



ICAEW Digital Learning materials

How to order and manage your licences:

Go to the ICAEW Bookstore: <https://ebookshop.icaew.com/>

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

Ensure you order the correct edition of the materials. The 2021 edition is aligned with the syllabus and exams for 2021 only. You risk losing exam marks if you use a different edition.

For more information and resources, please visit icaew.com/examresources for ACA students and icaew.com/cfabstudyresources for ICAEW CFAB students.

Available editions:

Certificate Level Accounting 2021	£33.00	20	Add to basket
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Guide to services
Company research
Historical resources

LEGAL
ICAEW policies
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Reproducing ICAEW content

Click 'Add to basket'.

Here you can change the quantity or add more learning materials. Once you are happy with the contents of the basket, click 'Proceed'. This will take you to the ICAEW login page:

Login or Register to ICAEW

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

Log in

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

Register

Student Reminder
Please login with your registered email address otherwise you may not be able to sign in to the bookshelf during your exam.

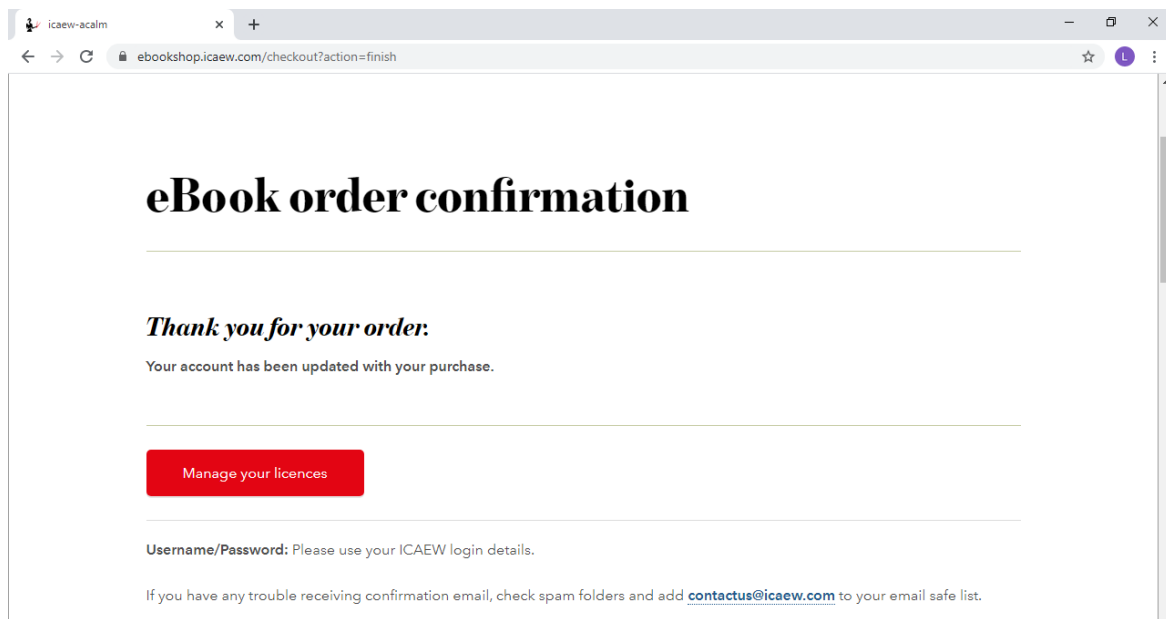
Forgotten your password?
If you've forgotten your password, [reset your password](#).

The first time you access the system, you will need to register as a new user and complete all the mandatory fields.

If you are buying just 1 x set of learning materials, you will be asked whether you are buying the materials for yourself or for someone else. **Make sure you tick the correct box**, or you will not be able to send the licence on to a student.

If you have a voucher code, make sure you add this to the order and recalculate the costs before completing your order.

Once you have completed the order form will be taken to an order confirmation page. This will contain a link enabling you to distribute the learning materials to your students:



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

How to manage licences and distribute the learning materials:

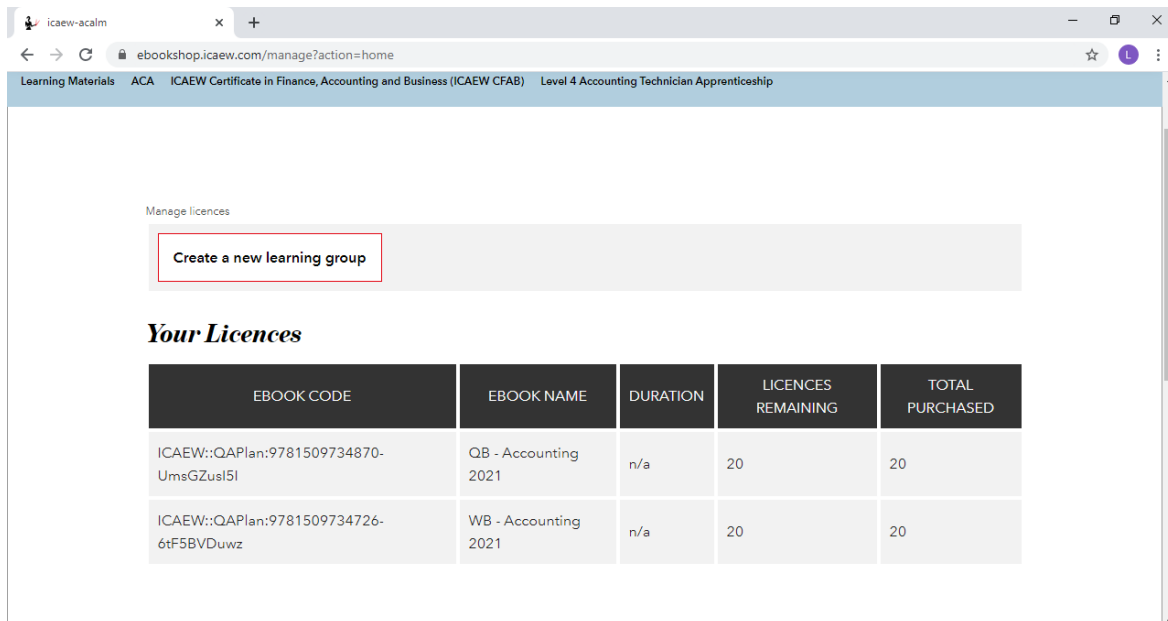
Click on the 'Manage your licences' link on the order confirmation page or email. This will show you which ebooks and how many licences you have purchased.

You distribute the licences to in three steps:

1. Create a Learning Group for the materials you wish to distribute
2. Add students (learners) to the Learning Group
3. Enroll students you have bought to your students using 'Learning groups'.

1.

When you create a new learning group, you are creating a group that will all receive the same eBooks.



Manage licences

[Create a new learning group](#)

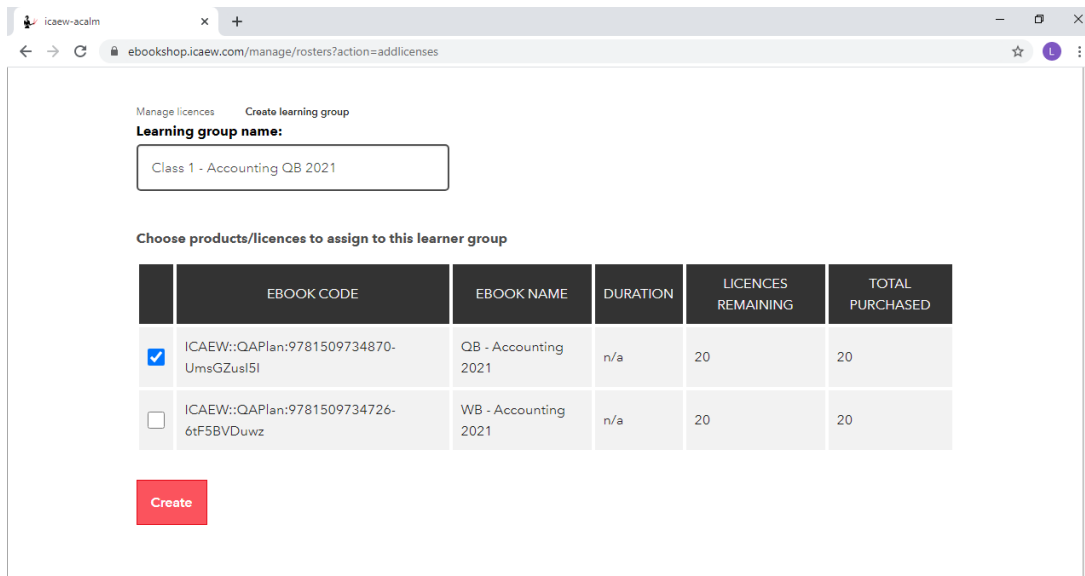
Your Licences

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:9781509734870-UmsGZusl5l	QB - Accounting 2021	n/a	20	20
ICAEW::QAPlan:9781509734726-6tF5BVDuwz	WB - Accounting 2021	n/a	20	20

You can name the learning group as you wish.

You will then be prompted to select which licences you want distributed via the learning group.

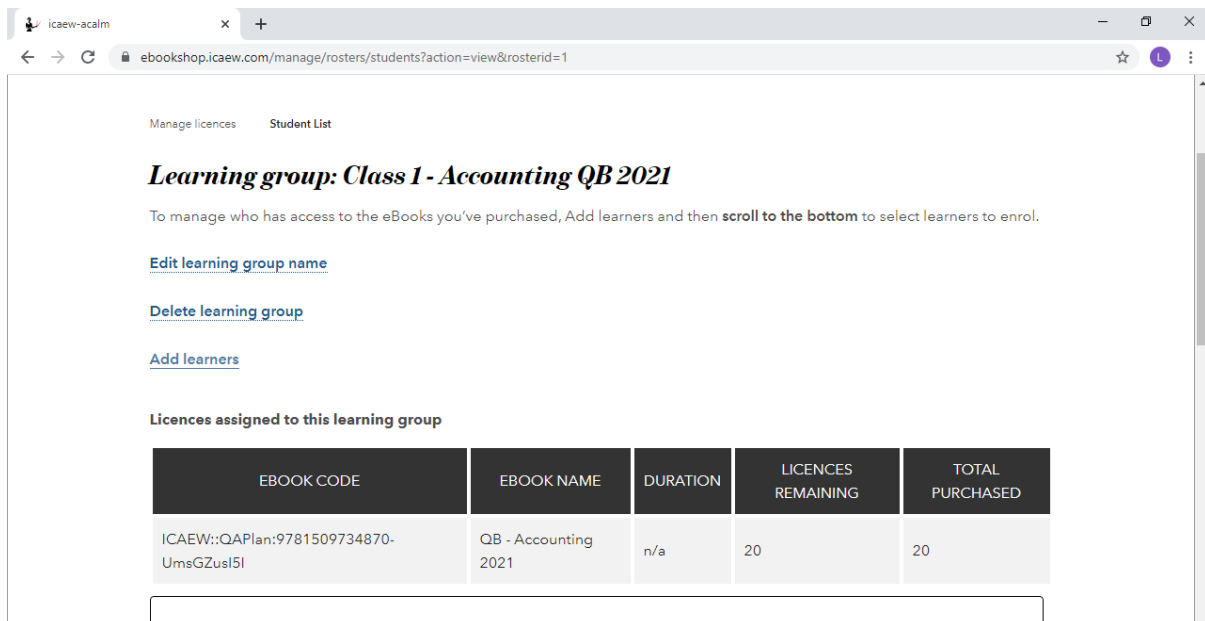
NB: The components of the products are listed separately in the 'Manage your licences' area, rather than in the bundles that they are sold in. You therefore need to ensure you select the workbook, question bank and any permitted texts you want the students to receive.



2.

Next, you need to add the learners (students) to the group

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



To add a learner, you need their first name, last name, and email address.

There are three ways in which you can add learners to the learning group.

a) You can add them individually;

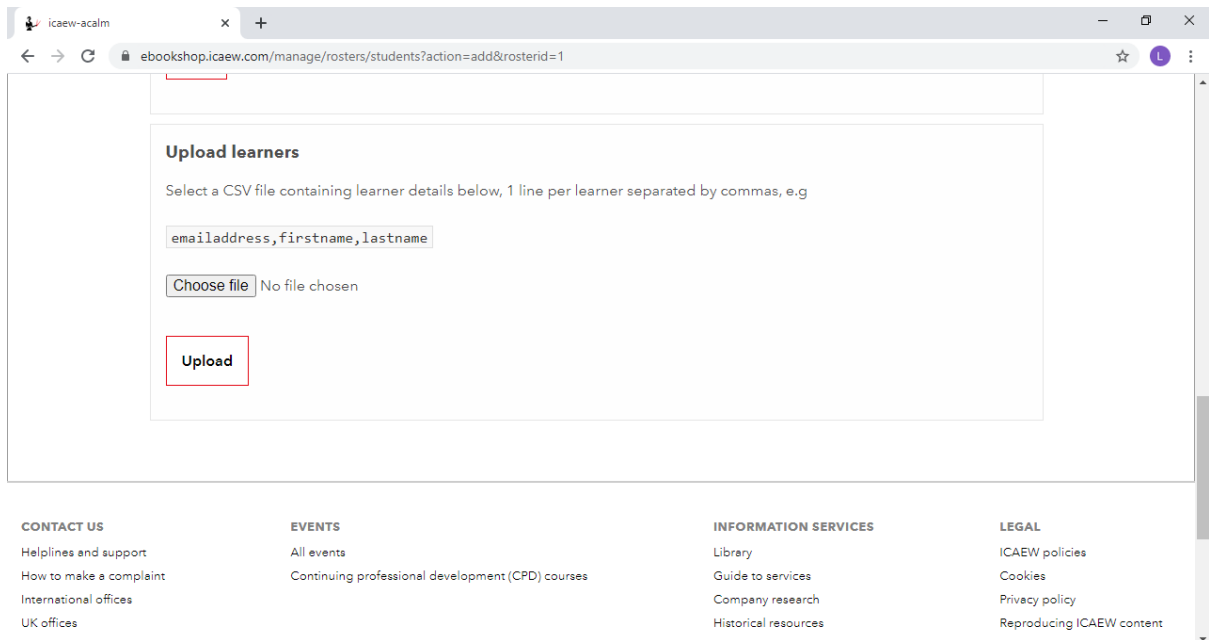
The screenshot shows a web browser window with the URL `ebookshop.icaew.com/manage/rosters/students?action=add&rosterid=1`. The page has a navigation bar with 'Manage licences' and 'Add learners'. The main content area is titled 'Add an individual learner' and contains three input fields: 'First Name:', 'Last Name:', and 'Email Address:'. Below these fields is a red-bordered 'Add' button.

b) Add multiple learners manually, by typing in their details in a list format;

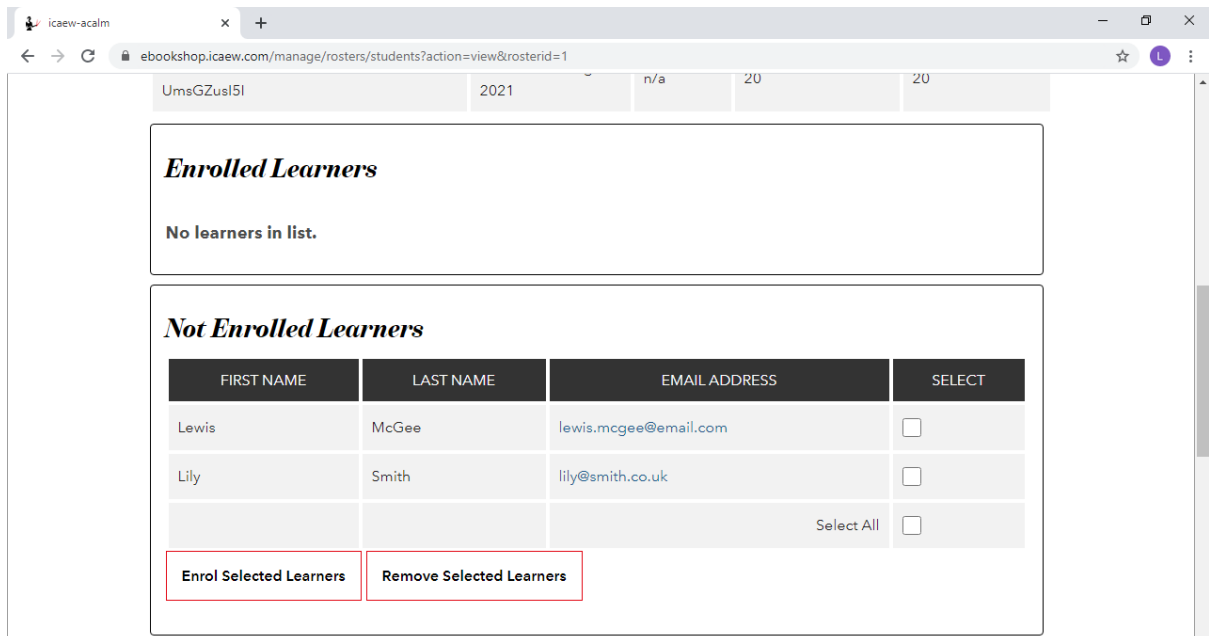
The screenshot shows the same web browser window. The page is titled 'Add multiple learners'. Below the title, there is a text instruction: 'Enter learner details below, each learner must have a unique email address, 1 line per learner separated by commas, e.g. emailaddress,firstname,lastname'. A large text area is provided for input. Below the text area is a red-bordered 'Add' button. At the bottom of the page, there is a section titled 'Upload learners'.

c) By uploading a CSV file of learner details:

(NB the encoding needs to be UTF-8 **without** BOM eg 'CSV (Comma delimited)' will work but 'CSV UTF8 (Comma delimited)' will not work)



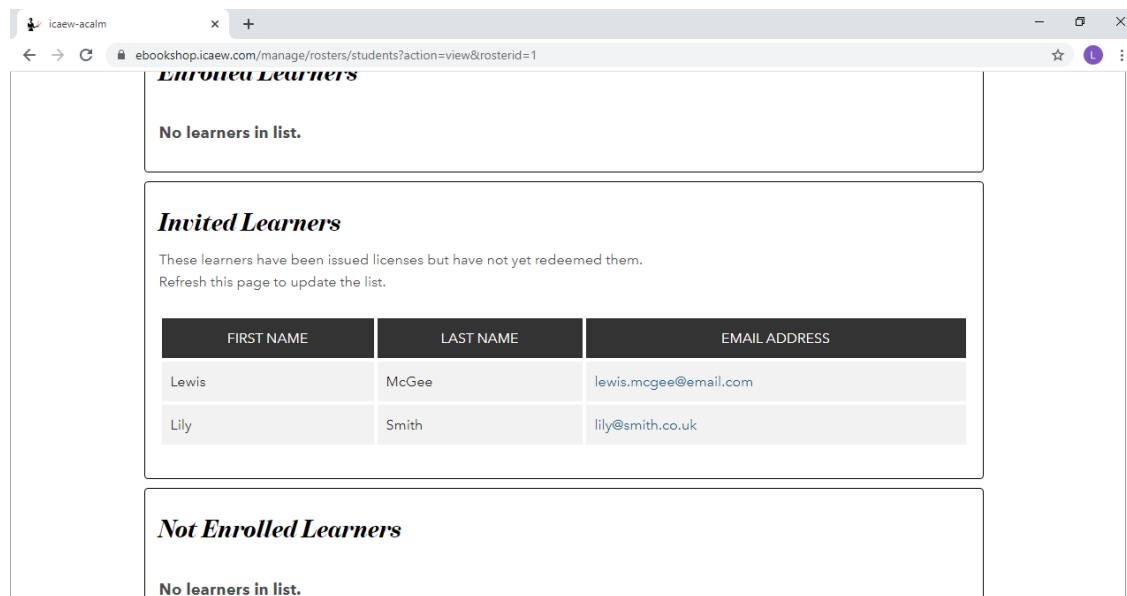
Once learners have been added to the group, they will appear in the 'not enrolled' list:



3.

To send them the link to the ebook, simply select their names and click 'Enrol selected learners'.

They will then appear as 'Invited learners' and will be sent emails with links to access their ebooks on the ICAEW Bookshelf:



Enrolled Learners

No learners in list.

Invited Learners

These learners have been issued licenses but have not yet redeemed them.
Refresh this page to update the list.

FIRST NAME	LAST NAME	EMAIL ADDRESS
Lewis	McGee	lewis.mcgee@email.com
Lily	Smith	lily@smith.co.uk

Not Enrolled Learners

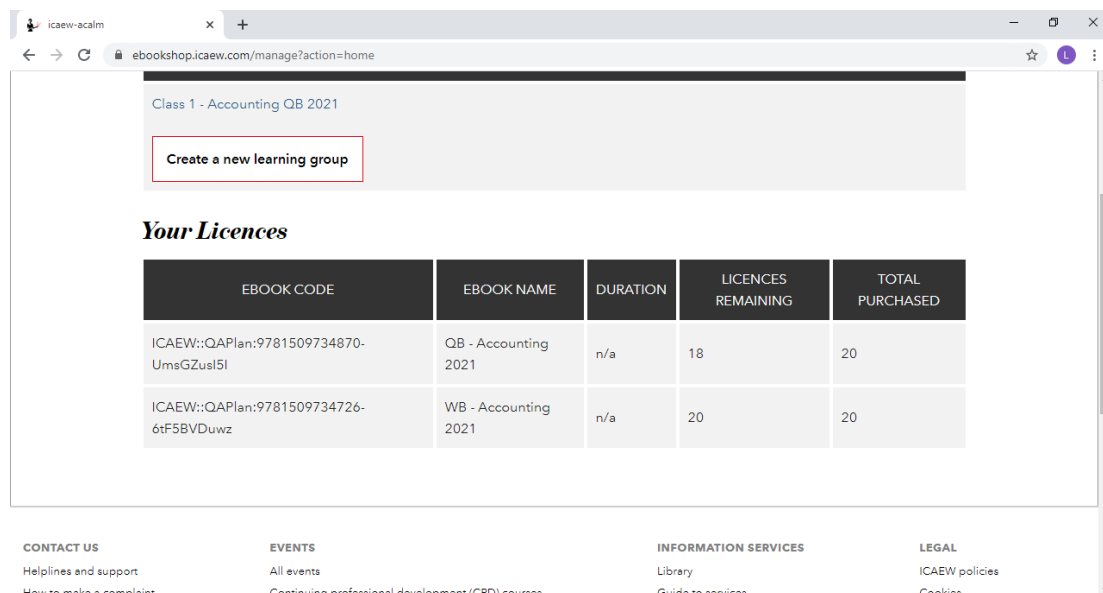
No learners in list.

A copy of this email will also be sent to you for your records.

Use the link below to view how many licences you have remaining:

<https://ebookshop.icaew.com/manage?action=home>

Here you can view how many licences you have purchased and how many you have remaining for each text purchased:



Class 1 - Accounting QB 2021

Create a new learning group

Your Licences

EBOOK CODE	EBOOK NAME	DURATION	LICENCES REMAINING	TOTAL PURCHASED
ICAEW::QAPlan:9781509734870-UmsGZusl5l	QB - Accounting 2021	n/a	18	20
ICAEW::QAPlan:9781509734726-6tF5BVDuwz	WB - Accounting 2021	n/a	20	20

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