

## Appendix 1 - Guide to logging in to the Diocesan Portal

Before you start.....

Before any password can be issued by the system, an individual's contact details (**including an email address**) must be held in the internal diocesan database, and recorded as a Parish officer or similar recognised role.

Ideally, please ensure you are using an appropriate up to date web browser – Google Chrome or a recent version of Internet Explorer (both free downloads)

To check which web browser you are currently using, go to <https://whatbrowser.org/> and the software will advise you.

Free downloads are available here –  
**Internet Explorer** <http://bit.ly/ZBPChF>  
**Google Chrome** <http://bit.ly/Rqa0iu>

### Logging in

Go to [www.lichfield.anglican.org](http://www.lichfield.anglican.org) and click the User Login button on any page of the website



The screenshot shows the website [www.lichfield.anglican.org](http://www.lichfield.anglican.org) in a browser window. The page features a navigation menu with links for Contact, News, Events, Find a church, Find a Person, Find a Job, User Login, and Search. Below the navigation is a main menu with four categories: Our Faith, Our Mission, Our Churches, and Our Diocese. Underneath, there are three sections: Weddings, Christenings, and Funerals, each with a representative image. At the bottom, there is a large logo for the Diocese of Lichfield and five icons representing different initiatives: Discovering (The Heart of God), Growing (Disciples), Reaching (New Generations), Transforming (Communities), and Practising (Generosity). A blue arrow points to the 'User Login' link in the top navigation menu.

On the next page enter your email address in the appropriate box – if you do not yet have a password, click **Request password?**

myDiocese

The Diocese of Lichfield

Email

Password

Login

Request password?

Having problems logging in? Contact Us

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The next screen will show you what to do next!

myDiocese

The Diocese of Lichfield

Please enter your email address in the form below. If your account is activated then you will be sent your password.

Email

Request Password

Once you have received your password you can log in using your email and your unique password.

**(Please note that some email providers regard the password email as Spam and may place it in your Spam folder; if you have problems receiving the password, please contact Jo Durber on 01543 306030 or email [jo.durber@lichfield.anglican.org](mailto:jo.durber@lichfield.anglican.org) )**

You will then be taken to the screen where all the diocesan forms available for online completion are listed on the left hand side –

