

The General Council of the Bar

First Time Login

Guidance

Contents

First time log in guidance.....	2
Step 1 – Enter unique email address	2
Step 2 – Verify your identity	3
Step 3 – Confirm your email address	4
Step 4 – Success message	5
Step 5 – Check your email inbox	6
Step 6 – Click on the link	7
Step 7 – Log in	8
Step 8 – Accept the terms and conditions	9
Step 9 – Update communications preferences and data consents	10
Step 10 – Continue to My Bar	10

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 Number. (You will only need your Contact ID Number if your email is not unique or not already registered with us).

Please note if you are required to enter your Contact ID Number and cannot recall your Contact ID Number, please contact the Authorisations Team at pupillageadministration@barstandardsboard.org.uk or by calling 020 7611 1444 (Extension: 865)

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 Contact ID Number as shown in step 2. If the email address you entered is unique you will proceed onto step 3.

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.

Login

?

[Forgotten?](#) ?

☐ Keep me logged in ?

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 Contact ID Number.

Please verify your identity



CONTINUE

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

Your surname *
Your CRM contact ID *

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.

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

Step 4 – Success message

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

First Time Login

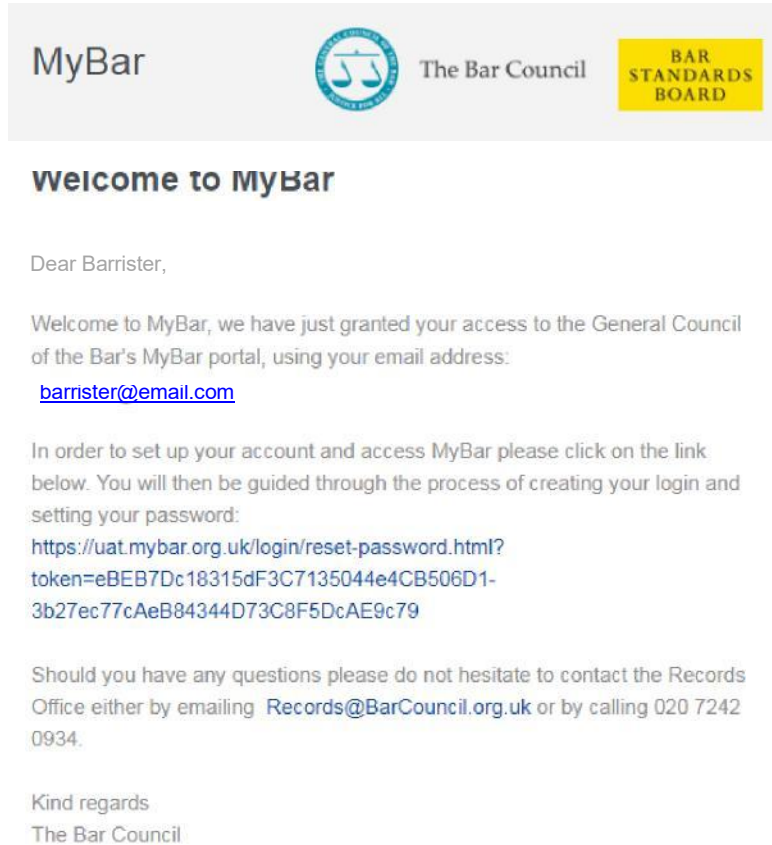
Congratulations, your unique email has been verified. We have sent a link via your unique email to set a password on your account.

Please check your email and follow the instructions.

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.



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.

[Homepage](#) > [Login](#) > [Reset password](#)

Reset password

Passwords must be at least 8 characters long.

Add a new password

Password
Confirm Password

CONTINUE

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.

[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

[Forgotten?](#)☐ Keep me logged in 

LOGIN

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'.



Mr Edgar Wodu ▾ Logout

First Time Login

Before you continue, it is important you take the time to read the [General Council of the Bar's privacy statement](#) and the [terms and conditions for the use of My Bar](#).

- ☐ I have read and agree to the [Terms and Conditions](#) for use of My Bar. *
- ☐ I have read and agree to the [General Council of the Bar's privacy policy](#). *

CONTINUE

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.



Mr Edgar Wodu ▾ Logout

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.

Step 10 – Continue to MyBar

Click continue to access MyBar.