Online Faculty System

A Consultee's User Manual

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This document is a step-by-step guide to the Online Faculty System for Consultees.

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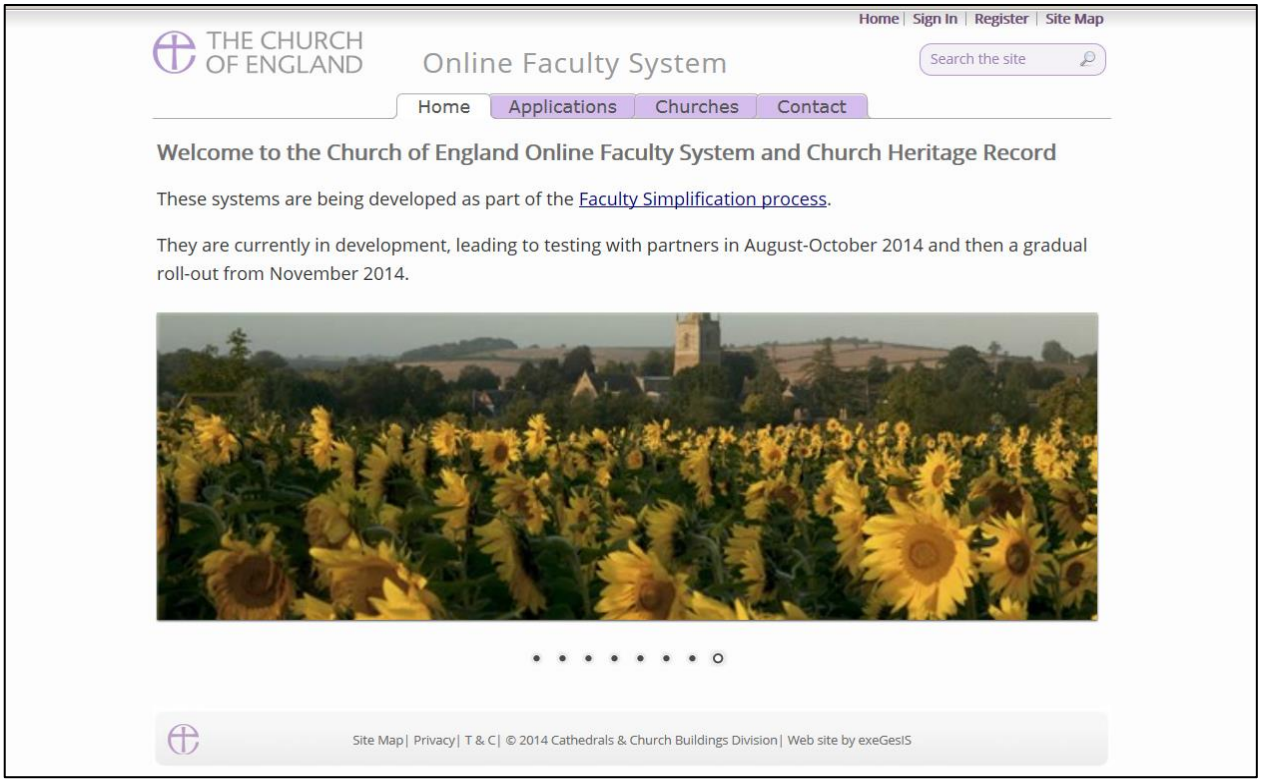
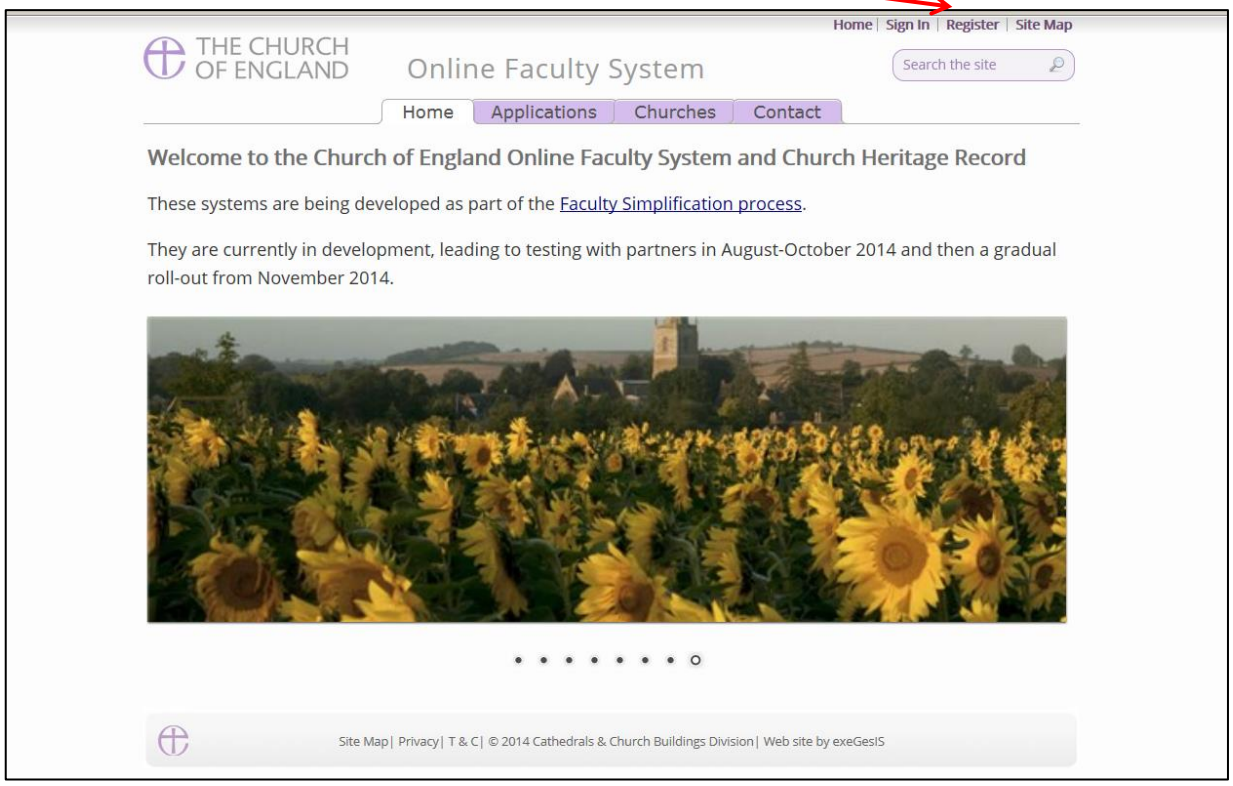
How to Register as a Consultee

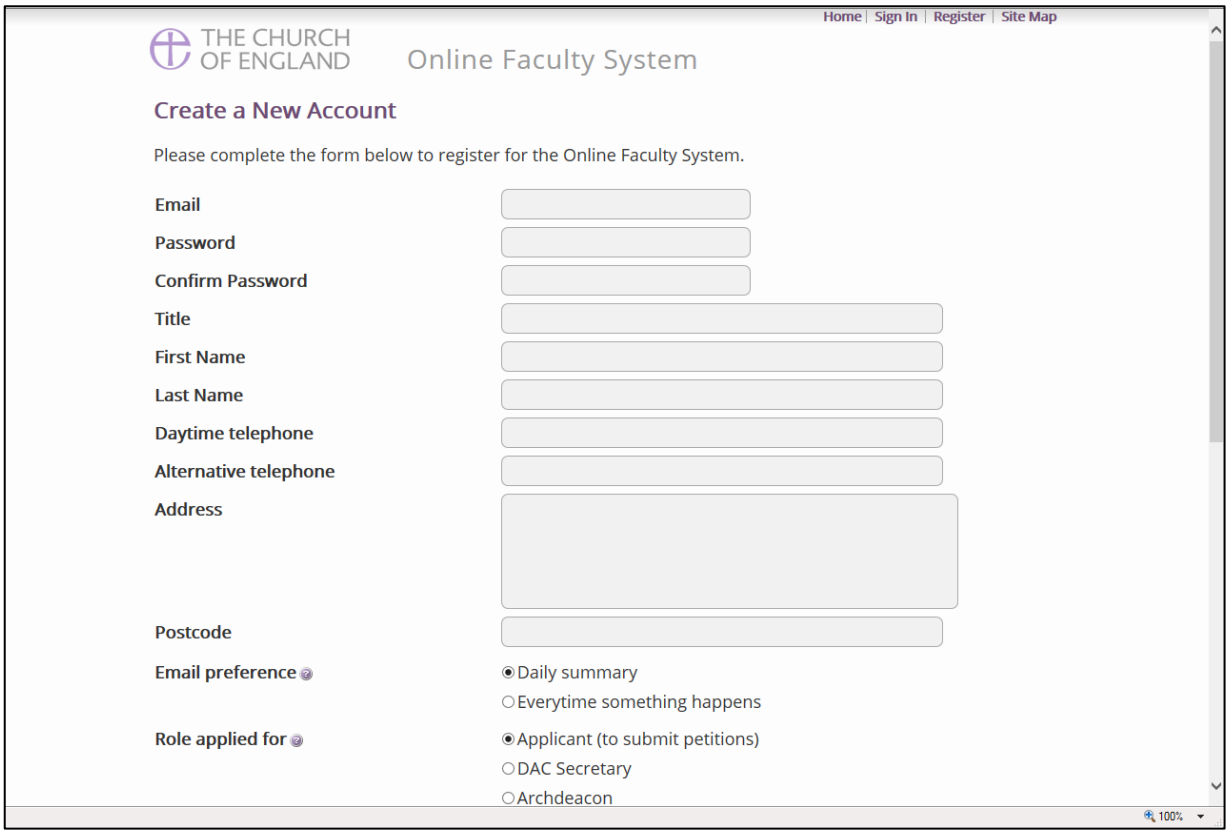
1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.



2. Click on **Register**



3. This will take you to the **Create a New Account** page.



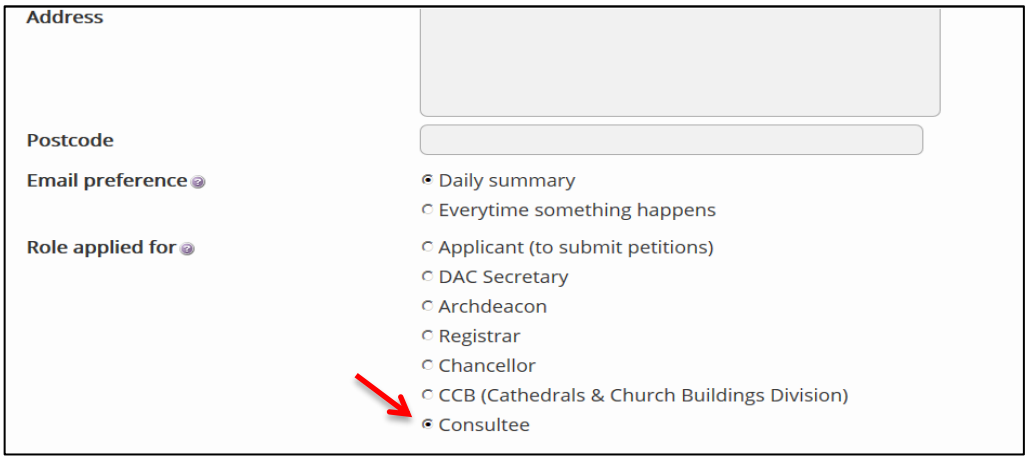
4. Choose the most suitable email address. This could be your personal or work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications related to your church(es) building(s) either as:

    a. **Daily summary** (received at the end of each day – but only if you need to perform a task)
    Or
    b. **Every time** something changes

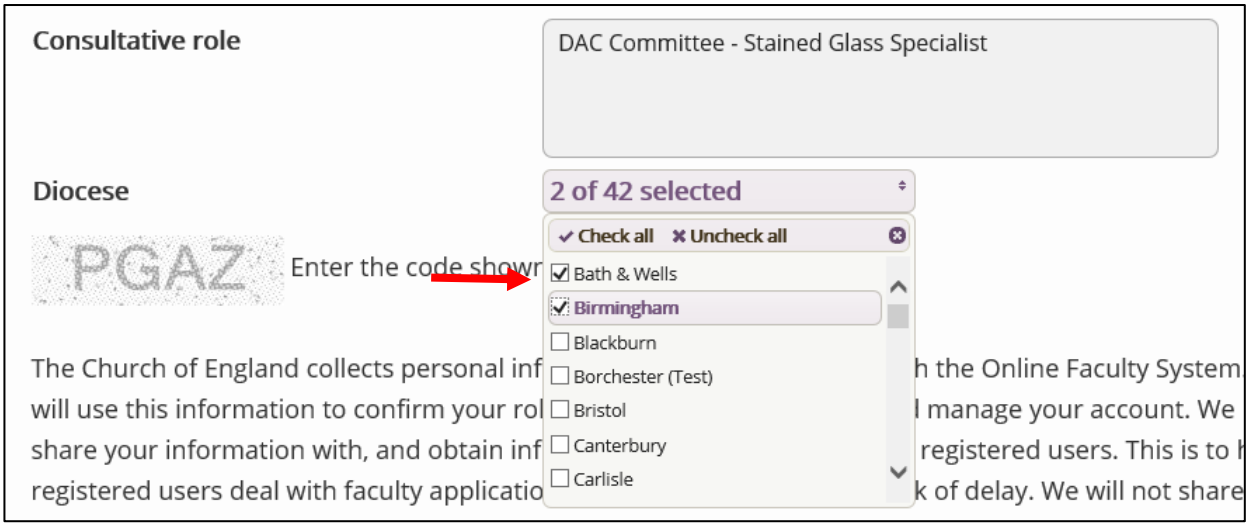
7. Select the **role** for which you wish to register (in this case Consultee).

8. Select **Consultee**:

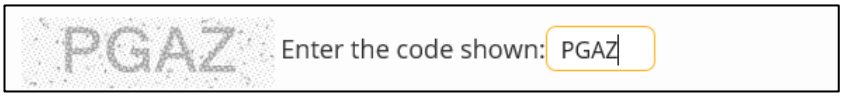


9. Insert your role as Consultee (This is what people will see they want to consult you)

10. **Select** all the **Dioceses** for whom you act as Consultee



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



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.

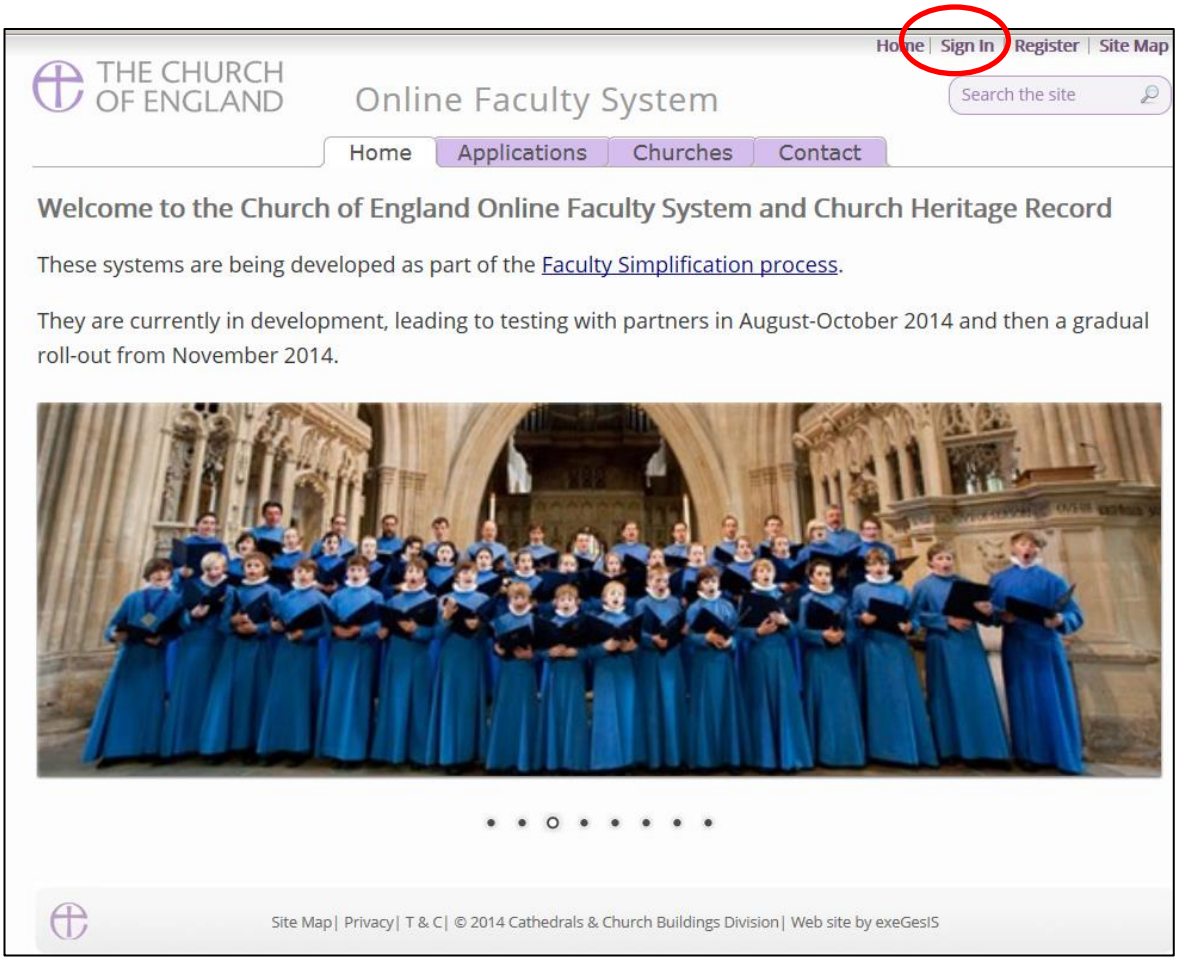
16. The CCB will then be asked to approve your registration.

> **N.B.** The CCB will need to check against the Diocesan Database and other records to verify that you are a consultee. If not, you will be contacted to check the details of your registration.

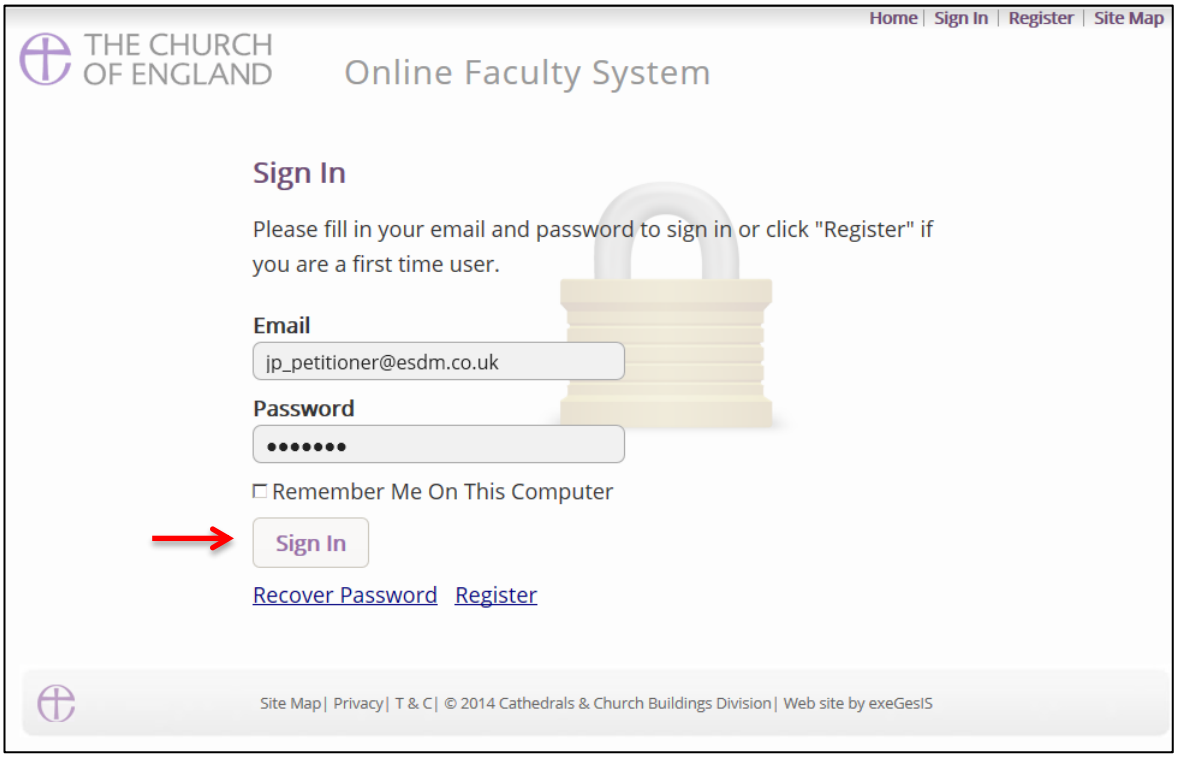
17. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**

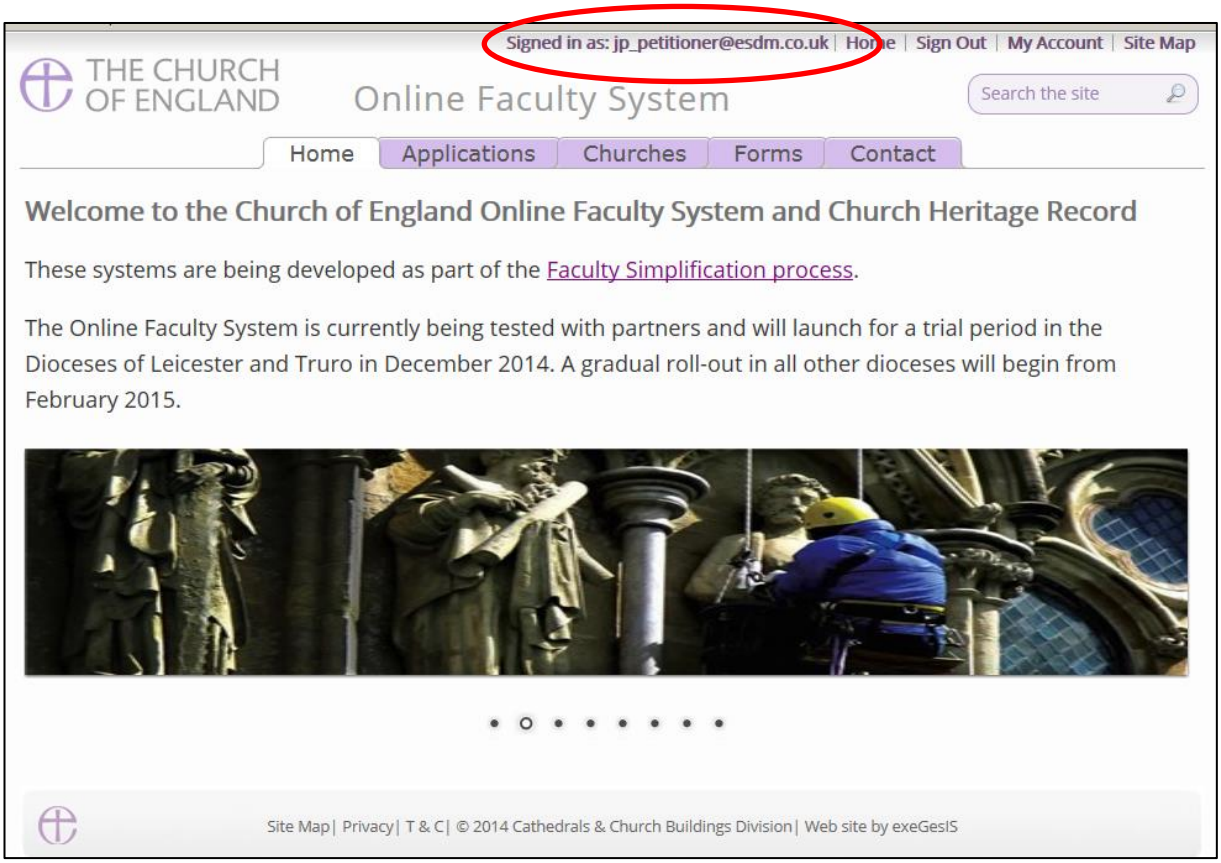


2. Enter your **email** address and **password**, and click **Sign In**



2.1 If you tick the box “Remember Me on This Computer” you will remain signed into the website every time you return.

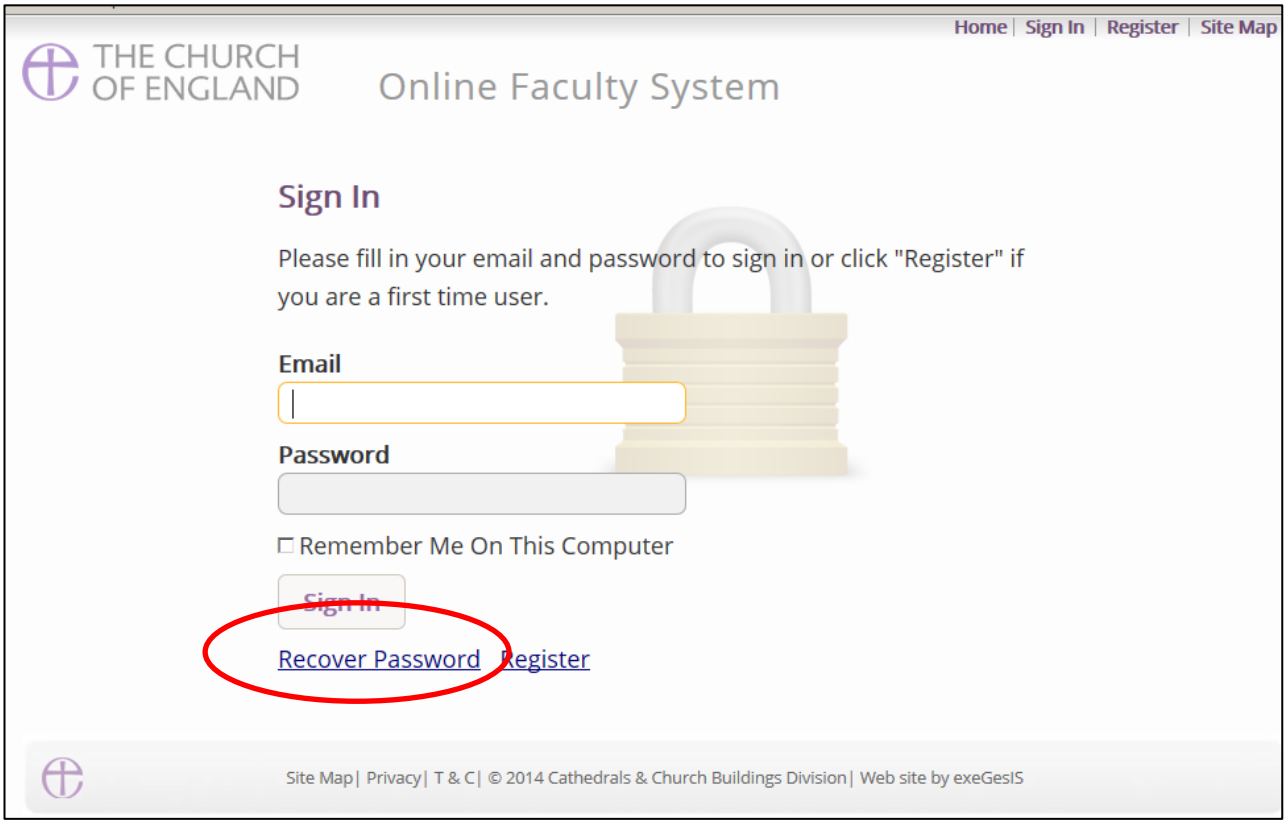
3. The system brings you back to the main page of the website. But now you are signed in!



4. To exit the system, click **Sign Out**.

Recovering your Password

1. Go to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**

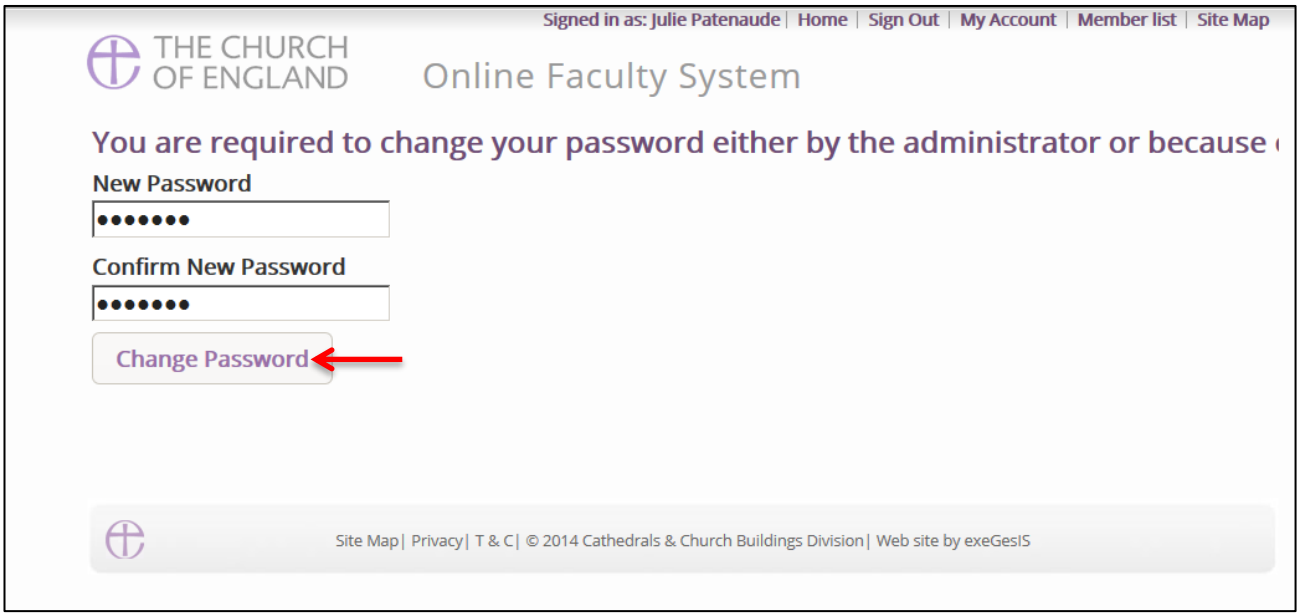


2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

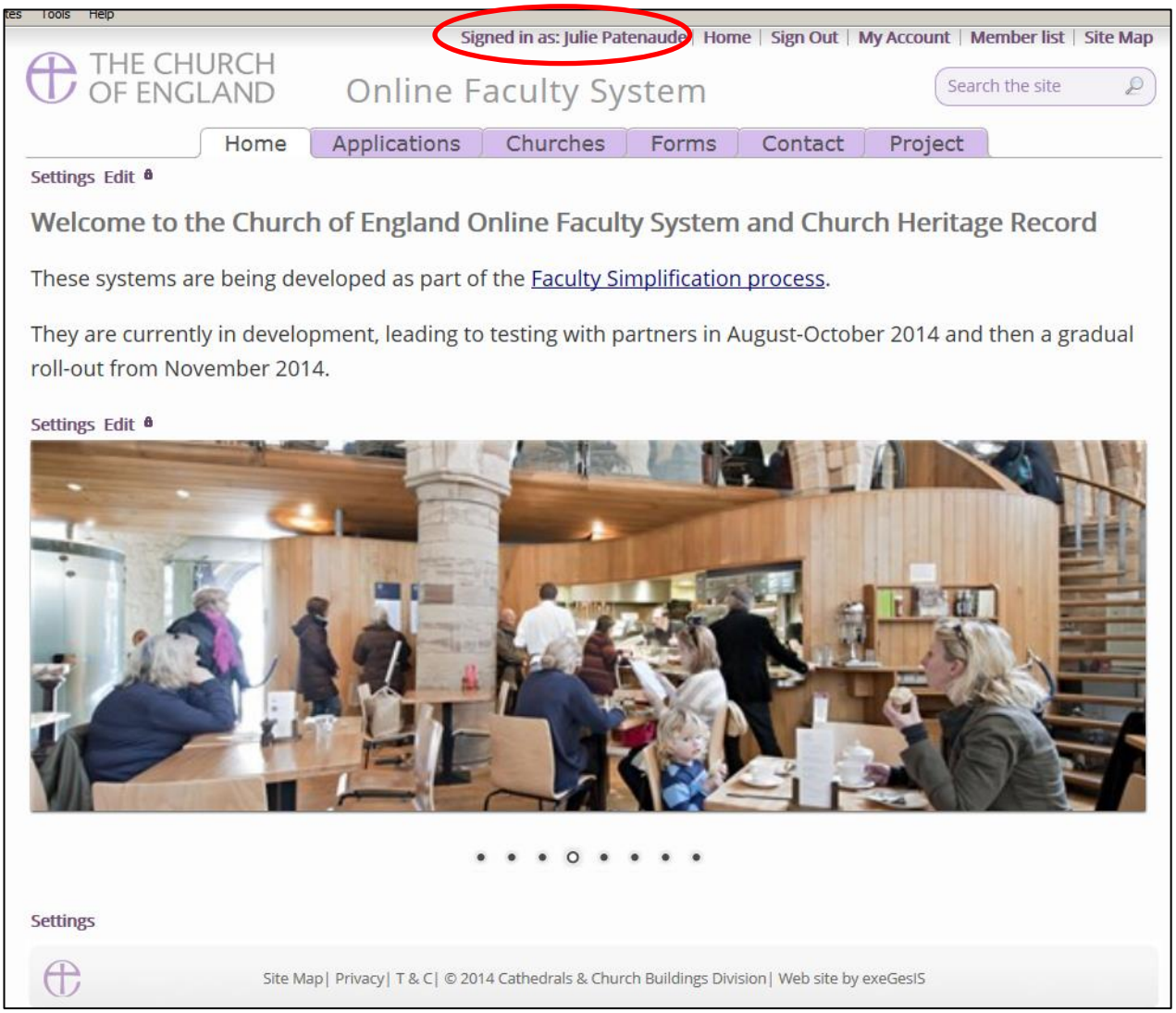
3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.

5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.



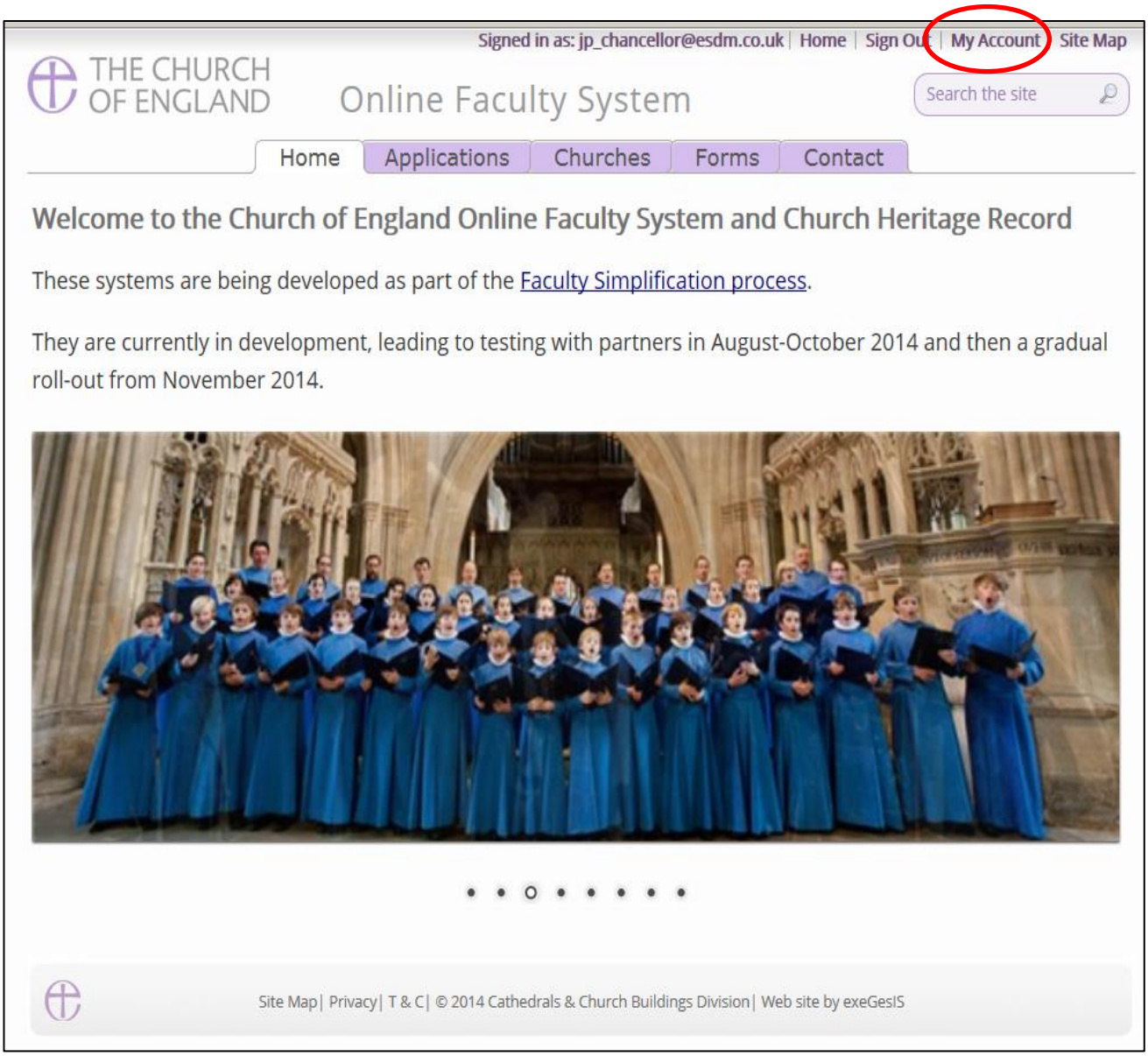
6. You will automatically return to the main page and will be signed in.



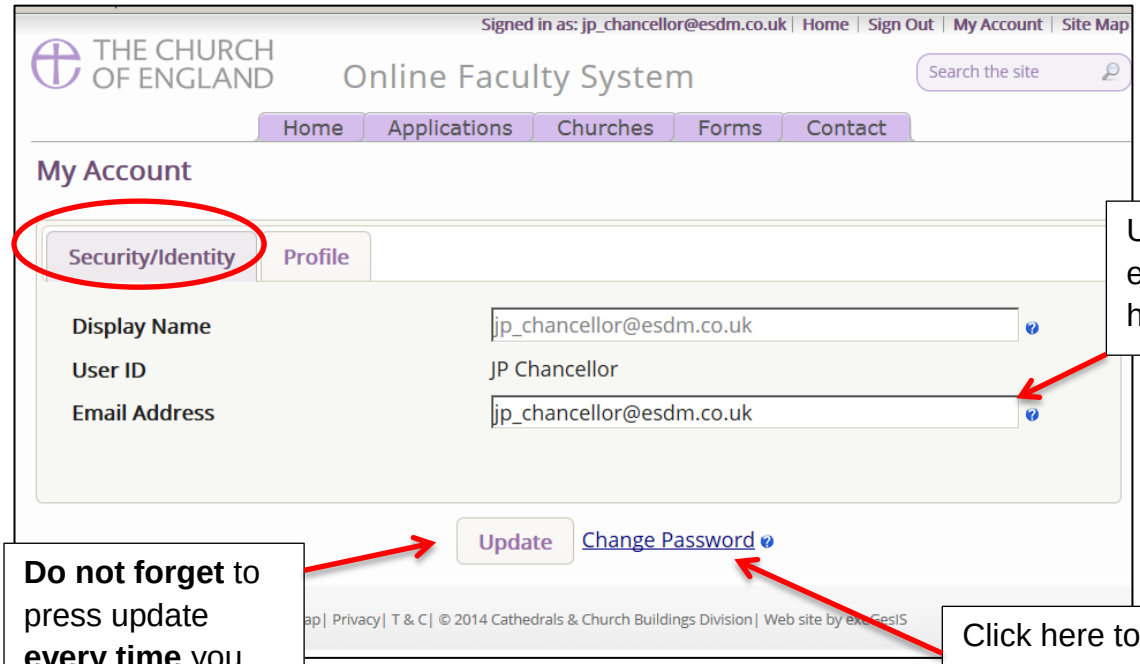
Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

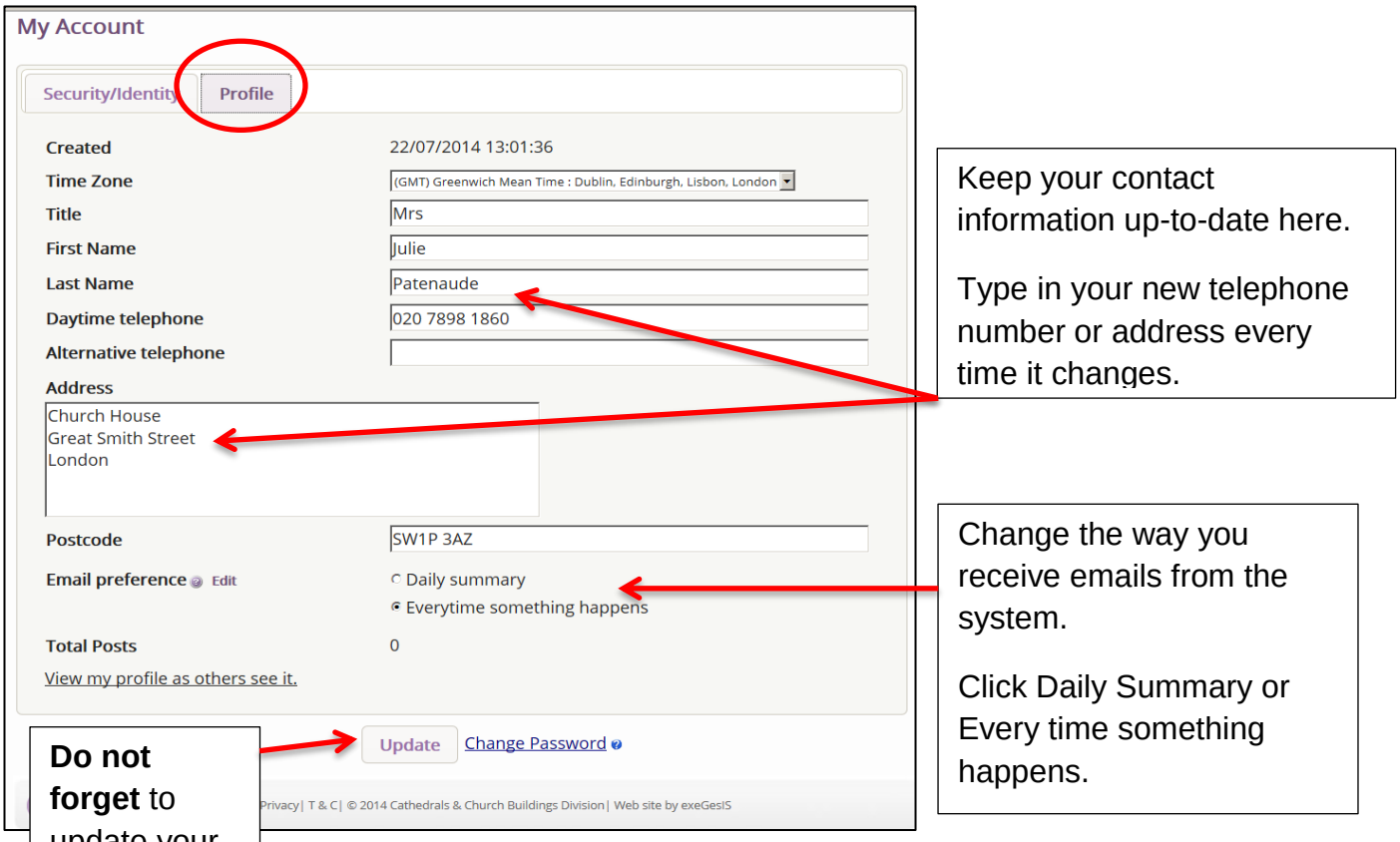
1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**



2. This is the **Security and Identity** tab of your account.



3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

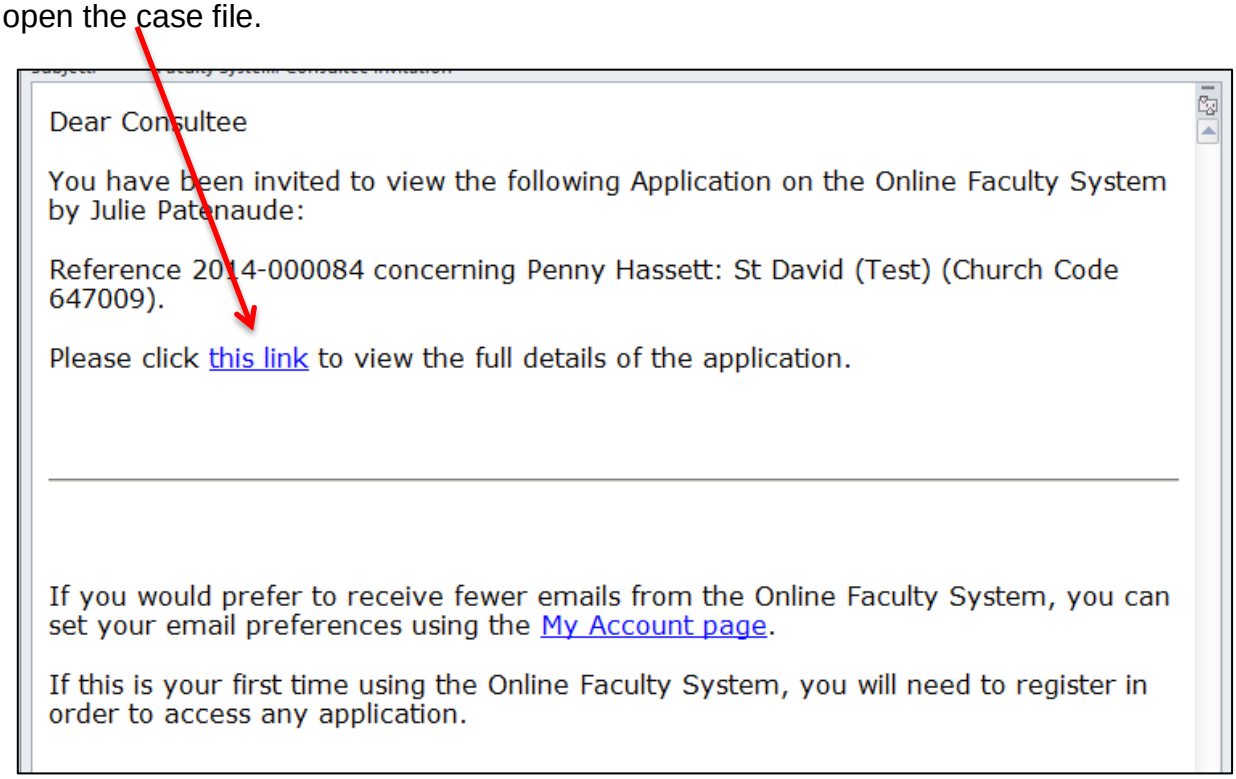


Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's proposal and provide your advice. Each Faculty application has its own case file.

As a Consultee, you will be asked to look at Faculty proposals by email.

1. Upon receiving an email inviting you to consult on an application or proposal, **click the link** to open the case file.



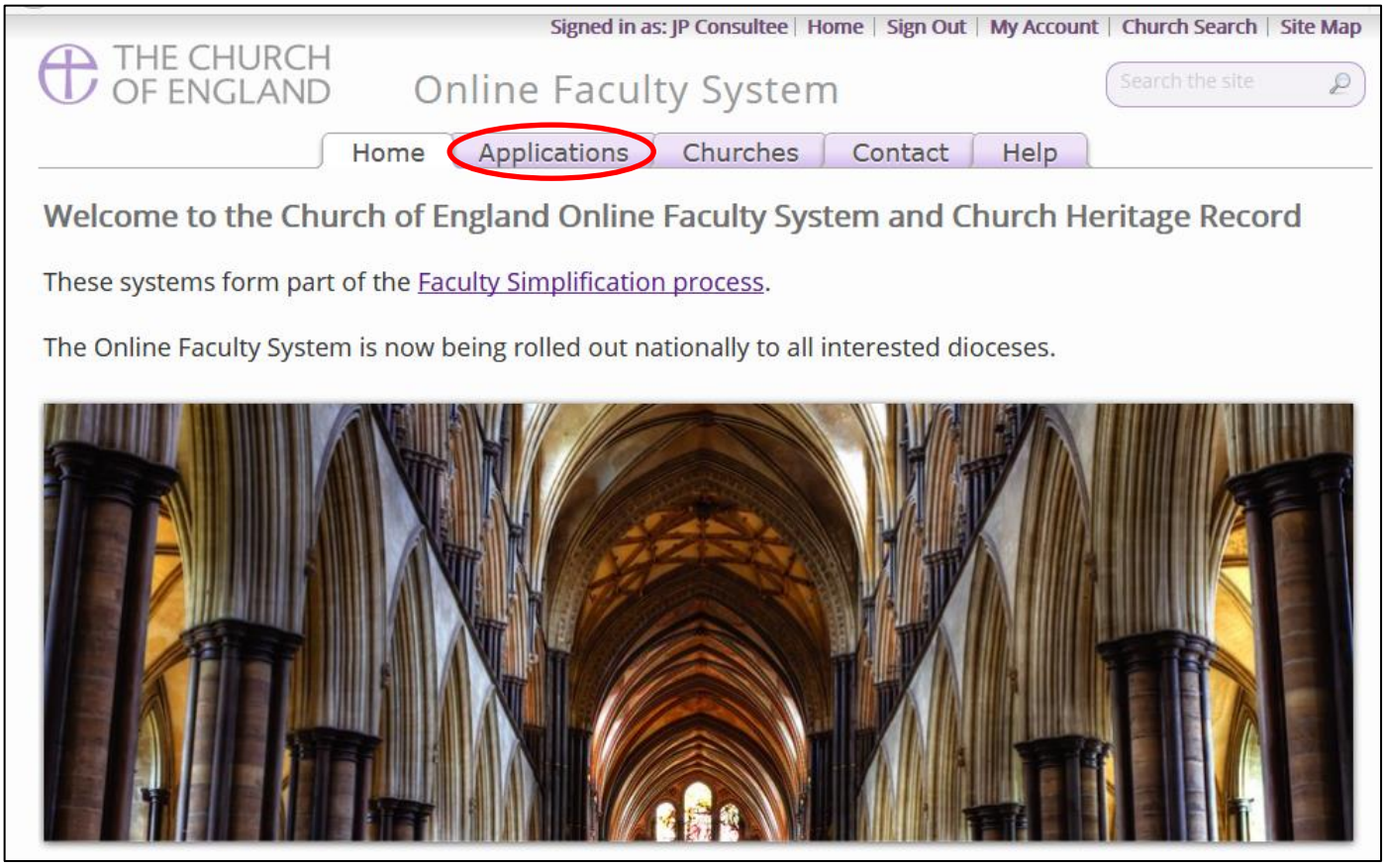
2. **Sign In**

3. You will automatically arrive at the relevant application or proposal.

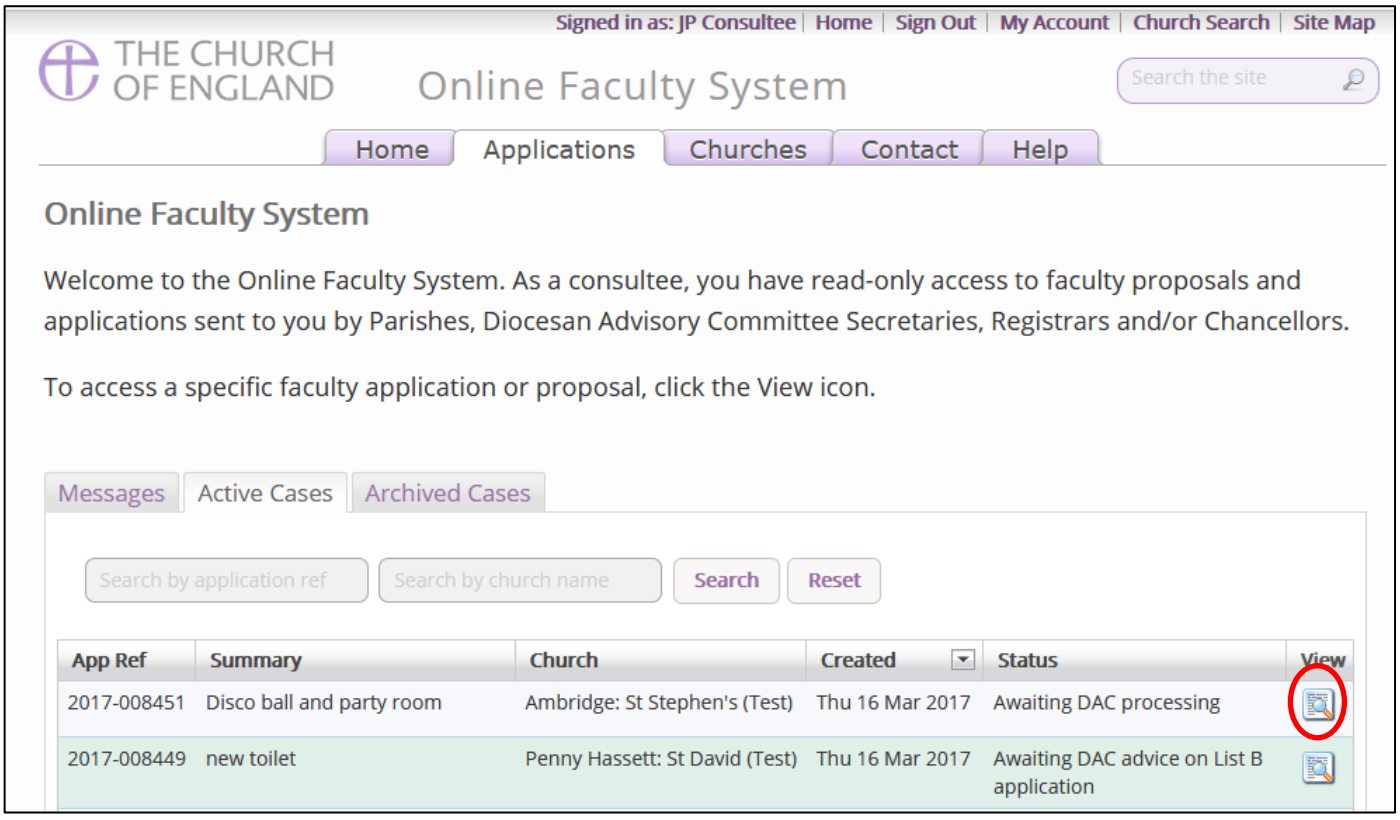
Alternatively, you can locate the application through the Online Faculty System's main page.

1. Go to the **main page** and sign in https://facultyonline.churchofengland.org/

2. Go to the **Applications** Tab



3. Use your **dashboard** to find the Faculty proposal – Click **View** to open



1. This is a typical case file in preparation. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

The legal forms are found here.

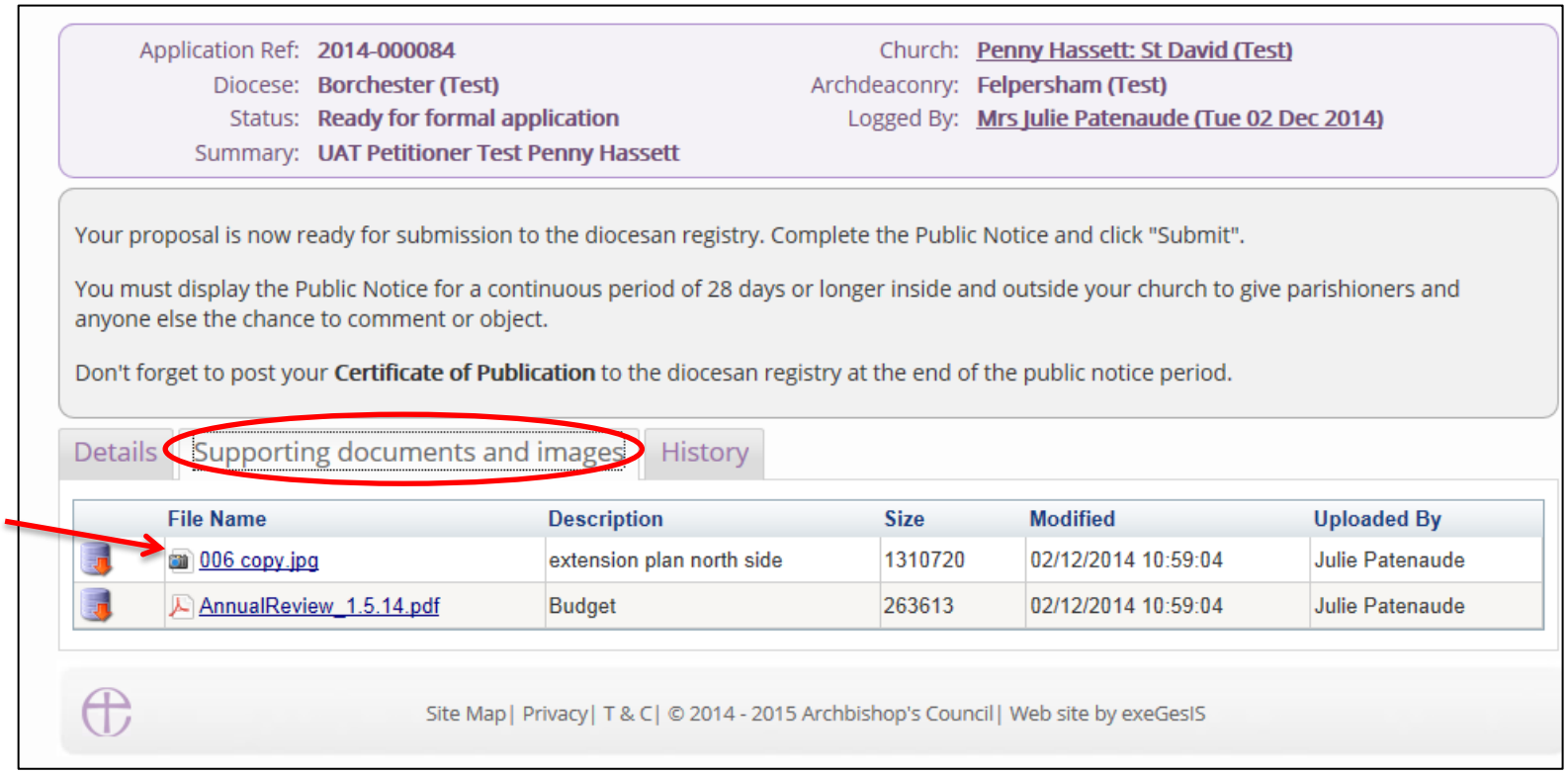
Click here to **exit** the case file

Click the **View** icon to look at a form.

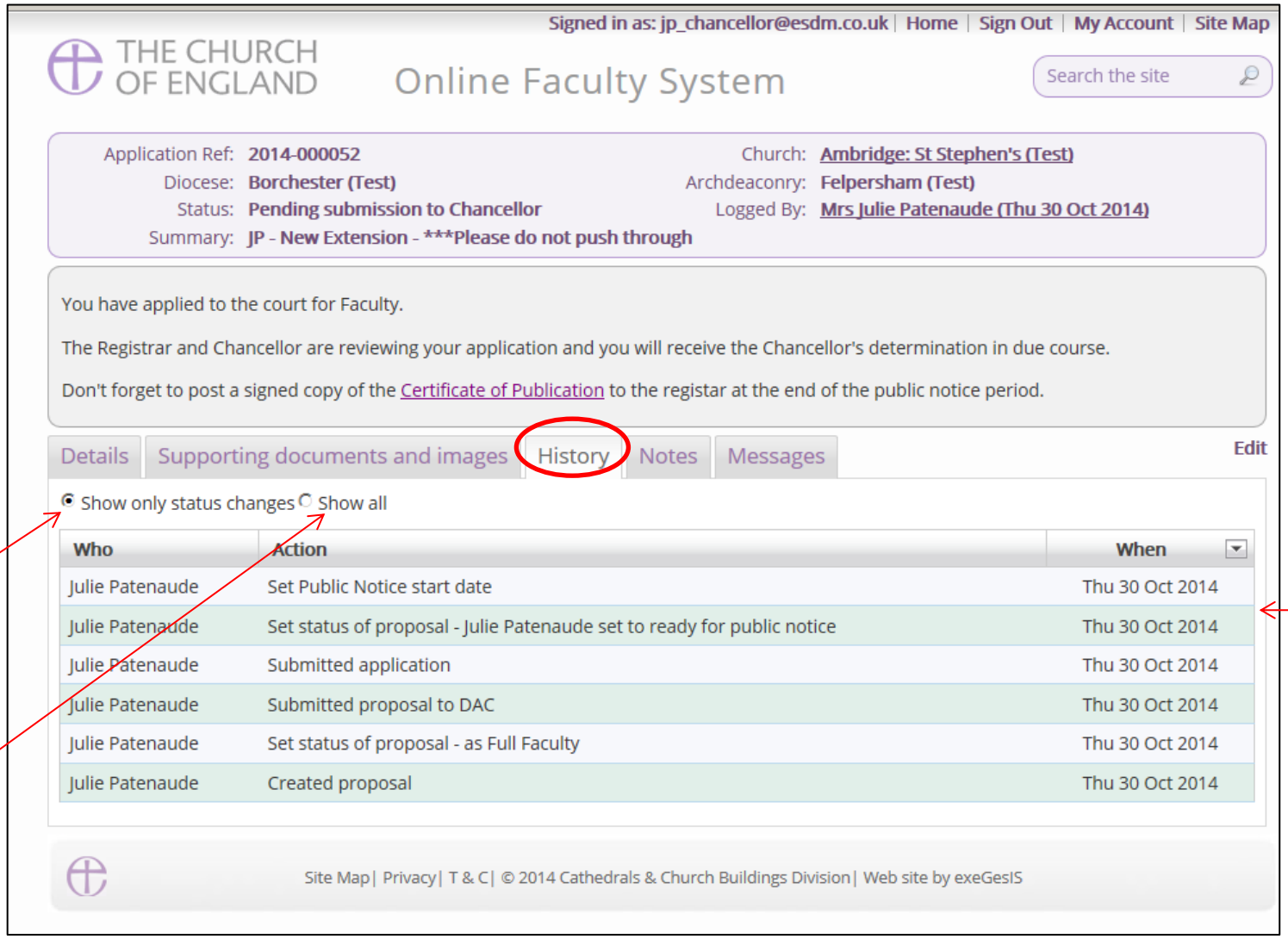
The status icon tells you if a form is complete or in progress.

3. Under the **Supporting Documents and Images** tab, you will find additional information to support the application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

Click on a file to open it.



4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.



You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

See who worked on this application.

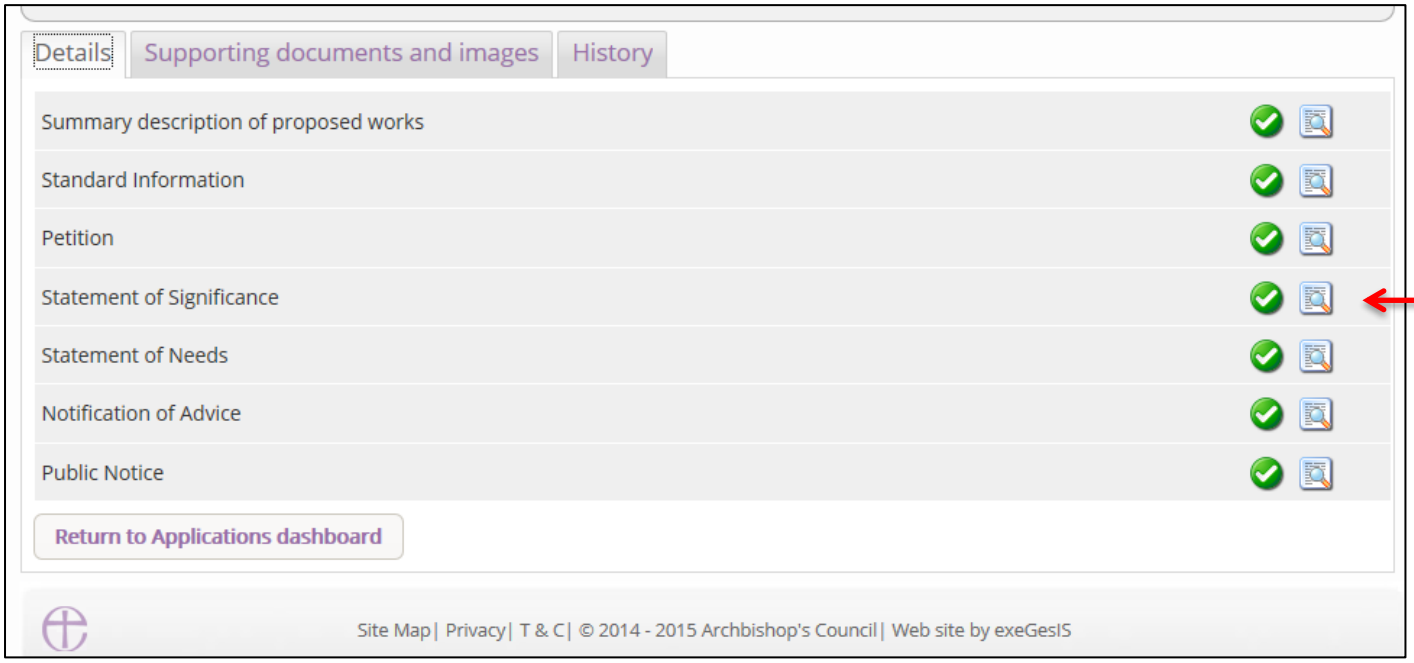
What they did.

And when.

Printing Documents

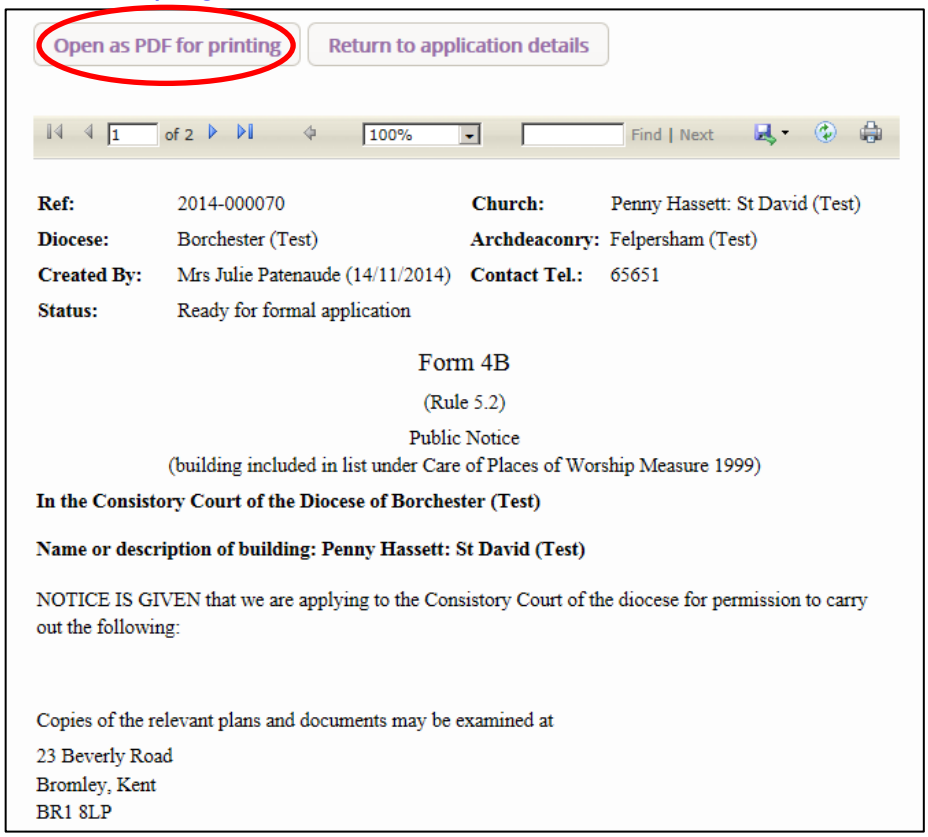
To print any of the forms

1. Click the **View** icon



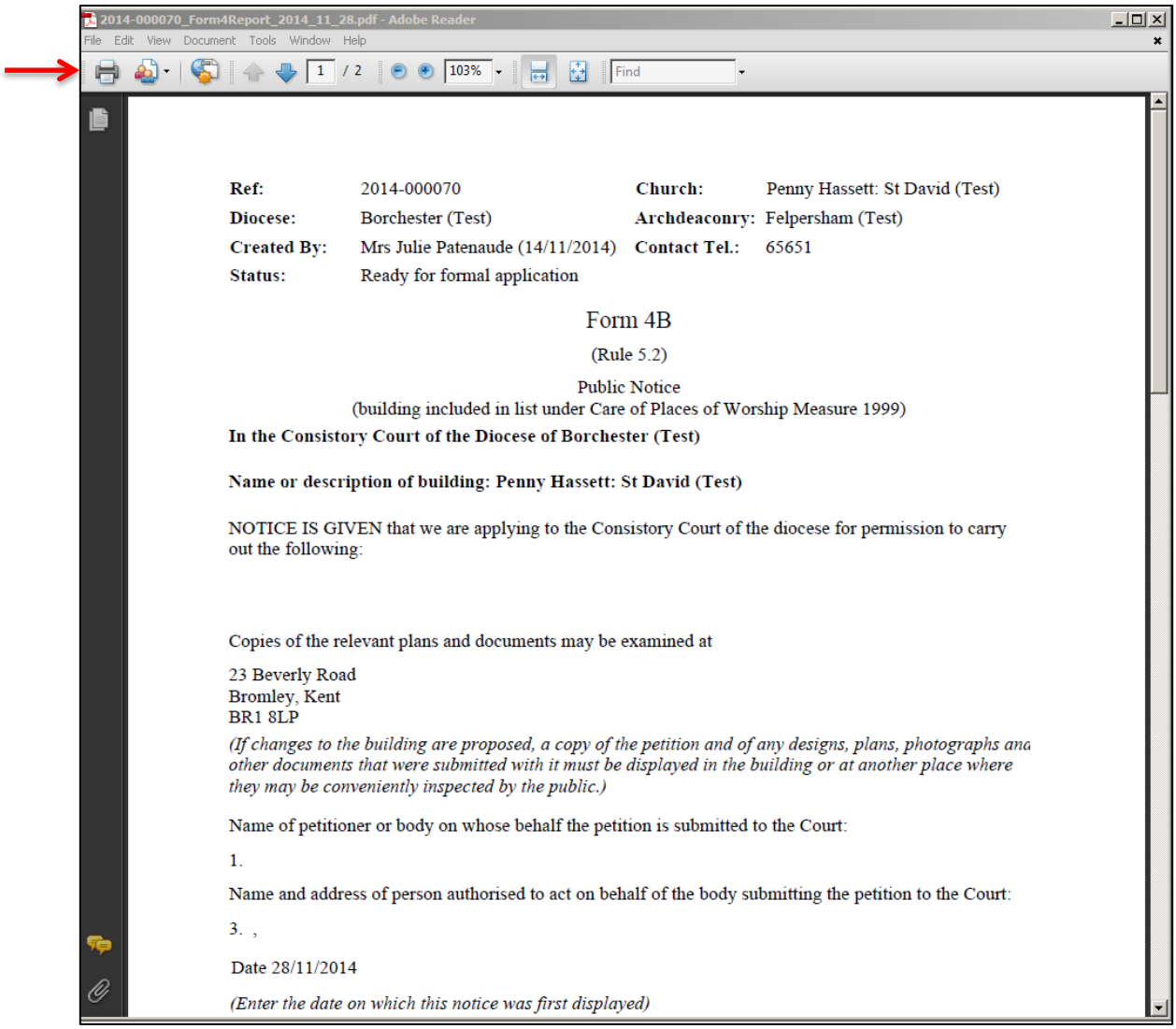
2. Click **Open as PDF for printing**

*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link http://get.adobe.com/uk/reader/



3. The form will open as a PDF. Click **Print**

*Please note this process might be slightly different according to individual computers and operating systems.



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 Support Officer at the Cathedral and Church Building Division:

Kim.jeffal@churchofengland.org

020 7898 1863

or click on https://facultyonline.churchofengland.org/contact