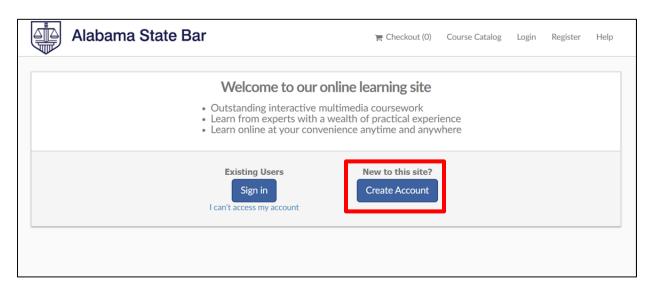# Alabama State Bar | CLE Online Platform
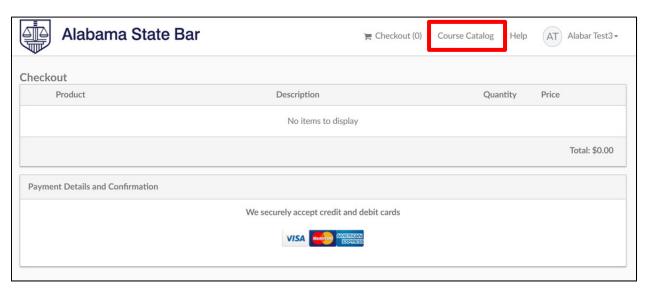
➢ Go to https://alabar.prolearn.io/

➢ First time users, click the **Create Account** button. Returning users will click the **Sign In** button and enter their user credentials.
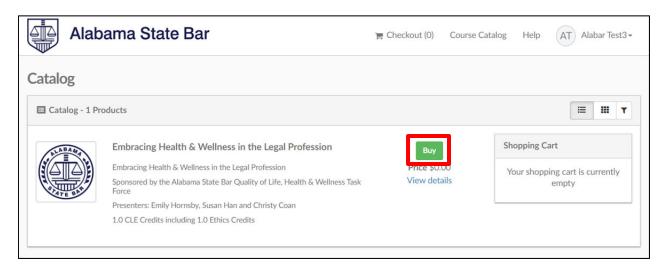

➢ Enter the required information (First Name, Last Name, Email, Bar ID and Password) and click the **Register now!** button.
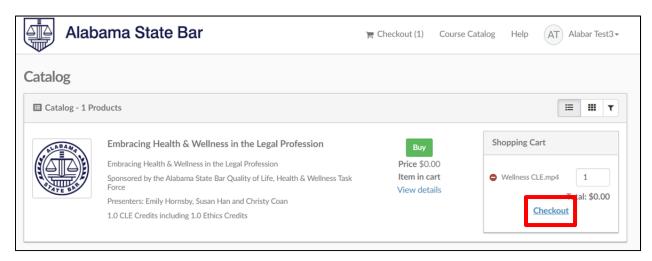
➢ By default, upon registration new users will see the **Checkout** page.

➢ Click the **Course Catalog** option in the top menu bar. Note: Returning users will default to the user welcome page, which includes the Course Catalog.
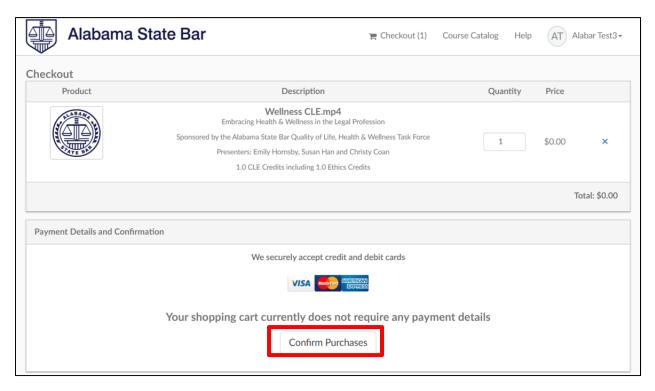

➢ The user may purchase and complete a course by clicking the green **Buy** button next to the course in the course catalog. Note: This must be completed even for free courses.
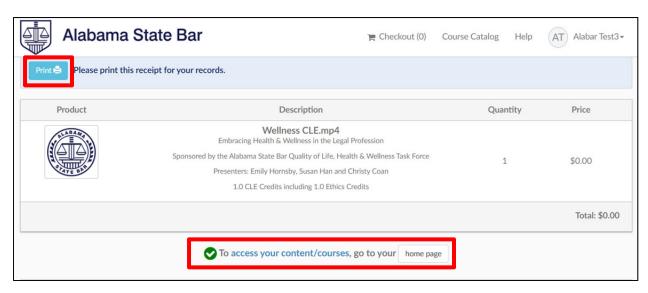
➢ The user must continue the purchase process clicking the **Checkout** link under the Shopping Cart.
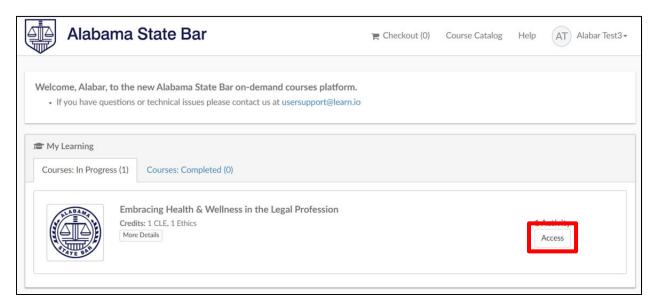

➢ The user completes the purchase process by clicking the **Confirm Purchases** button on the Checkout page.

➢ The user is able to review confirmation of the purchases and print a receipt. From the confirmation page, the user is instructed to visit their home page to access purchased courses.

➢ On the user's home page, the purchased course will appear under the **My Learning** tab and can be accessed by clicking the **Access** button.

➢ Once the course has been accessed, it can be started by clicking the **<u>View</u>** button.

➢ Users are able to access and complete any course in the Course Catalog. Users will receive a Certificate of Completion to keep for their records. The Alabama State Bar will automatically post attendance credit for completed courses.