

# Online Faculty System

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A Parish's User Manual  
How to register an applicant

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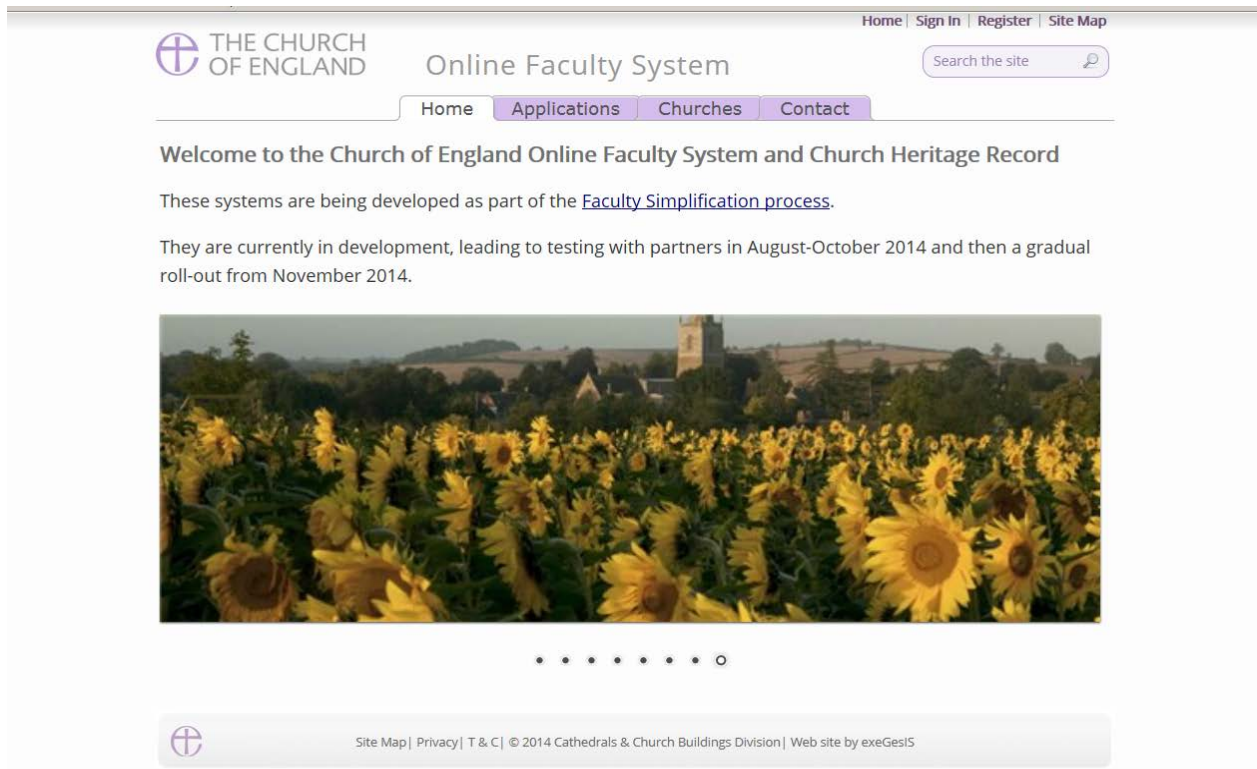
2020 Rules

James Miles  
1<sup>st</sup> April 2020

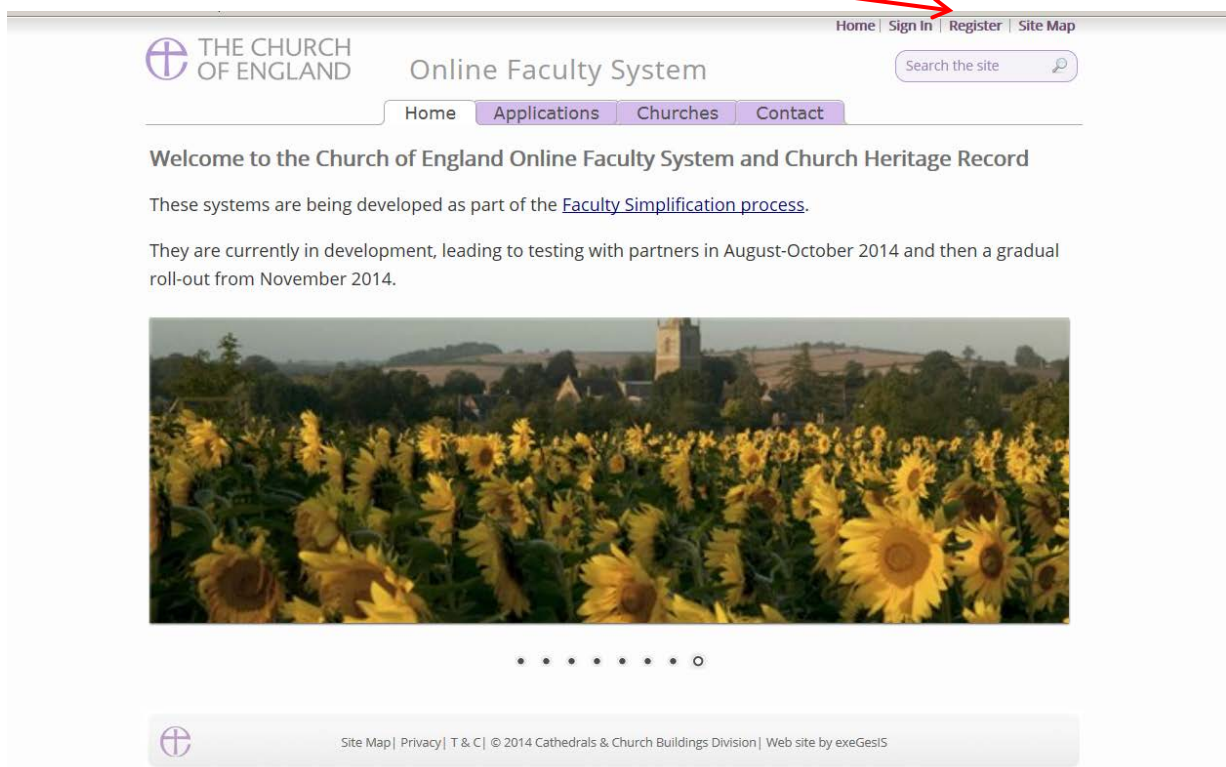
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## How to Register as an Applicant

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.

The screenshot shows the 'Create a New Account' page for the Online Faculty System. At the top left is the logo for 'THE CHURCH OF ENGLAND' and the text 'Online Faculty System'. At the top right are links for 'Home', 'Sign In', 'Register', and 'Site Map'. The main heading is 'Create a New Account'. Below this is the instruction: 'Please complete the form below to register for the Online Faculty System.' The form consists of the following fields and options:

- Email:
- Password:
- Confirm Password:
- Title:
- First Name:
- Last Name:
- Daytime telephone:
- Alternative telephone:
- Address:
- Postcode:
- Email preference:  Daily summary,  Everytime something happens
- Role applied for:  Applicant (to submit petitions),  DAC Secretary,  Archdeacon

At the bottom right of the page, there is a zoom level indicator set to 100%.

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:

The screenshot shows a registration form with the following sections:


- Email preference**: Radio buttons for "Daily summary" (selected) and "Everytime something happens".
- Role applied for**: Radio buttons for "Applicant (to submit petitions)" (selected), "DAC Secretary", "Archdeacon", "Registrar", "Chancellor", "CCB (Cathedrals & Church Buildings Division)", and "Public (to lodge an objection to an application)".
- Diocese**: A dropdown menu is open, showing a list of dioceses including Bath & Wells, Birmingham, Blackburn, Borchester (Test), Bradford, Bristol, Canterbury, Carlisle, Chelmsford, Chester, Chichester, Coventry, Derby, Durham, Ely, Exeter, Gloucester, Guildford, Hereford, Leicester, Lichfield, Lincoln, Liverpool, London, Manchester, Newcastle, Norwich, Oxford, and Peterborough. A red arrow points to the "Applicant" role option.
- Church**: A text input field is empty.
- Verification**: A CAPTCHA code "AH2L" is shown with the text "Enter the code shown".
- Privacy**: A checkbox for "I agree to the terms of use." is unchecked.
- Footer**: Includes a cross icon, "Site Map | Privacy | T & C", and "Web site by exeGesIS".

9. Select your diocese and go to the church field:


The screenshot shows the registration form with the following sections:


- Email preference**: Radio buttons for "Daily summary" (selected) and "Everytime something happens".
- Role applied for**: Radio buttons for "Applicant (to submit petitions)" (selected), "DAC Secretary", "Archdeacon", "Registrar", "Chancellor", "CCB (Cathedrals & Church Buildings Division)", and "Public (to lodge an objection to an application)".
- Diocese**: A dropdown menu is set to "Leicester". A red arrow points to the "Church" field.
- Church**: A text input field is empty and highlighted with a red border.
- Verification**: A CAPTCHA code "AH2L" is shown with the text "Enter the code shown:" and an empty input box.
- Privacy**: A checkbox for "I agree to the terms of use." is unchecked.
- Buttons**: A "Create Account" button is visible.
- Footer**: Includes a cross icon, "Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS".

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.

Role applied for 

- Applicant (to submit petitions)
- DAC Secretary
- Archdeacon
- Registrar
- Chancellor
- CCB (Cathedrals & Church Buildings Division)
- Consultee

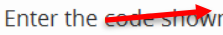
Diocese 

Leicester 

Church


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- Leicester Forest East: St Andrew (619329)
- Leicester St. Christopher (619364)**
- Leicester: St Peter Belgrave (619005)
- Leicester: All Saints (formerly St Gabriel) (619003)
- Leicester: Holy Trinity w St John the Divine (619032)
- Leicester: St Aidan (619033)


4A6A Enter the code shown 


The Church of England collects personal information from you when you use our online system. We will use this information to confirm your role within the faculty process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

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.

Role applied for 

- Applicant (to submit petitions)
- DAC Secretary
- Archdeacon
- Registrar
- Chancellor
- CCB (Cathedrals & Church Buildings Division)
- Consultee

Diocese 

Leicester 

Church

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\* Leicester St. Christopher (619364)

12. Enter the **security code** as it is shown:

Prints Tools Help

Postcode

Email preference  Daily summary  
 Everytime something happens

Role applied for  Applicant (to submit petitions)  
 DAC Secretary  
 Archdeacon  
 Registrar  
 Chancellor  
 CCB (Cathedrals & Church Buildings Division)  
 Public (to lodge an objection to an application)

Diocese

**MPBX** Enter the code shown:

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

I agree to the terms of use.

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>

## 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>

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