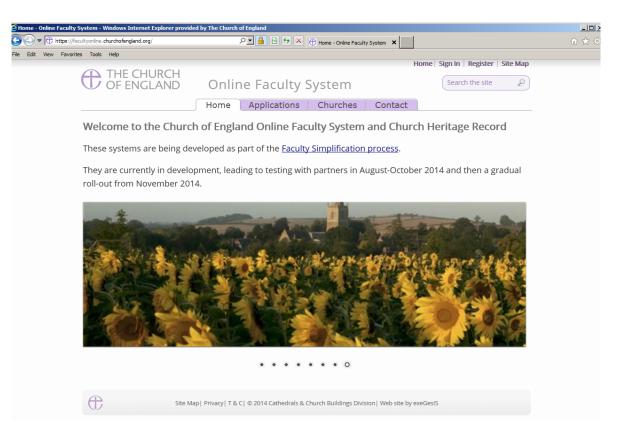
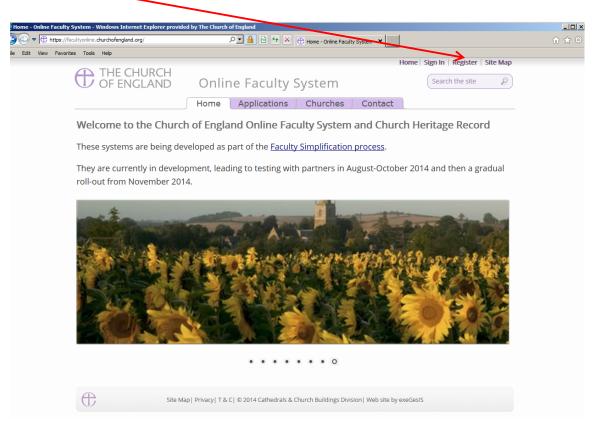
How to Register as an Applicant

1. You'll arrive on the front page of the website **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:

Image: Control of the system of the second of the secon	n 🛧 🛱
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File Eait View Favorites Tools Help	
🏠 ▼ 🔂 ▼ 🔄 👼 ▼ Page → Safety → Tools → 🔞 ▼ 🕅 🖟 Home Sign In Register Site Map	
	^
OF ENGLAND Online Faculty System	
Create a New Account	
Please complete the form below to register for the Online Faculty System.	
Please complete the form below to register for the Online Faculty system.	
Email	
Password	
Confirm Password	
Title	
First Name	
Last Name	
Daytime telephone	
Alternative telephone	
Address	
Postcode	
Email preference @	
 Everytime something happens 	
Role applied for Applicant (to submit petitions)	
ODAC Secretary	2
O Archdeacon	100% -

- 4. Choose the most suitable email address (all emails relating to your faculty applications will go to this 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. Remember to indicate
 - a. Whether you wish to receive an email about your application either as:
 - i. a Daily summary

Or

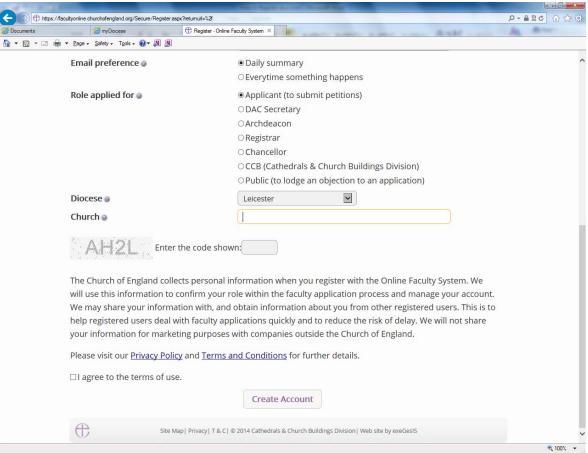
- ii. every time something changes
- b. The role for which you wish to register

7. When you select Applicant and scroll down, you'll get a drop down menu from the Diocese field:

nents	@ myDiocese	Register - Online Faculty System ×	and have a set of the Barth	As man
a - 🗆 🤞	🔿 🔻 Page 🖌 Safety 🗸 Tools 🗸 🕢 🖉	Ŋ		
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		 Everytime some 	thing happens	
	Role applied for @	Applicant (to sul	bmit petitions)	
		ODAC Secretary		
		OArchdeacon		
		○ Registrar		
		○ Chancellor		
		OCCB (Cathedrals	& Church Buildings Division)	
		⊖Public (to lodge	an objection to an application)	
	Diocese @	please select	â	
	Church @	Bath & Wells Birmingham Blackburn		
	AH2L Ent	er the code shown Canterbury Canterbury Cartisle		
	The Church of England co	Chelmsford Dilects personal inf Chester	th the Online Faculty System. We	
	will use this information t	Chichester	process and manage your account.	
	We may share your inform	mation with, and o Derby	om other registered users. This is to)
	help registered users dea	ll with faculty appli Durham	he risk of delay. We will not share	
	your information for mar		rch of England.	
	Please visit our <u>Privacy Po</u>	Dicy and Terms an Leicester		
	□I agree to the terms of t	use. Lichfield Lincoln Liverpool London Manchester		
	Sit	e Map Privacy T & C © Norwich Oxford	Web site by exeGesIS	

8. Select your diocese and then go to the Church field

(<)</p>



9. Start typing the **name of your parish** (e.g. Anstey or Leicester). As you start typing, a drop down menu will appear. **Select your church by clicking on it with your computer mouse**.

	○Registrar	
	○ Chancellor	
	OCCB (Cathedrals & Church Buildings Division)	
	○ Consultee	
Diocese 🥥	Leicester	
Church	leic)
39JM Enter the code shown	Leicester Forest East: St Andrew (619329)	^
	Leicester St. Christopher (619364)	
	Leicester: St Peter Belgrave (619005)	
	Leicester: All Saints (formerly St Gabriel) (619003)	
The Church of England collects personal inf	Leicester: Holy Trinity w St John the Divine (619032)	/stem. We
-	Leicester: St Aidan (619033)	* t We may
	ormation about you from other registered users. Thi	
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	ons quickly and to reduce the risk of delay. We will no	ot share your
information for marketing purposes with co	ompanies outside the Church of England.	

Please visit our <u>Privacy Policy</u> and <u>Terms and Conditions</u> for further details.

	agree	to the	e terms	of use.
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Create Account

10. It will appear below the church field in purple. Repeat the process to add ALL the church buildings you are responsible for.

*If you have any problems finding your church building, contact your DAC for advice.

	ORegistrar			
	○ Chancellor			
	OCCB (Cathedrals & Church Buildings Division)			
	○ Consultee			
Diocese 🥘	Leicester			
Church				
	* Leicester St. Christopher (619364)			
39JM Enter the code show	/n:			
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 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.

 \Box I agree to the terms of use.

Create Account

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	○Registrar ,	^	
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	OCCB (Cathedrals & Church Buildings Division)		
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	× Leicester St. Christopher (619364)		
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will use this information to confirm your ro share your information with, and obtain inf	formation when you register with the Online Faculty System. We ole within the faculty process and manage your account. We may formation about you from other registered users. This is to help ons quickly and to reduce the risk of delay. We will not share your ompanies outside the Church of England.		
Please visit our <u>Privacy Policy</u> and <u>Terms and Conditions</u> for further details.			
\Box I agree to the terms of use.			
	Create Account		

- 12. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.
- 13. Click on Create Account
- 14. 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.
- 15. 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.
- 16. 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.

17. 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