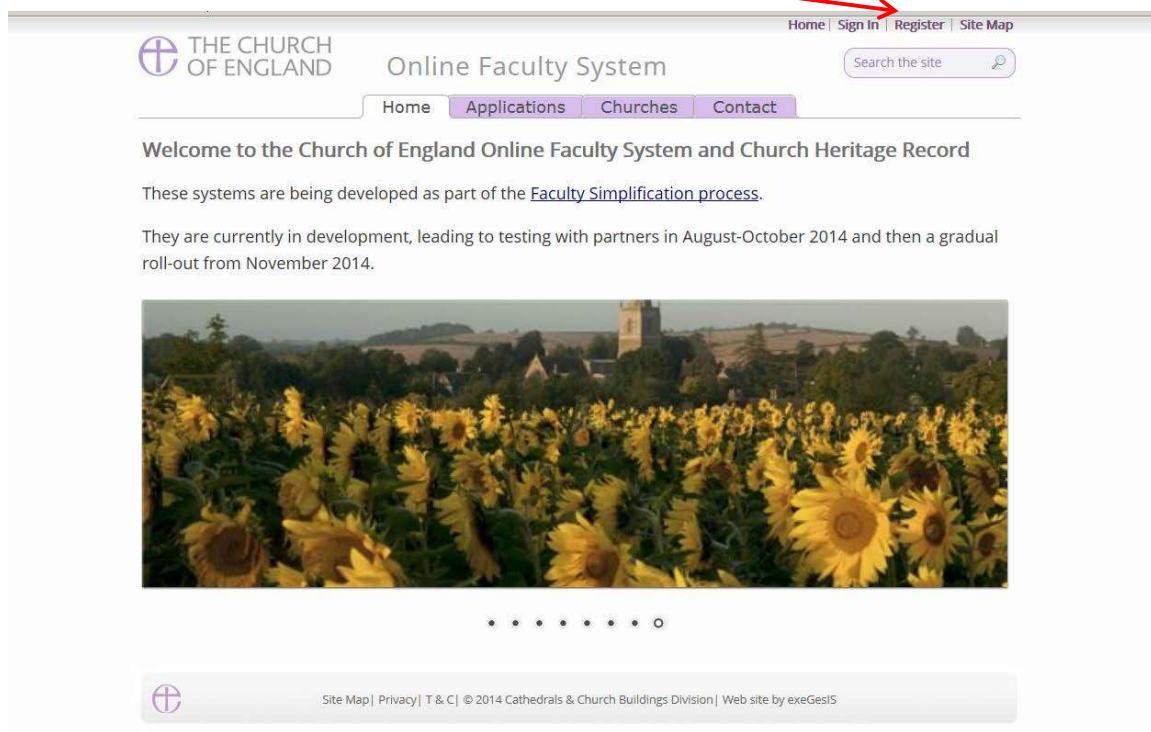


How to Register as an Applicant

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 CHURCH OF ENGLAND Online Faculty System'. The page has a header with navigation links: Home, Sign In, Register, and Site Map. The main heading is 'Create a New Account', followed by the instruction: 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

- Email: Text input field
- Password: Text input field
- Confirm Password: Text input field
- Title: Text input field
- First Name: Text input field
- Last Name: Text input field
- Daytime telephone: Text input field
- Alternative telephone: Text input field
- Address: Large text area
- Postcode: Text input field
- Email preference: Radio button options
 - ☒ Daily summary
 - ☐ Everytime something happens
- Role applied for: Radio button options
 - ☒ Applicant (to submit petitions)
 - ☐ DAC Secretary
 - ☐ Archdeacon

The bottom of the page shows a browser status bar with a 100% zoom level.

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 your attention only) Or
 - b. **Every time** something changes (an email that is sent every time something happens)
 - c. **Daily Digest** (an email that is sent once a day which groups these every time 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:

Email preference

Role applied for

Diocese

Church

AH2L 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.

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

Email preference

Role applied for

Diocese

Church

AH2L 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.

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[Create Account](#)

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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

leil

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 users of our 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

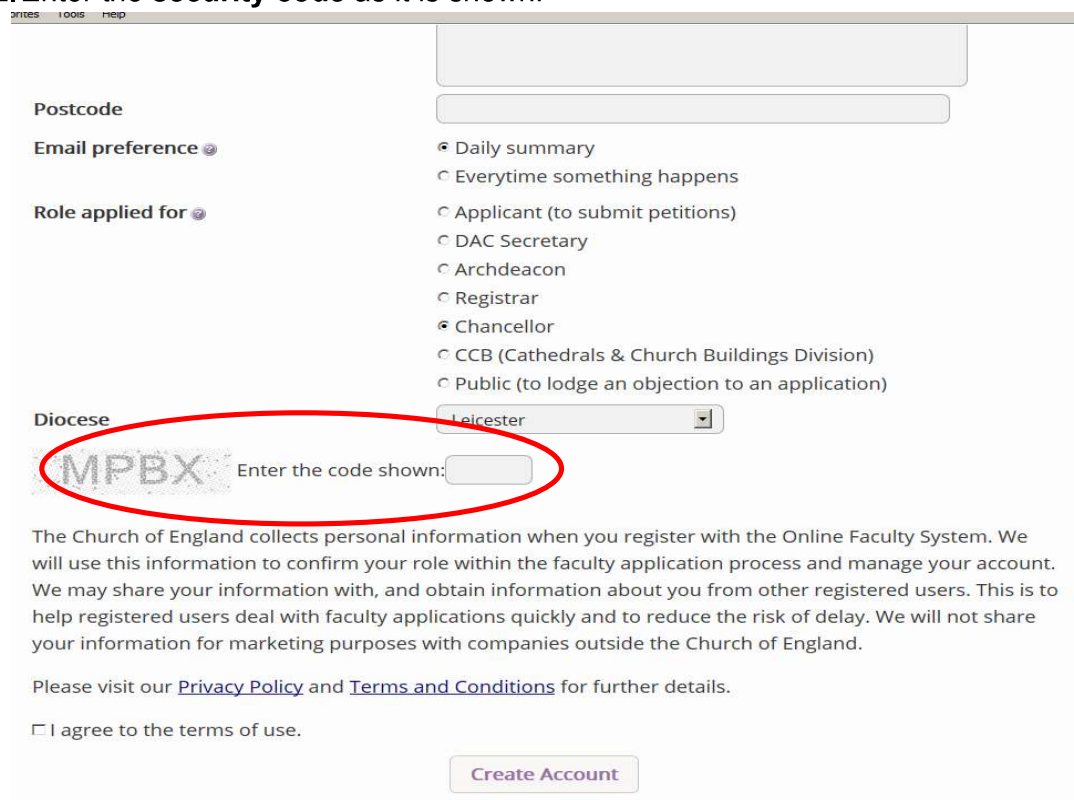
Leicester

Church

|

✕ Leicester St. Christopher (619364)

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



Navigation: [Home](#) [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.

[Create Account](#)

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 a 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>