Online Faculty System

A Parish’s User Manual
How to register an applicant

2020 Rules

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How to Register as an Applicant

1. Go to the front page of the website (https://facultyonline.churchofengland.org). N.B. The picture scrolls and so may be different when you open the web page.

2. Click on Register
3. This will take you to the **Create a New Account** page.

4. Choose the most suitable email address. This could be your personal or work email. It might also be your church’s email address. Contact your DAC for advice.

5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about **ALL** applications related to your church(es) building(s) either as:
   
   a. **Daily summary** (daily summary of work that requires that your attention only) Or  
   b. **Every time** something changes (an email that is sent everytime something happens)  
   c. **Daily Digest** (an email that is sent once a day which groups these everytime something happens emails into one)

7. Select the **role** for which you wish to register (in this case Applicant).
8. When you select Applicant and scroll down, you’ll get a drop-down menu from the Diocese field:

9. Select your diocese and go to the church field:
10. Start with the name of your parish. As you **type the name of your parish**, a drop-down menu will appear. Select your church with your computer mouse.

11. Once selected, it will appear below the church field in purple. Repeat the process to add all the church buildings you are responsible for.
12. Enter the **security code** as it is shown:

![Security Code Image](image_url)

13. Please **read** the **Privacy Policy**, and **Terms and Conditions** and tick the box to say you are happy to agree with these.

14. Click on **Create Account**

15. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

16. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be registered user of the database.

17. The DAC Secretary will then be asked to approve your registration.

   **N.B.** The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are an officer of the PCC. If not, you will be contacted to check the details of your registration.

18. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at [https://facultyonline.churchofengland.org/Secure/Login.aspx](https://facultyonline.churchofengland.org/Secure/Login.aspx)
Getting Help

If you have any problems navigating the Online Faculty System, please read the Frequently Asked Questions section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at https://facultyonline.churchofengland.org/contact