How to create an account and enrol on a course

Step 1

To access the VLE and create a new account, navigate to

https://barcourse.icca.ac.uk/

Under the Practitioners and Pupils heading select **create an account**.

You will be taken to the **New account** registration page.

Step 2

Complete the form. Fields marked with an exclamation mark are required.

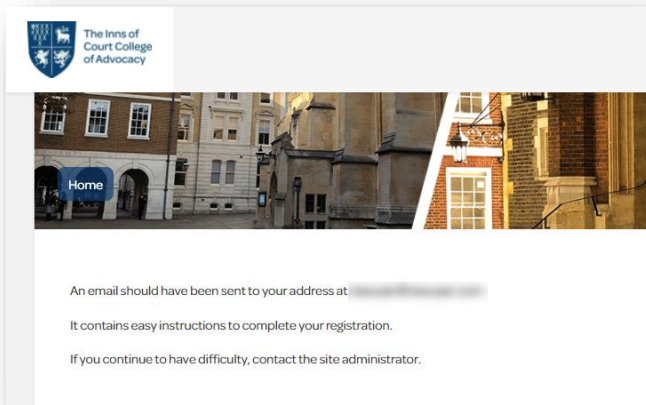Create a username and password then enter your email address.

Enter your name, job title, Inn membership, year of call and area of practice. Read and agree to the site policy agreement.

Select **Create my new account**.

Important
In order to access the materials, you will need to register using an email address provided by your Chambers or employer, e.g. A.Barrister@LegalChambers.co.uk

You cannot use a personal email address e.g. J.Doe@gmail.com. If you are having trouble, skip to the end of this guide for details of how to contact us.
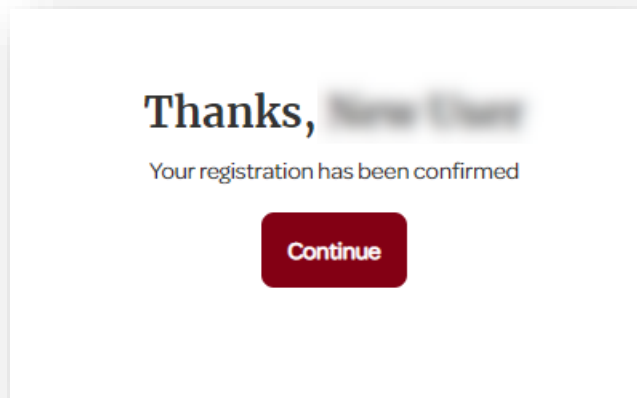
Step 3

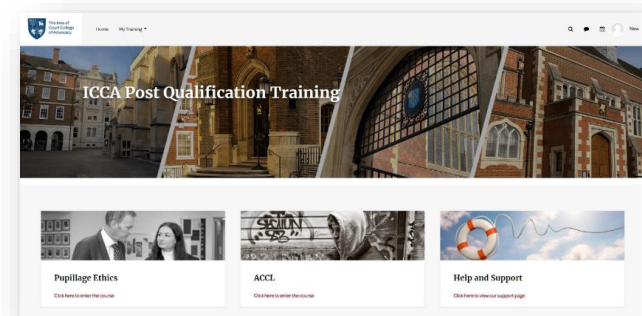You will receive a confirmation email to the email address you registered with.

The email should arrive within 15 minutes of registration.

Note: If you do not receive this email check your Spam and Junk folders.

Step 4

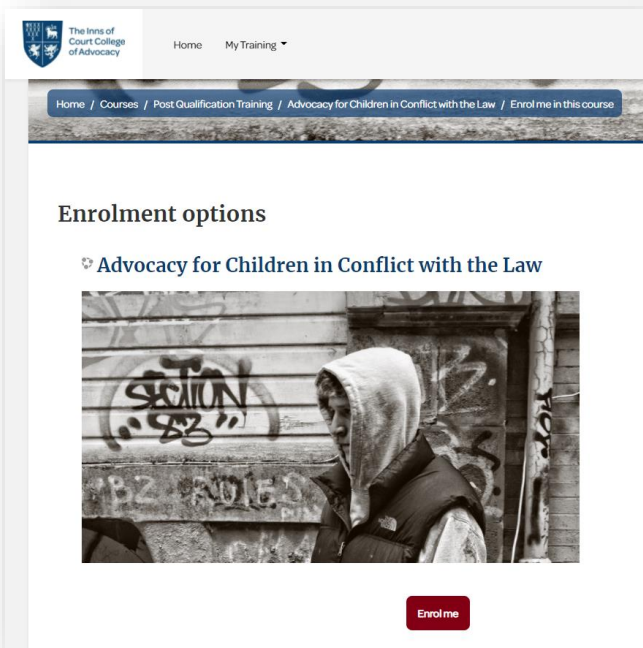To confirm your account, select the link in the email.

Step 5

Select **Continue** to view the homepage.

From here, you can see all courses that are available to you.

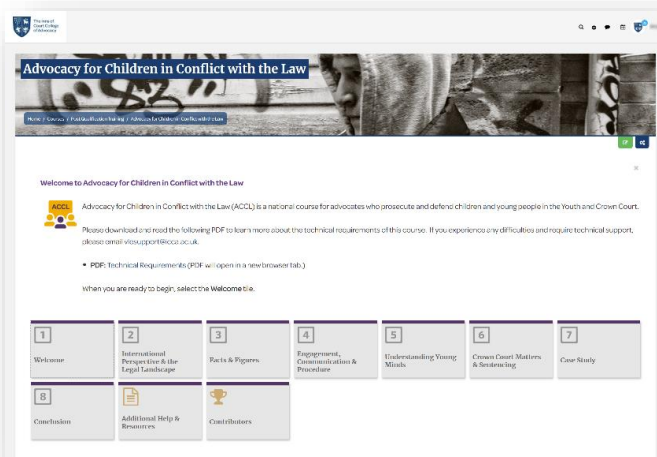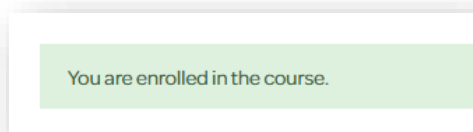You will need to enrol on a course to view the course contents.

Step 6

Choose the course you wish to enrol onto and select the **Enrol me** button.

A message will appear confirming your enrolment.

Once you are enrolled, you will be able to access the course content.
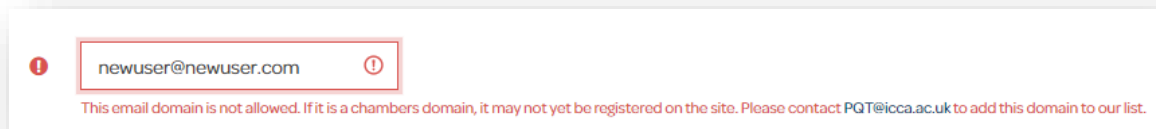

You are enrolled in the course.

Having trouble?

I receive an error message when I try to sign-up

You must be a practicing barrister or a pupil to access our course materials. This means you must register using your chambers email address (or an email address provided by your employer if you are an employed barrister). If we do not recognise the email address you initially provide, you will receive the following error message during registration:

In this instance, you must contact us directly for verification. Please send an email to PQT@icca.ac.uk with details of your chambers and we will add this to our whitelist.

We aim to respond to all requests within 48 hours. You will be informed when your address has been added to our whitelist, at which point you will need to attempt registration again.

I didn't receive my confirmation email

Make sure the email hasn't gone into your junk or spam folders.

If you're unable to locate the email, please contact PQT@icca.ac.uk.

I have registered but I have forgotten my password

Navigate to https://barcourse.icca.ac.uk/ and select the link, **Forgotten your username or password?**

Enter your username or email address into the field and follow the instructions to reset your password.

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