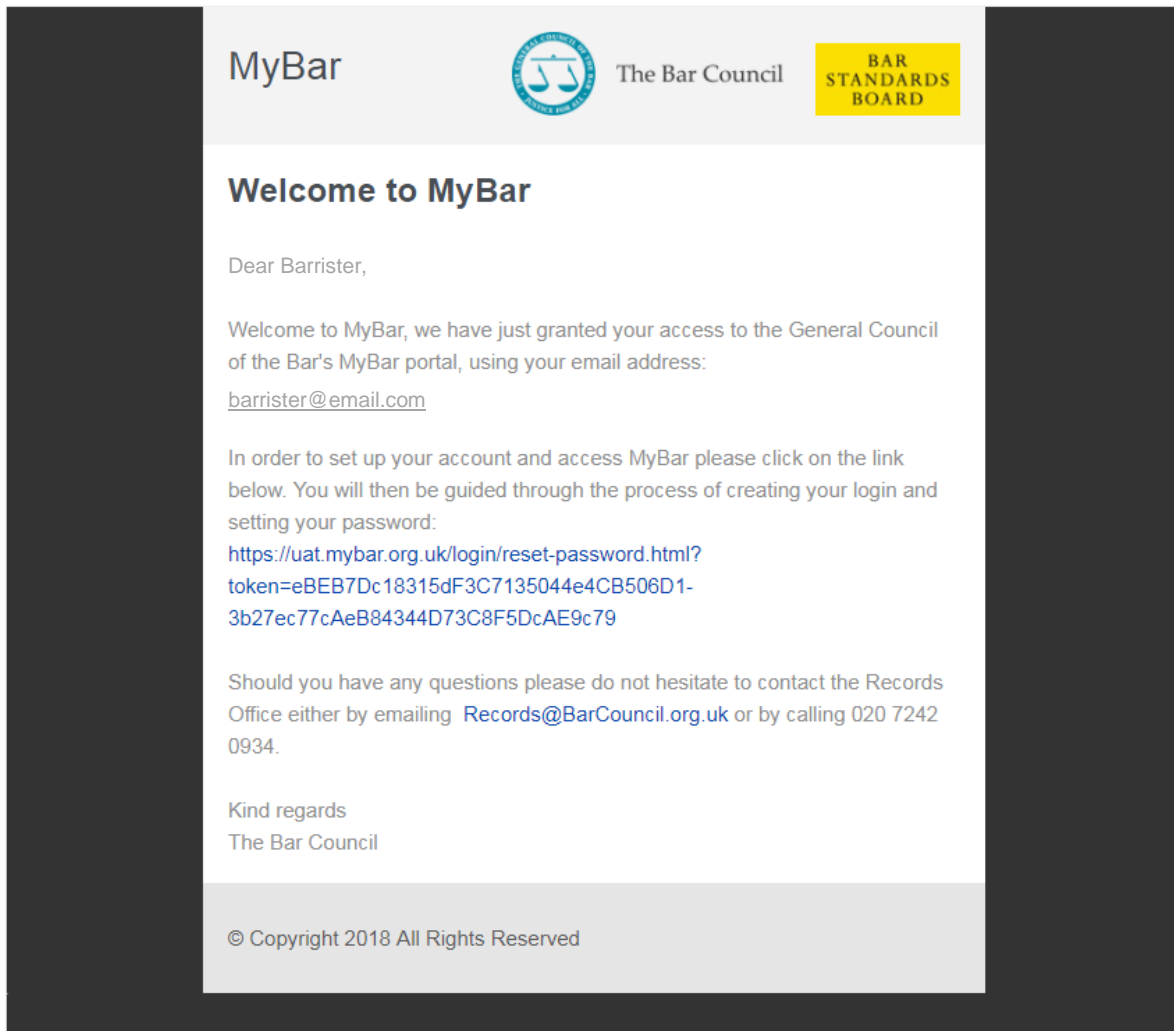


Figure 5. Email with link to set password

Step 6 – Click on the link

Click on the link. If you cannot click on the link, copy and paste it into your web browser. The link will take you to the screen shown below where you will be able to set a password.

MyBar

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Homepage > Login > Reset password

Reset password

Passwords must comprise upper and lower case letters and at least one number

Passwords must be at least 8 characters long.

Add a new password

Password

Confirm Password

CONTINUE

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Figure 6. Set password

Step 7 – Log in

Upon successfully setting your password, you will see the following screen where you can use your email address and new password to log in to My Bar.

MyBar

Homepage > Login

Welcome to MyBar

The first time you use My Bar you will need to register via the [first time login process](#) before you can login.

If you have already registered, you can login using your unique email and password here.

Congratulations you have now set your unique email and password for access to My Bar. Please login below.

Login

Email address ?

Password Forgotten? ?

Keep me logged in ?

LOGIN

Figure 7. Enter login details

Step 8 – Accept the terms and conditions

Upon successful login, you will be asked to confirm you have read and agree to the terms and conditions of use for MyBar and to confirm that you have read and agree to the General Council of the Bar’s privacy policy. In order to do so, tick both boxes and click ‘continue’.

The screenshot shows the MyBar interface. On the left is a navigation menu with items like 'My Bar Council', 'My professional benefits', 'My personal benefits', 'My career, learning and development', 'Authorisation to practise Frequently asked questions (FAQs)', 'My continuing professional development', and 'My consultation responses'. At the bottom of the menu is a 'How can we help you?' button. The main content area shows the user 'Mr Edgar Wodu' with a 'Logout' link. Below this is the 'First Time Login' section, which includes a warning about reading the 'General Council of the Bar's privacy statement' and 'terms and conditions for the use of My Bar'. Two checkboxes are present: 'I have read and agree to the Terms and Conditions for use of My Bar. *' and 'I have read and agree to the General Council of the Bar's privacy policy. *'. A 'CONTINUE' button is located at the bottom of the form.

Figure 8. Terms and Conditions

Step 9 – Update communications preferences and data consents

You will then be asked to update your communications preferences and data consents. Please ensure you scroll down the entire page as the screenshot is for demonstration purposes only.

MyBar Mr Edgar Wodu Logout

The Bar Council

- My Bar Council
- My professional benefits
- My personal benefits
- My career, learning and development

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Authorisation to practise Frequently asked questions (FAQs)

- My continuing professional development
- My consultation responses

How can we help you?
Advice, guidance and queries

First Time Login

Communications and Data consent

The General Council of the Bar uses your data to deliver information and services to you to support and inform you in your practice.

Please review the list below and give your consent for us to continue delivering this information and service to you.

Jurocity Online Platform (new Bar Directory)

Do you consent to your practising information being shared with Basement Crowd Limited for the purposes of the data being placed on the Jurocity online platform (the new "Bar Directory")?

+ Why is the Jurocity Platform (new Bar Directory) important to you and whats included?

Yes No

Bar Council

- BarTalk – Keep up to date with what's happening at the Bar
- Bar Representation updates – Supporting work that represents your interests
- Training and Events – Updates about training, CPD, seminars and events
- Bar Council partners – Offers and services from partner organisations

Figure 9. Communication preferences and data consents

Step 10 – Continue to MyBar

Click continue to access MyBar.