



Solicitors
Regulation
Authority

mySRA
How to register a mySRA account

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1. Getting started

To register a mySRA account go to [Getting Started](#). Click on **register with mySRA**.

2. Create your account

You will now create your account.

Enter your personal details in the text boxes provided.

Enter your date of birth in the format **DD/MM/YYYY** or click the calendar symbol to select your date of birth.

Enter a current email address. An email will be sent here at the end of the registration process which you will need access to.

Note: Do **not** use a shared email address as all future important correspondence will be sent to this email address.

Create your login details

Enter a Username and Password in the text boxes available.

Confirm your Password.

Enter the Re-Captcha words.

Click **Submit**.

Tip: Guidelines for creating your login details:

- *Username*
Your username should be 8 to 20 characters long. It can be upper and lower-case letters and numbers. It cannot include spaces or special characters such as \ / ()*?
The username you create can be viewed by SRA staff. It cannot be changed later.
- *Password*
Your password should be 8 to 28 characters long. For a strong password, use at least 12 characters and a mixture of upper-case and lower-case letters and at least one number and punctuation mark.

The above guidance can also be obtained by clicking on the question mark symbol next to each box.

You should keep your log in details safe and **MUST NOT** share this information with another individual for security reasons.

If you create a username that already exists on our system, you will see the following after you have clicked **submit**:



The screenshot shows a web form for creating a username. At the top, there is a label 'Username' with a blue information icon. To its right is a text input field containing 'MHeard92'. Below this is a horizontal separator line. Underneath the line, the text reads 'Please choose one of the following available usernames'. There are three radio button options listed: 'MelHeard15', 'HeardMel40', and 'MelH868684'. All radio buttons are currently unselected.

You can select one of the usernames offered to you, or create a different username by retyping it into the box.

Note: Re-Captcha

Re-Captcha is a program that can tell whether the user is a human or a computer.

The following may be useful if you have difficulties with Re-Captcha:

- Enter the words you see in the box in the order they appear and separated by a space
- If you are not sure what the words are you can click the refresh button under the distorted words (circled in blue below). You will then have new words to type
- You can click on the audio button (underneath the refresh button) to hear a set of words that can be entered instead.

You can try entering Re-Captcha as many times as you like.

An example of what Re-Captcha looks like is shown below:



In the example above, you would need to type: **trieste modern-day**. The words are case-sensitive, but you do not need to enter them in **Bold** or *Italics*.

3. Verifying your account

An email will be sent to the email address provided earlier. It will contain a verification link which you **must** click to complete the activation process. You will then be able to log into your account.

Tip: If you do not receive the email containing your verification link in your inbox please check your junk and spam folders. Guidance on receiving emails from the SRA can be found [here](#). If you do not receive the email within 24 hours please [Contact us](#).