

## Get a mySRA account

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### What do I need an account for?

You will need to create an account if you are unknown to us and:

- are an individual who wants to register a completed period of qualifying work experience (QWE)
- are an individual who wants to use QWE and passing SQE2 as an equivalent to a period of recognised training
- are joining an organisation as a trainee and need to register your period of recognised training
- are applying for admission to the roll as a qualified lawyer through the SQE route
- are an individual who wants to apply to become a registered foreign lawyer for the first time
- are a Swiss lawyer who wants to apply to become a registered European lawyer for the first time.

### What can I do in my account?

- Complete and pay for applications.
- Update your information, such as employment details and contact email address
- If you are an organisation contact or authorised signatory you can manage your organisation's account.
- Get reminders and prompts.

## How to

[Open all \[ # \]](#)

### [Creating an account](#)

#### Step by step guide

1. To create your account, you will need to go to the login page and click on create an account.
2. On the Create your account page, scroll down and type in an email address
  - ▼ Why should I use a personal email address?

We recommend using an email address you will always have access to through your career. This is because personal email addresses do not usually change, whereas work email addresses may be deactivated or cannot be accessed once you leave an employer.



If you cannot access your account email address, it will take additional steps to regain access such as proving your identity. Once registered you will be able to give us a contact address so you can receive emails at your work address

3. Type in the characters you see on screen to complete ReCAPTCHA
4. Click the Email me a verification code button
5. Copy the code from the email into the Verification Code field and
6. Click Verify Code button
7. Scroll back up and type a username and password in the fields

Your username must begin with a letter or a number. It can contain a combination of letters, numbers, hyphens and underscores.

Your password should be 8-16 characters and contain three out of four of the following:

- lowercase characters
- uppercase characters
- digits (0-9)
- one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ;

8. Once created, retype your password in the Confirm password field.

Click the Continue button

9. Alongside creating your password, you must verify your identity by entering a code. You will need to [download an authenticator app on your mobile device](https://contact.sra.org.uk/mysra/updates/verifying-mysra-account/) [https://contact.sra.org.uk/mysra/updates/verifying-mysra-account/] (smartphone or tablet) to generate the time-sensitive six-digit code.

You will need to verify your identity each time you log in to mySRA by entering a code.

To complete the account set up process, create your profile on the Create account page

10. The following fields are mandatory:
  - First name
  - Last name
  - Date of birth
  - Account email address (pre-populated from previous page)
  - Contact email address
  - Personal address
11. Click the Save button

The account has now been set up successfully.

## **Step by step video guide**



## **Find my SRA number**

To find your SRA number, type your name into the [Solicitor's Register](https://contact.sra.org.uk/consumers/register/) [https://contact.sra.org.uk/consumers/register/].

## **Log in to mySRA**

Click on the mySRA link on the home screen

Enter your username and password to log in

## **Check if a link is secure**

All the links from our website to the portal are secure. However, if you want to check that you are logging in to mySRA account securely, check the padlock sign at the start of the link and that it starts with https rather than http. This shows that it is encrypted. For extra reassurance you can insert it into Transparency Report Google.

[https://transparencyreport.google.com/safe-browsing/search?hl=en\\_GB](https://transparencyreport.google.com/safe-browsing/search?hl=en_GB)

## **Activating a mySRA account**

You need to activate your account if you're an admitted solicitor or a trainee and have never accessed your account before.

To do this, you will need a valid activation code. [Find out how to request an activation code](https://my.sra.org.uk/request_activation_code) [https://my.sra.org.uk/request\_activation\_code].

Please do not create a mySRA account yourself.

[Activate your account](#)

[\[https://contact.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx\]](https://contact.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx)

**[Create an account](#)**

[\[https://contact.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx\]](https://contact.sra.org.uk/link/93f017776e78490eac32edeb8f5a63e0.aspx)