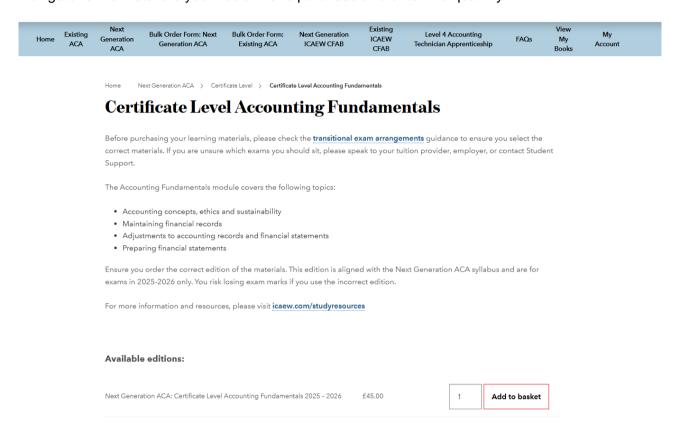# ICAEW learning materials

STEP-BY-STEP GUIDE ON HOW TO ORDER LEARNING MATERIALS

Go to the ICAEW Bookstore.

Navigate to the materials you would like to purchase and enter the quantity:

Click 'Add to basket' to begin. From there, you can adjust the quantity or add additional learning materials.
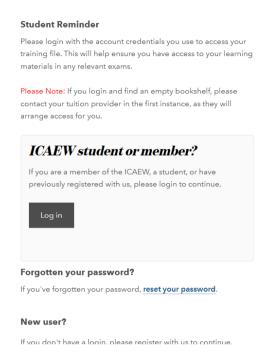
If you have a voucher code, make sure you add this to the order and recalculate the costs before completing your order.

When you're satisfied with your basket, click 'Proceed'. You'll then be redirected to the ICAEW login page.

Login or Register to ICAEW

Student Reminder

Please login with the account credentials you use to access your training file. This will help ensure you have access to your learning materials in any relevant exams.

Please Note: If you login and find an empty bookshelf, please contact your tuition provider in the first instance, as they will arrange access for you.

ICAEW student or member?

If you are a member of the ICAEW, a student, or have previously registered with us, please login to continue.

Log in

Forgotten your password?

If you've forgotten your password, reset your password.

New user?

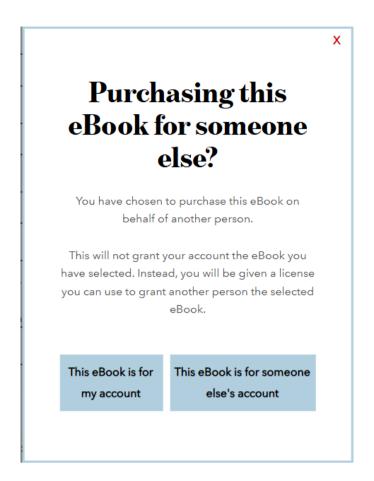If you don't have a login, please register with us to continue.

When accessing the system for the first time, you'll need to register as a new user and complete all mandatory fields.

If you're purchasing a single set of learning materials, you'll be asked whether the materials are for yourself or someone else. Be sure to select the correct option - if you choose the wrong one, you will not be able to assign the licence to a student.

Important Information:

☑ Are you buying this course on behalf of someone else?

☑ I agree to the Terms and Conditions of this sale. *

All fields with an * are required.

Proceed   Cancel

Purchasing this eBook for someone else?

X

You have chosen to purchase this eBook on behalf of another person.

This will not grant your account the eBook you have selected. Instead, you will be given a license you can use to grant another person the selected eBook.

| This eBook is for my account | This eBook is for someone else's account |

After completing the order form, you'll be directed to an order confirmation page. This page will include a link 'Manage your licenses' that allows you to distribute the learning materials to your students.

| Home | Existing ACA | Next Generation ACA | Bulk Order Form: Next Generation ACA | Bulk Order Form: Existing ACA | Next Generation ICAEW CFAB | Existing ICAEW CFAB | Level 4 Accounting Technician Apprenticeship | FAQs | View My Books | My Account |

eBook order confirmation

Thank you for your order.

Your account has been updated with your purchase.

Manage your licences

You will also receive an order confirmation email which acts as proof of purchase.

How to manage licences and distribute the learning materials:

To begin managing your licences, click on the 'Manage your licences' link provided on the order confirmation page or in your confirmation email. This will display the eBooks you've purchased and the number of licences available.

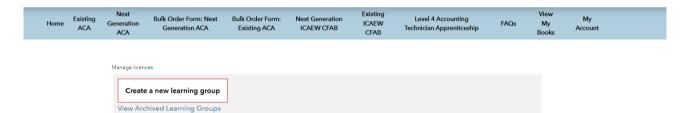You can distribute licences to your students in three simple steps:

1. **Create a new learning group**

   - Click 'Create a new learning group' for the materials you wish to distribute.
   - You can name the learning group however you like.

   You'll then be prompted to select which licences to assign to this group.

   Note: When you create a new learning group, all students in that group will receive the same learning materials.

   Important: Product components (e.g. workbook, question bank, permitted texts) are listed individually in the 'Manage your licences' area, rather than as a bundled package. Be sure to select each item you want your students to receive.
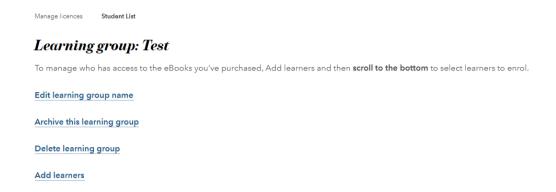
Home	Existing ACA	Next Generation ACA	Bulk Order Form: Next Generation ACA	Bulk Order Form: Existing ACA	Next Generation ICAEW CFAB	Existing ICAEW CFAB	Level 4 Accounting Technician Apprenticeship	FAQs	View My Books	My Account

Manage licences

Create a new learning group

View Archived Learning Groups

Your Licences

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:B1BA6MZKXPSVL-OarqQhtwjY	Auditing Standards 2024 - Standards Examinable in 2024 ACA Exams	n/a	1	3
ICAEW::QAPlan:B1BVYKRWTH01R-zL4oTm3Jlp	WB - Audit and Assurance 2024	n/a	1	3
ICAEW::QAPlan:B1BNIDXSFOO57-vbc47tQhRm	QB - Audit and Assurance 2024	n/a	1	3

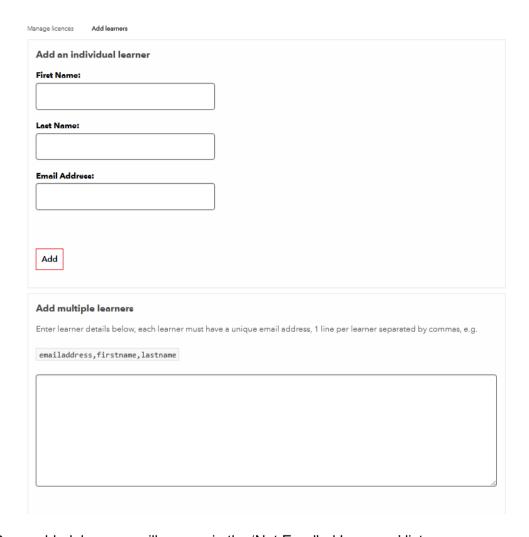## 2. Add students (learners) to the group

(This page also allows you to edit the learning group name and delete/archive the group)

To add learners, you'll need their first name, last name, and email address. You have three options:

- Individually: Add each learner one at a time
- Bulk entry: Manually type a list of learner details
- CSV upload: Upload a spreadsheet with learner information

Manage licences   Add learners

Add an individual learner

First Name:

Last Name:

Email Address:

Add

Add multiple learners

Enter learner details below, each learner must have a unique email address, 1 line per learner separated by commas, e.g.

`emailaddress,firstname,lastname`

Once added, learners will appear in the 'Not Enrolled Learners' list.

Enrolled Learners

No learners in list.

Not Enrolled Learners

No learners in list.

3. Enrol students and distribute licences

- Select the names of the learners you want to send the materials to
- Click 'Enrol Selected Learners'

The selected students will now appear as 'Invited Learners'. Each student will receive an email from digital.learningmaterials@icaew.com with a link to access their eBooks on the ICAEW Bookshelf.

You'll also receive a copy of this email for your records.

They will then appear as 'Invited Learners' and will be sent an email from digital.learningmaterials@icaew.com with a link to access their eBooks on the ICAEW bookshelf.

Please do not forward this copy to your students, as each licence can only be redeemed once. Forwarding it may result in multiple students attempting to use the same licence, which will trigger an error: "Licence already redeemed."

Instead, ask students to check their inbox (and spam/junk folders) for the email from ICAEW.

Click here to view how many licenses you have remaining.

Your Licences

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED