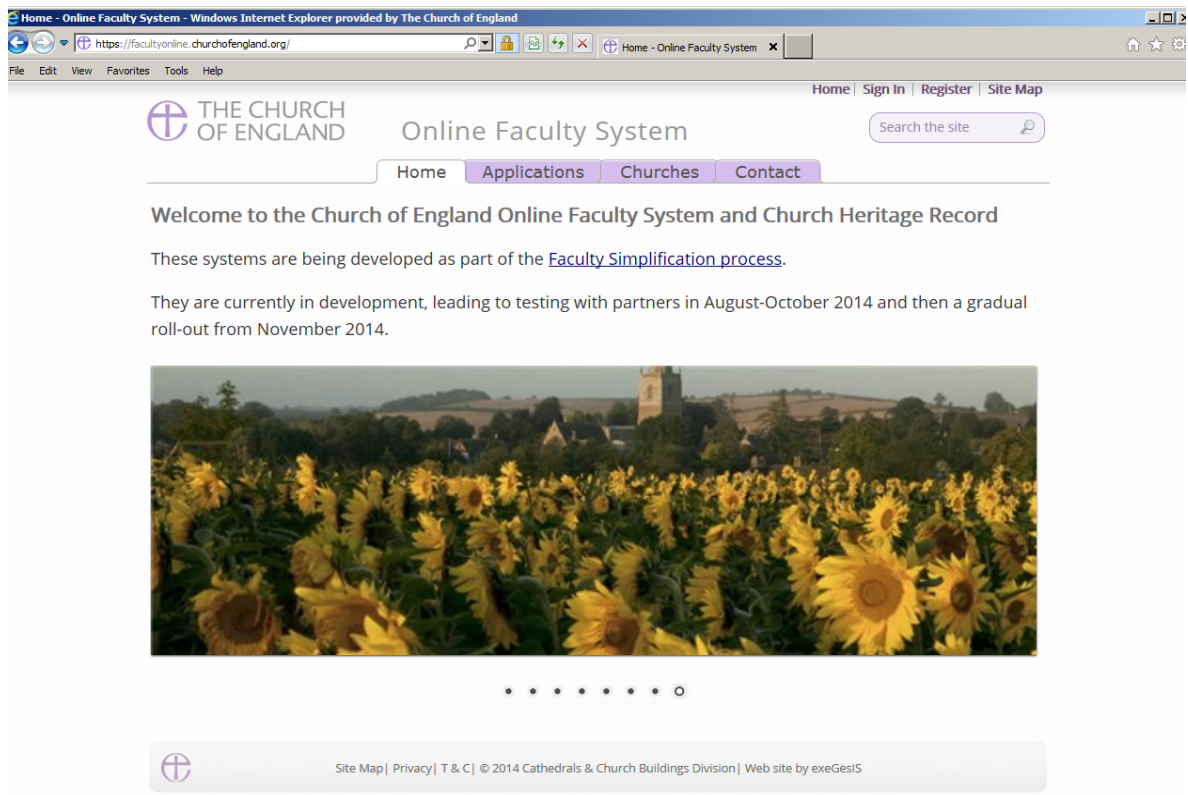
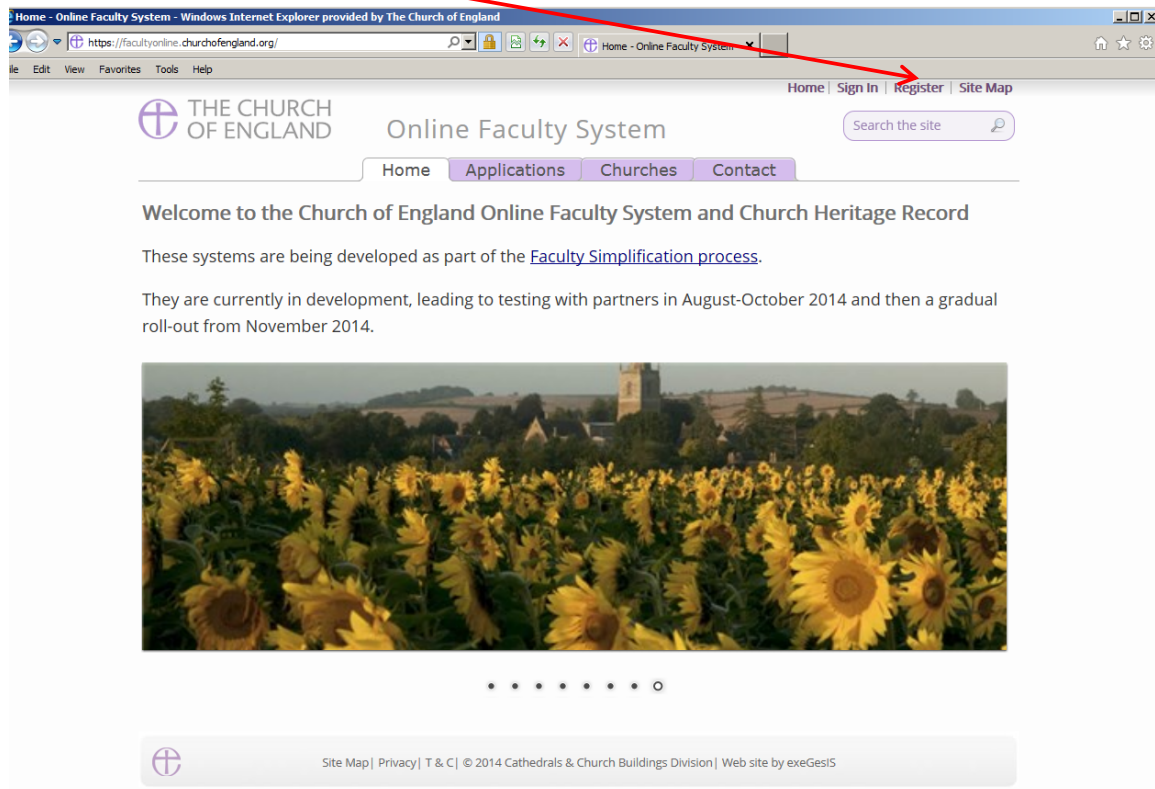


How to Register as an Applicant

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:

THE CHURCH OF ENGLAND Online Faculty System

Create a New Account

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

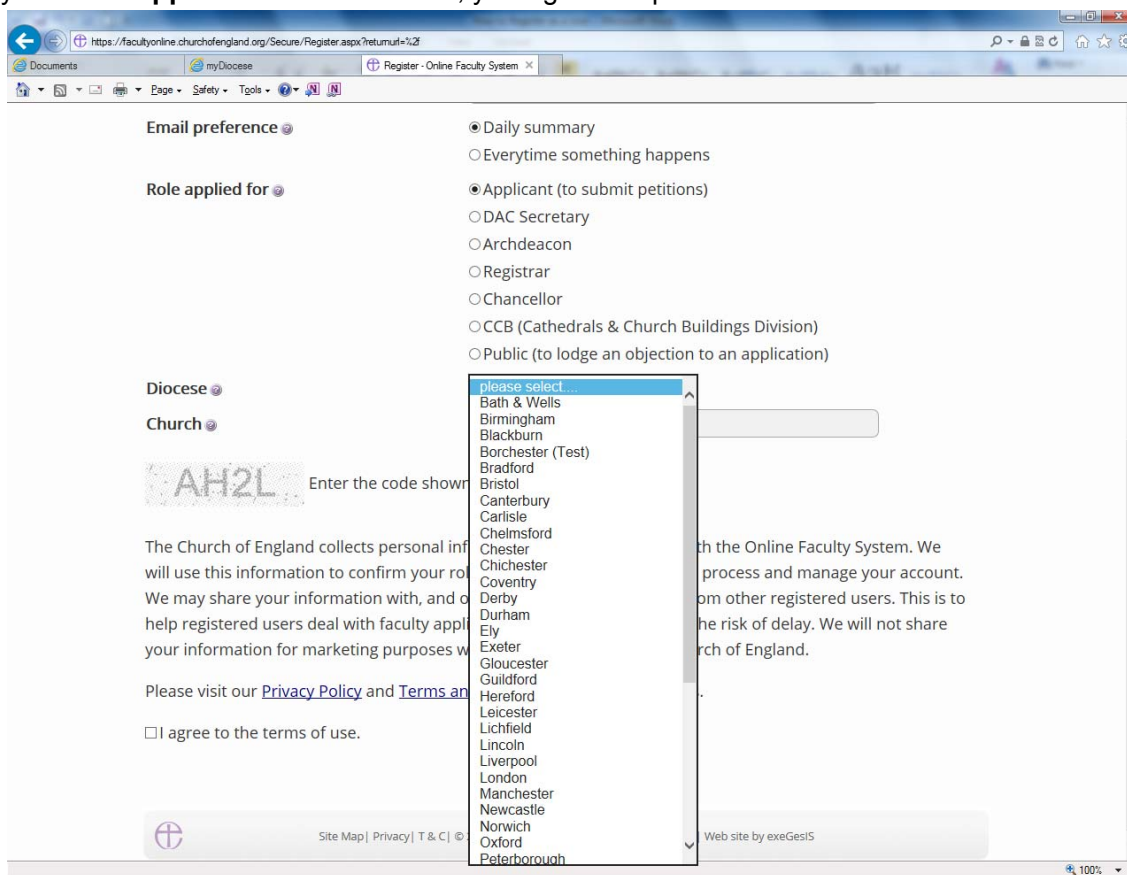
Postcode

Email preference Daily summary
 Everytime something happens

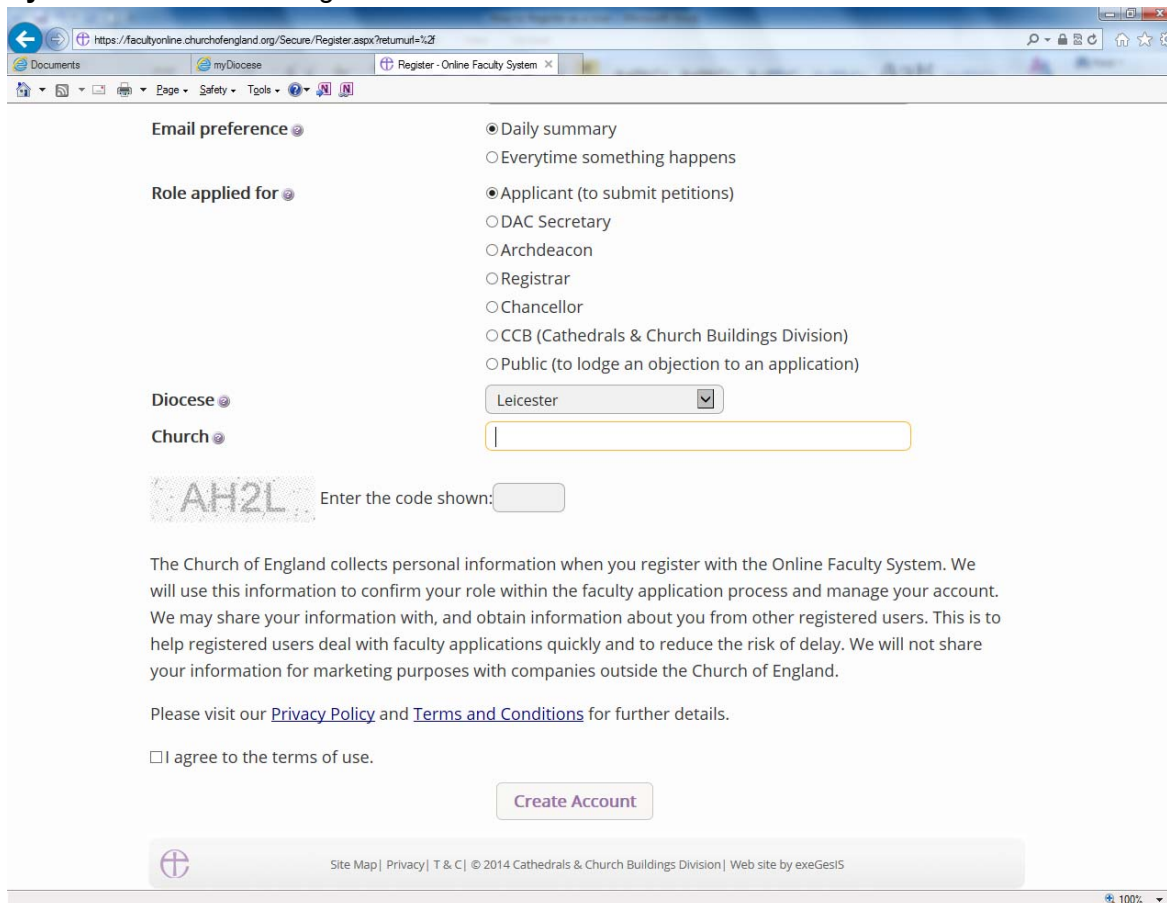
Role applied for Applicant (to submit petitions)
 DAC Secretary
 Archdeacon

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:




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



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
 CCB (Cathedrals & Church Buildings Division)
 Consultee

Diocese  Leicester

Church

leic

- 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)

39JM 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 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

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.

Registrar
 Chancellor
 CCB (Cathedrals & Church Buildings Division)
 Consultee

Diocese  Leicester

Church

* Leicester St. Christopher (619364)

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
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I agree to the terms of use.

Create Account


11. Enter the security code as it is shown

Registrar
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Diocese  Leicester

Church

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I agree to the terms of use.

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>