Online Faculty System

An Archdeacon's User Manual

Julie Patenaude
1/1/2016

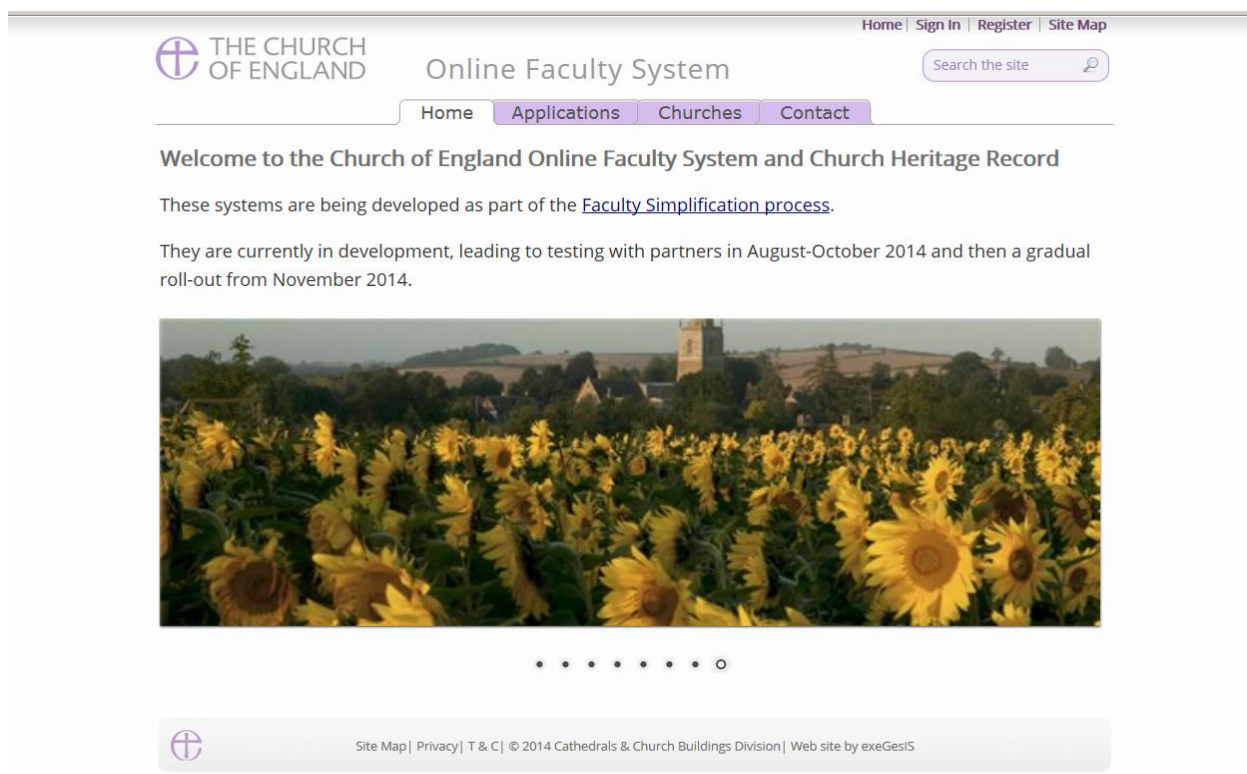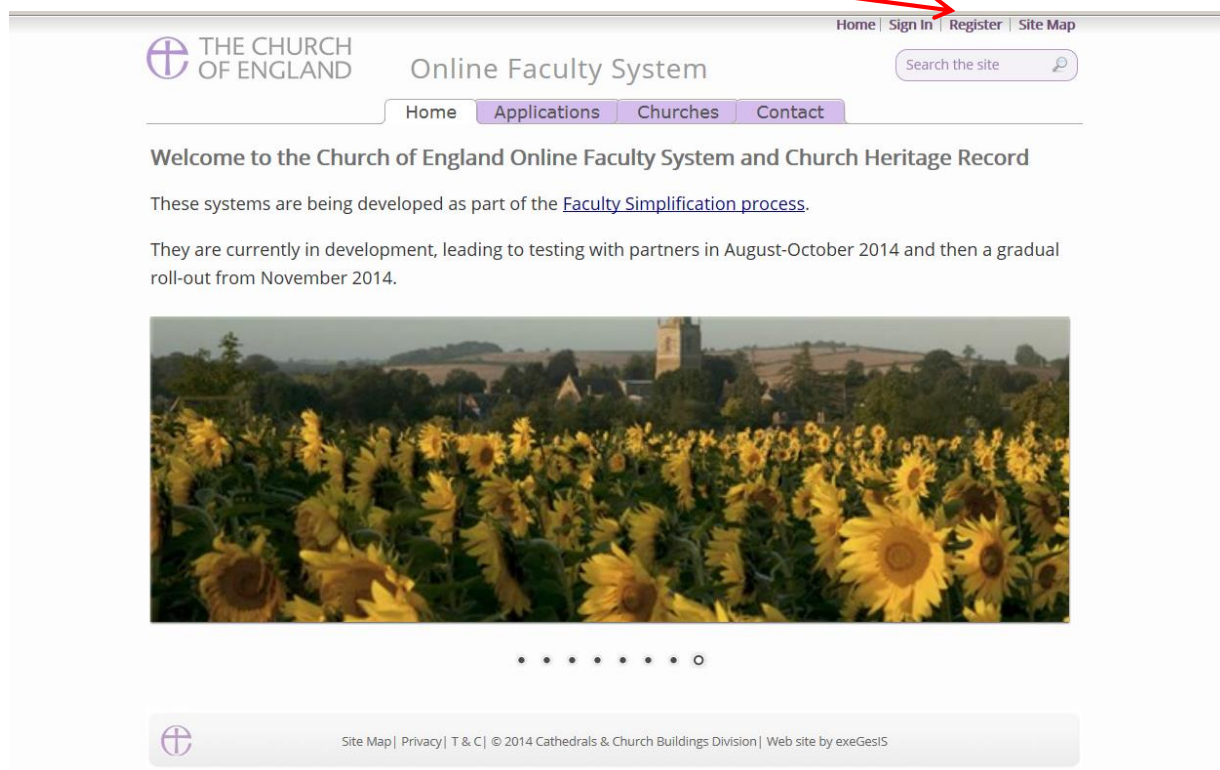This document is a step-by-step guide to the Online Faculty System for Archdeacons.

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How to Register as an Archdeacon

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 is likely to be your 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 in your diocese either as:
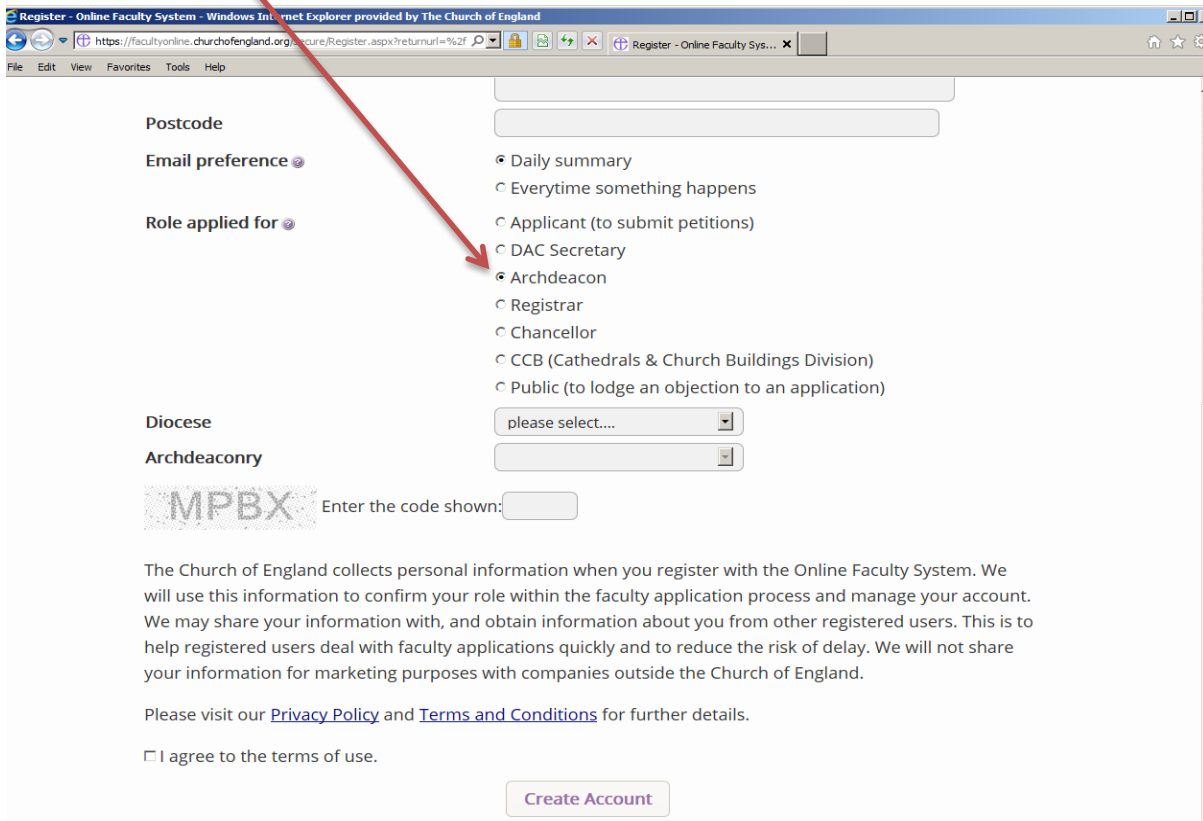
   a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)
      Or
   b. **Every time** something changes

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

8. When you select **Archdeacon** and scroll down, you'll get a drop down menu from the Diocese and Archdeaconry fields:
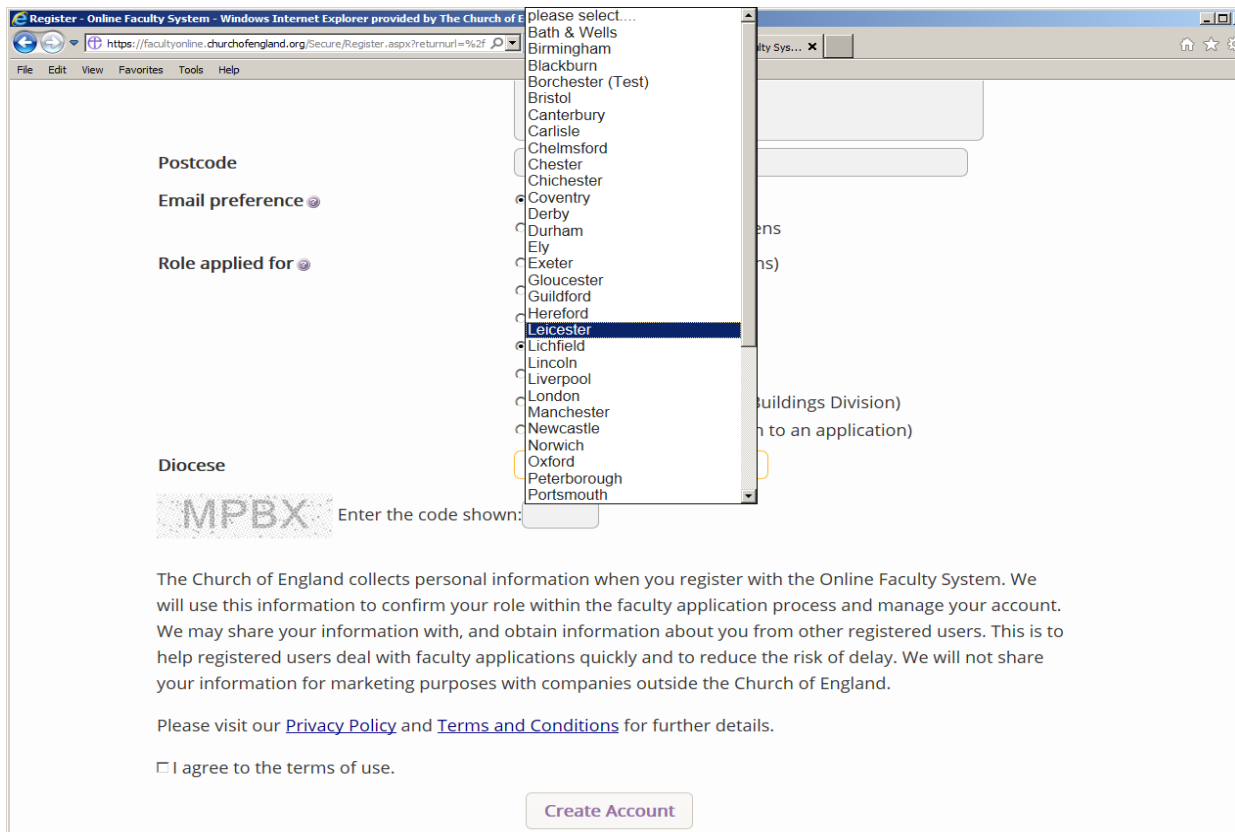

9. Select **your diocese:**

10. Followed by your Archdeaconry

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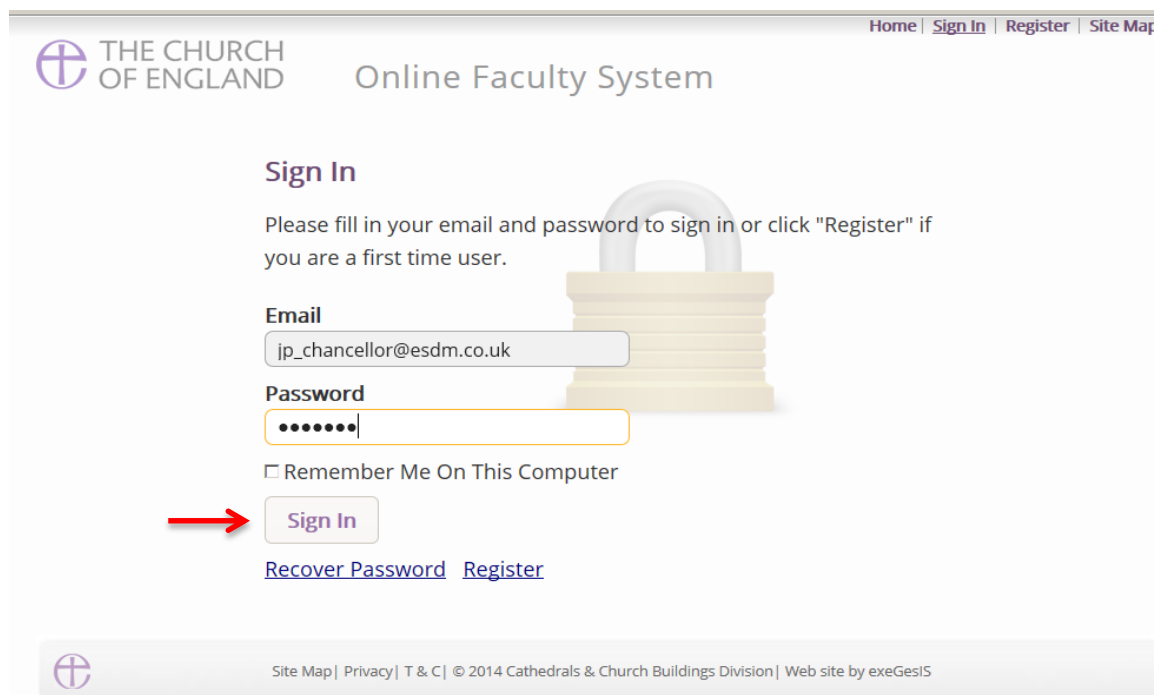
2. Enter your **email** address and **password**, and click **Sign In**

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!
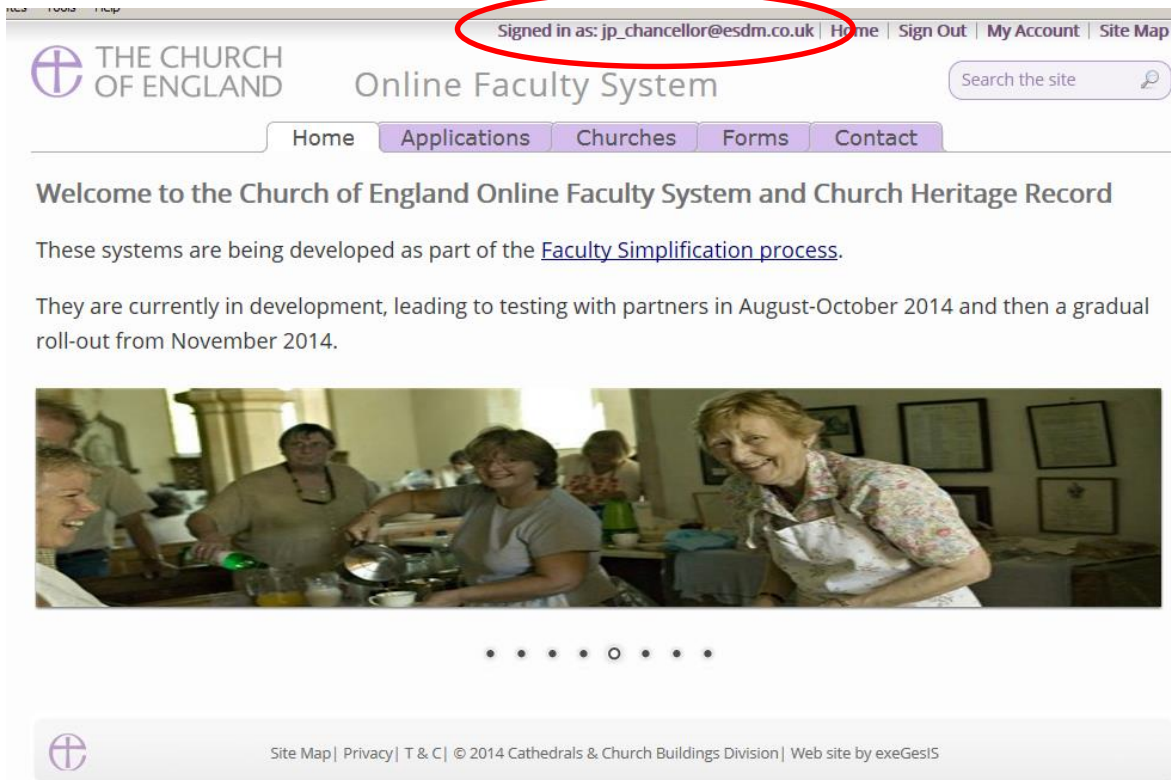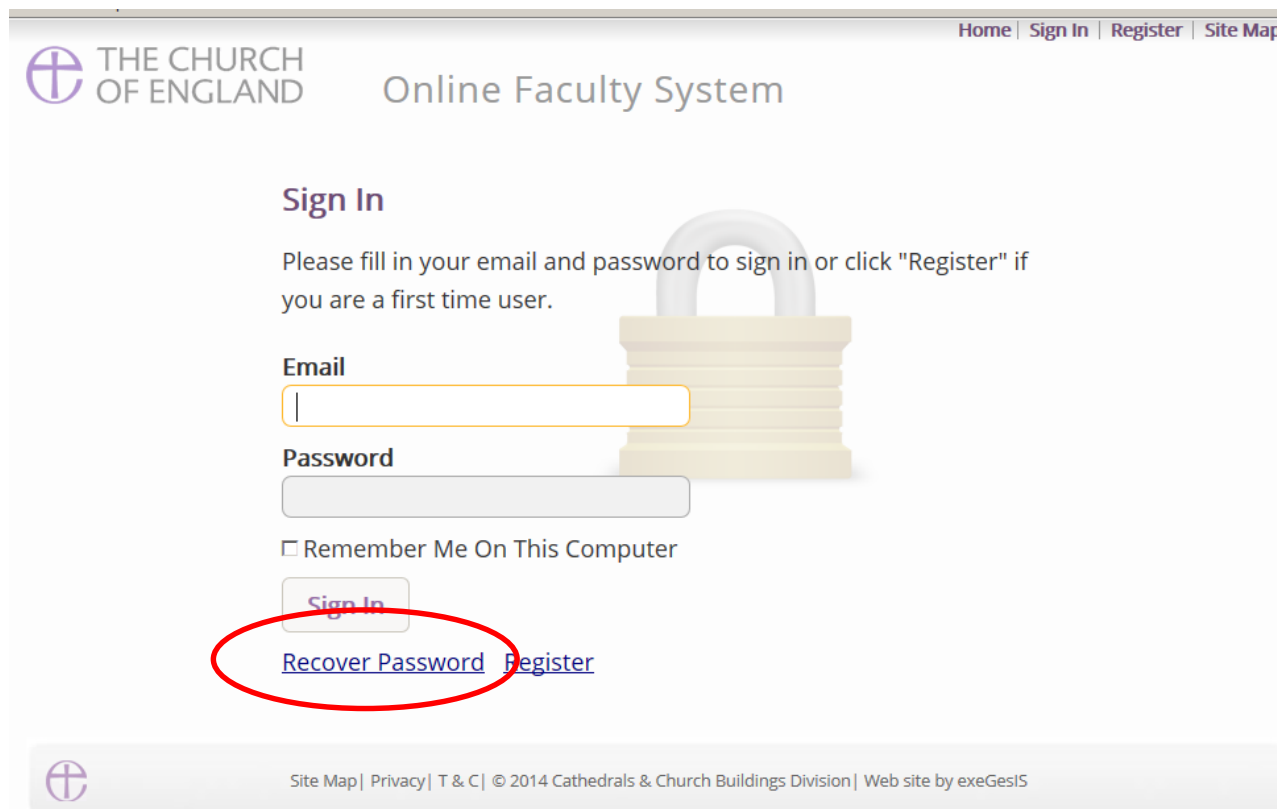
4. To exit the system, click **Sign Out**.
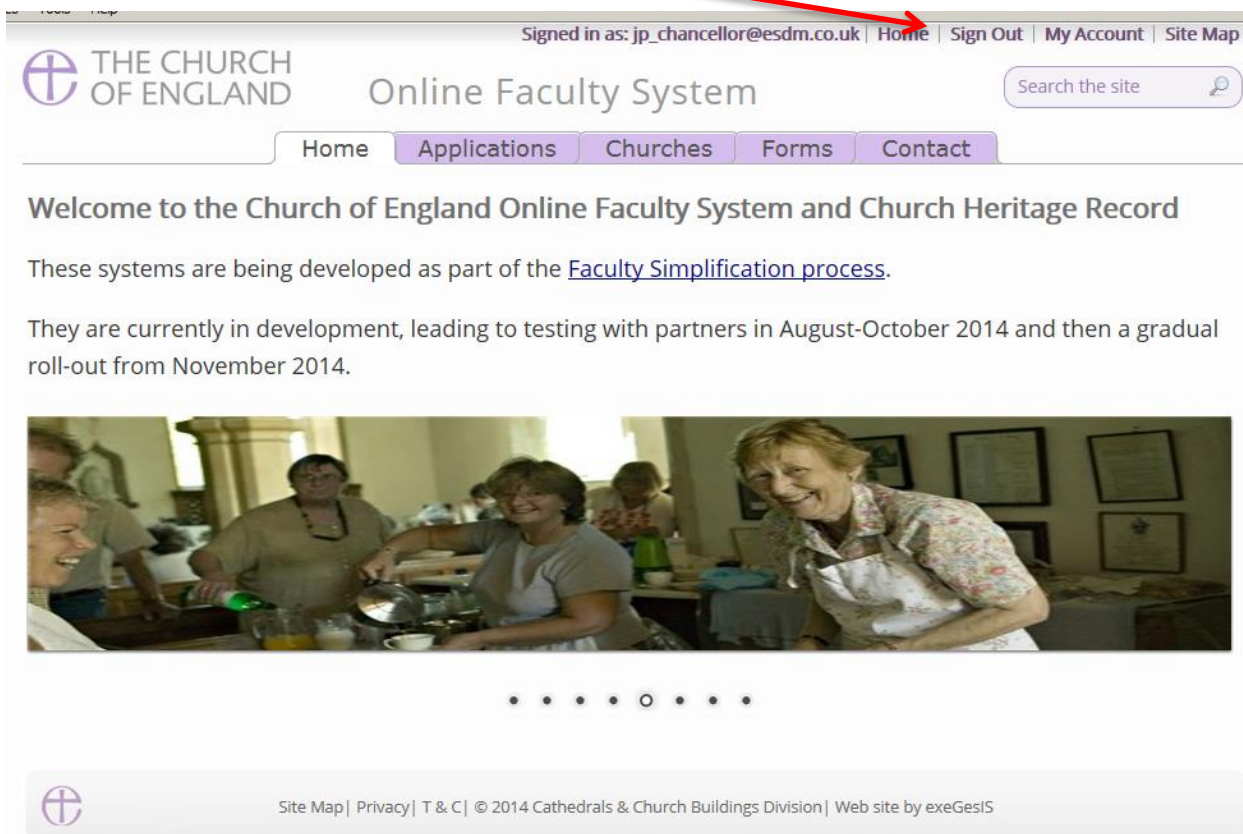
Recovering your Password

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 type in your new password. **Do not Copy & Paste**

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.

> Update your email address here

> Do not forget to press update **every time** you make changes to your account.

> Click here to change your password.

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

> Keep your contact information up-to-date here.
>
> Type in your new telephone number or address every time it changes.

> Change the way you receive emails from the system.
>
> Click Daily Summary or Every time something happens.
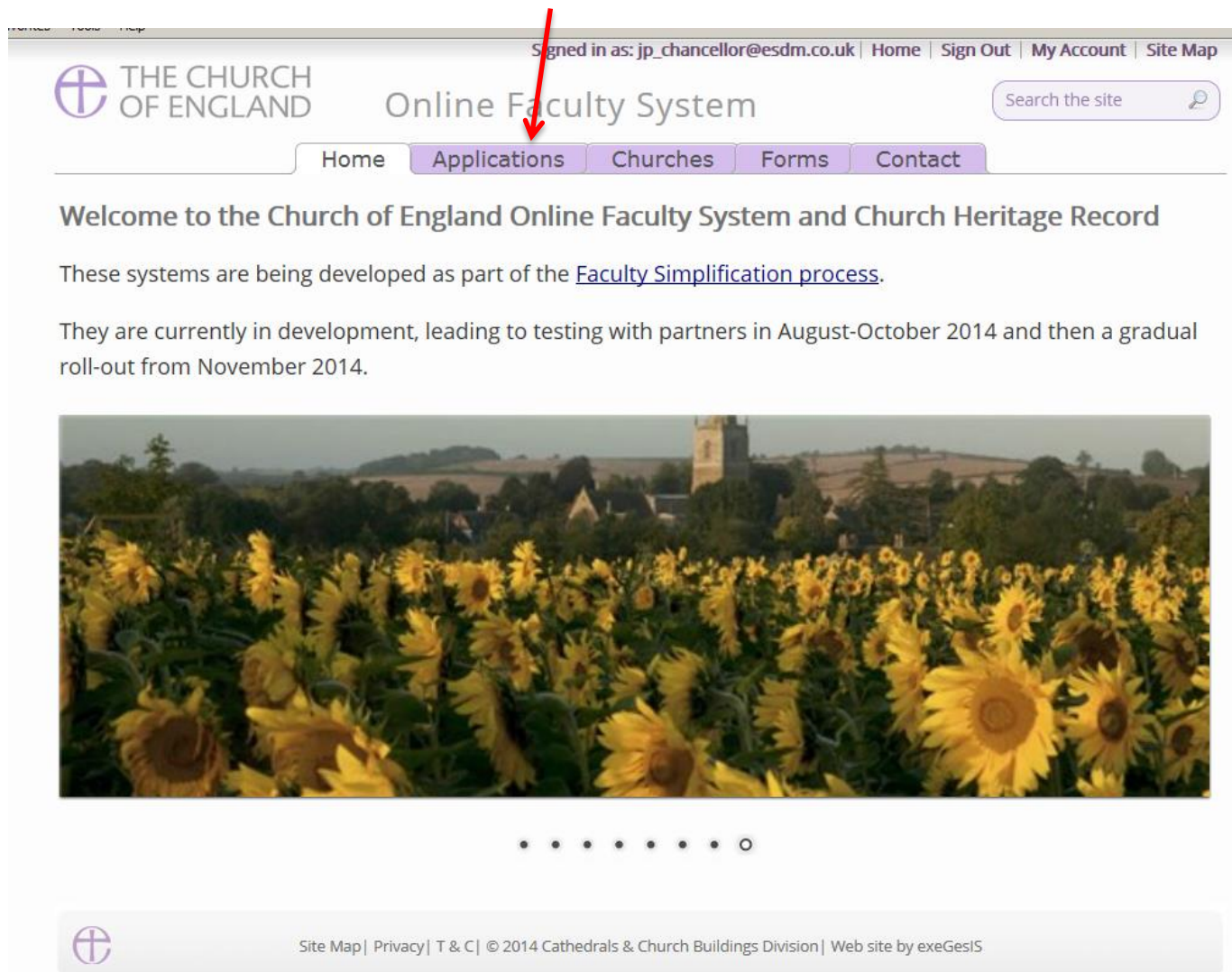
> **Do not forget** to update your changes

Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications in your diocese. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your in own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.

2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

Click on the **View** icon to look at a message

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

3. To access any application which requires your attention, go to Applications Requiring Your Action.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND
Online Faculty System

Search the site

Home | Applications | Churches | Forms | Contact

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

Messages | Applications requiring your action | Active Cases | Archived Cases | Tools

App Ref	Summary	Church	Created	Status	View
2014-000020	Help Text Form B	Penny Hassett: St David (Test)	Mon 18 Aug 2014	Awaiting Chancellor's determination	
2014-000018	A new test (SE)	Ambridge: St Stephen's (Test)	Thu 07 Aug 2014	Awaiting Chancellor's determination	

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Click the **View** icon to open a Faculty application.

4. To access any application where a determination has not yet been made, go to Active Cases

The functions here are the same as the previous tab.

Click the **View** icon to open an application.

Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
  or
- Status

Scroll through the pages to find a specific application

Click "view" to open a case file or go to "tools" to run a report.

| Messages | Applications requiring your action | Active Cases | Archived Cases | Tools |

App Ref	Summary	Church	Created ▼	Status	View
2014-000051	JP-prep Forms A	Ambridge: St Stephen's (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000050	JP-prep	Penny Hassett: St David (Test)	Wed 29 Oct 2014	Proposal Application in Preparation	
2014-000046	One storey extension for a new toilet	Ambridge: St Stephen's (Test)	Mon 20 Oct 2014	Pending submission to Chancellor	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000043	*** SE Test - Please do not modify this application or update any of the forms ***	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Awaiting DAC recommendation	
2014-000042	SE testing issue with applications 'not recommended' by DAC and then revised.	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000041	complete demolition	Ambridge: St Stephen's (Test)	Tue 14 Oct 2014	Pending submission to Chancellor	
2014-000039	List-C changes	Ambridge: St Stephen's (Test)	Tue 07 Oct 2014	Pending submission to Chancellor	
2014-000038	Toilets - obviously	Penny Hassett: St David (Test)	Mon 06 Oct 2014	Pending submission to Chancellor	
2014-000037	new toilet facilities	Ambridge: St Stephen's (Test)	Wed 01 Oct 2014	Pending submission to Chancellor	

First | Previous | Next | Last   Page size: 10 ▼ Page 1 of 3 (29 items)

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
  or
- 100

5. To access old applications which were abandoned or where a determination has been made, go to Archived Cases.

Use the same functions as before to organise and open the applications.

THE CHURCH OF ENGLAND

Online Faculty System

Search the site

| Home | Applications | Churches | Forms | Contact |

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

| Messages | Applications requiring your action | Active Cases | Archived Cases | Tools |

App Ref	Summary	Church	Created ▼	Status	View
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	
2014-000030	New toilet	Penny Hassett: St David (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000029	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Post determination List A	
2014-000028	Testing whether going straight to List C is working (SE)	Penny Hassett: St David (Test)	Fri 12 Sep 2014	Post determination List A	
2014-000019	UAT Scripts - Form 1A & 3A	Ambridge: St Stephen's (Test)	Wed 13 Aug 2014	Abandoned	
2014-000015	JP - Form 1B & 3B - Help Text	Penny Hassett: St David (Test)	Thu 07 Aug 2014	Faculty Post-Determination	
2014-000012	Help Text Writing (JP)	Penny Hassett: St David (Test)	Tue 29 Jul 2014	Abandoned	
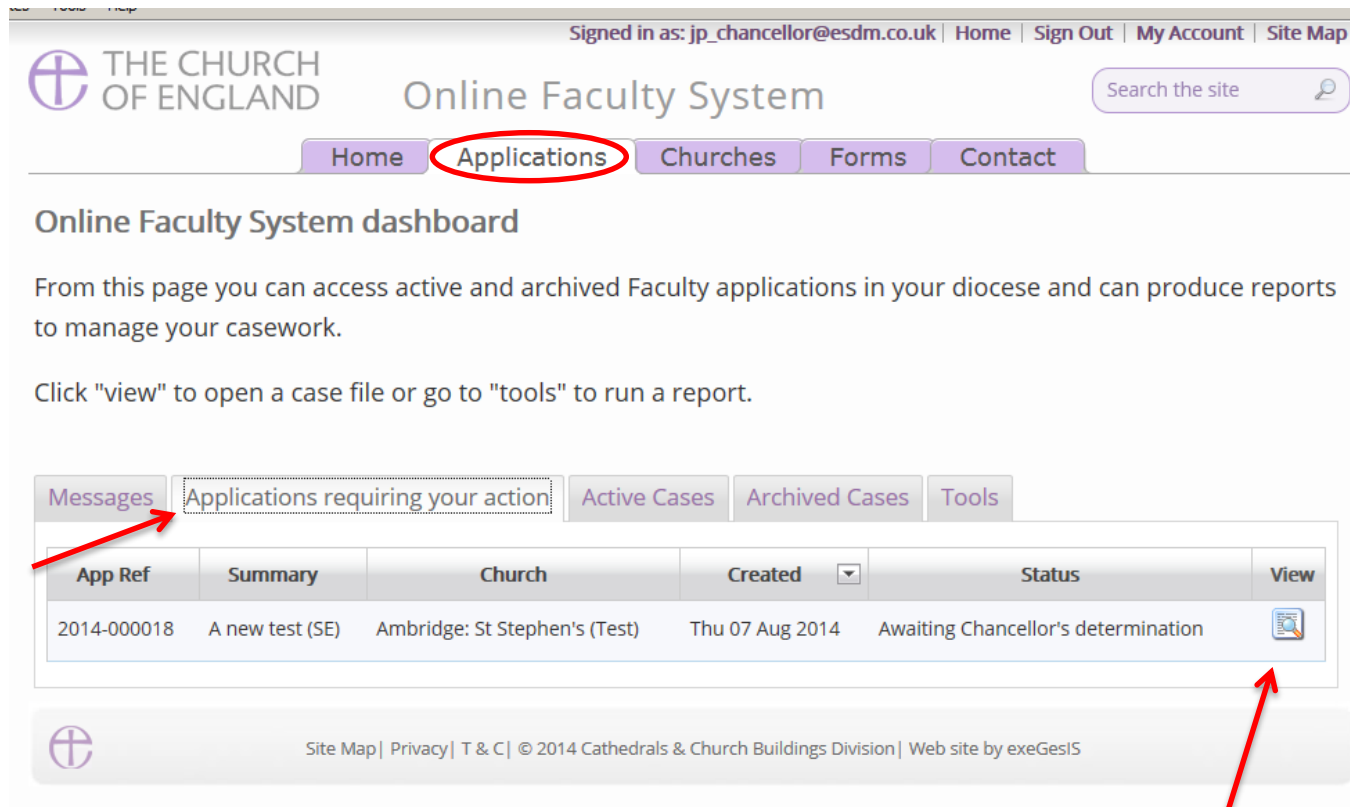
| First | Previous | **Next** | Last | | Page size: 10 ▼ Page 1 of 2 (14 items) |

Navigating a Case File

A case file is where you will find all the necessary forms and documents to help you make your determination. Each application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (See page 14).

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting the Chancellor's determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

Signed in as: jp_chancellor@esdm.co.uk | Home | Sign Out | My Account | Site Map

THE CHURCH OF ENGLAND — Online Faculty System

Search the site

Application Ref:	**2014-000018**	Church:	**Ambridge: St Stephen's (Test)**
Diocese:	**Borchester (Test)**	Archdeaconry:	**Felpersham (Test)**
Status:	**Awaiting Chancellor's determination**	Logged By:	**Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary:	**A new test (SE)**		

The Registrar has submitted the faculty application to the Chancellor for review.

Details | Supporting documents and images | History | Notes | Messages   Edit

Form	Status	View
Summary description of proposed works	✓	🔍
Church information (Form 1)	✓	🔍
Petition (Form 3)	✓	🔍
Statement of Significance	✓	🔍
Statement of Needs	✓	🔍
Notification of Advice (Form 2)	✓	🔍
Public Notice (Form 4)	✓	🔍
Registrar's remarks to Chancellor	✓	🔍
Chancellor's determination and judgement	⏳	🔍 ✏️

Submit | Return to Applications dashboard | Invite Consultees

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

Click the View icon to look at a form.

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

Click the Edit icon to make changes to a form.

Click here to exit the case file

3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish and the DAC, have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters.

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.

Accessing a List A matter record

As Archdeacon, you will receive a notification when a parish records a List A item using the Online Faculty System.

N.B. Please note that if you have selected to receive your notifications as a Daily Summary, you will not be notified of List A matters.

1. To open the application, click on the **link**.

Dear Archdeacon

Reference 2016-001124 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

A new record (reference 2016-001124) has been created with a List A matter(s) selected.

List A matters may be undertaken without the need for consultation or faculty subject to the specified conditions, and exclude certain categories of works to listed buildings.

Please click this link to view the full details of the record.

_____

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

2. To access the List A matter recorded, click on the **View** icon
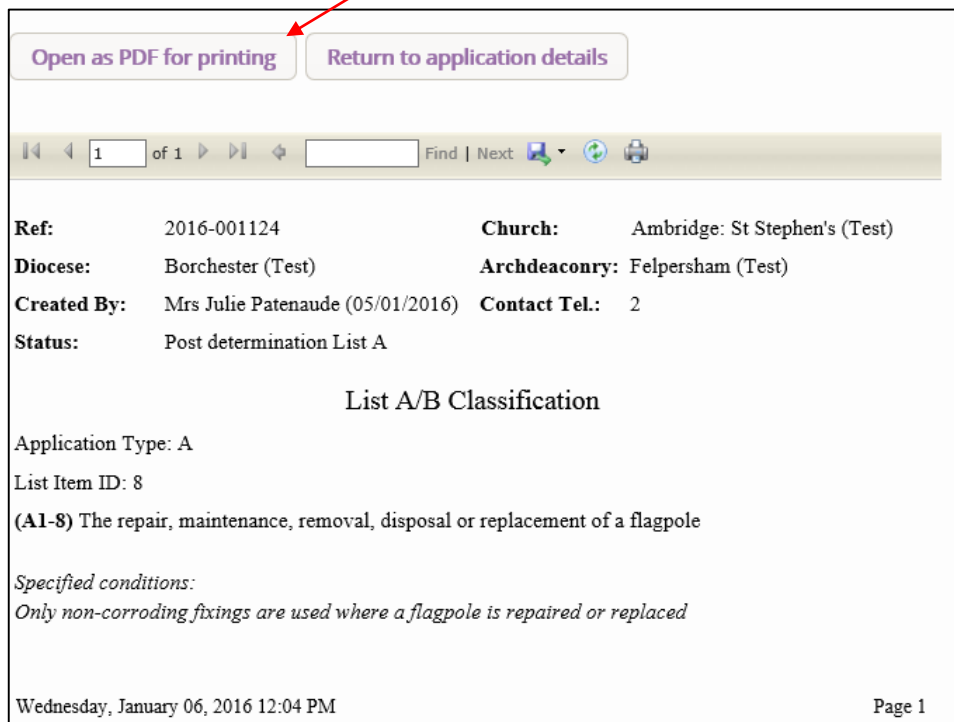
Details	History	Messages

Summary description of proposed works

List A or List B classification

Confirmation of List A matters

Return to Applications dashboard   Invite Consultees

Site Map | Privacy | T & C | © 2014 - 2016 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5842.28744

3. To print, click Open as **PDF for printing**
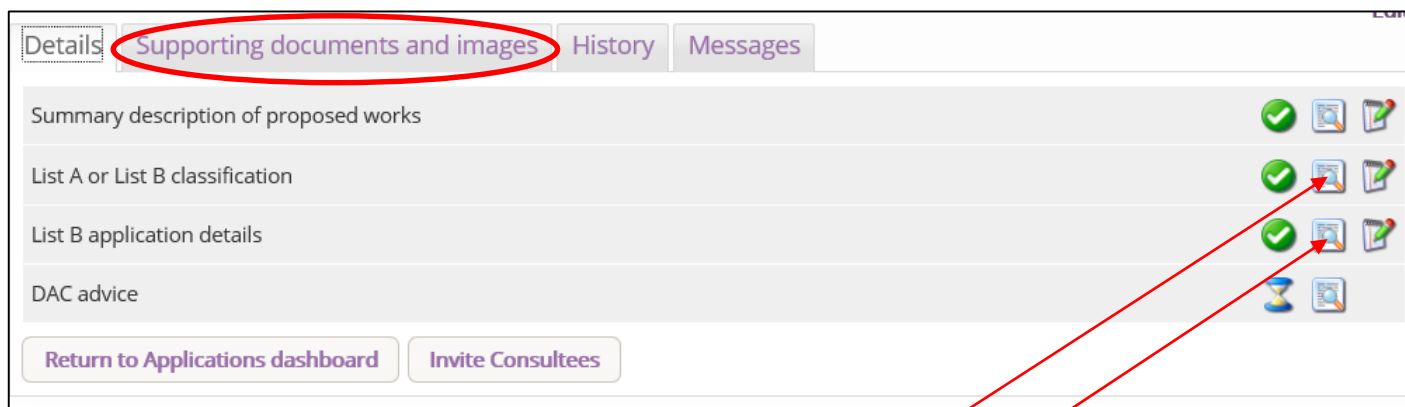
Working on a List B matter application

When parishes apply for a List B matter, you and the DAC Secretary will automatically be notified by email.

Awaiting DAC Advice

To access the application, **click** on the **link**

Dear Archdeacon

Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

A new application (reference 2015-001064) has been submitted for a List B matter(s) and is now awaiting DAC advice.

Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the List B case file.

| Details | Supporting documents and images | History | Messages |

Summary description of proposed works

List A or List B classification

List B application details

DAC advice

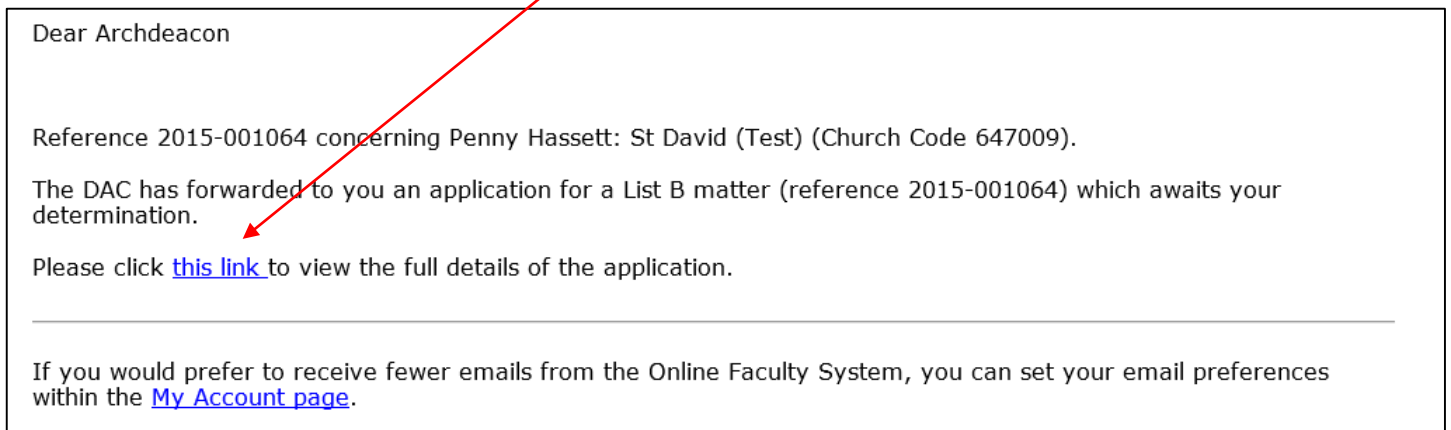Return to Applications dashboard | Invite Consultees

1. Click here to find out which **List B matter** was selected.

2. Click here to read more **details** about the application.

3. Go to the **Supporting Documents and Image** tab to see if there is any additional information.

N.B. To find out how to send the application to "consultees" go to page 28.
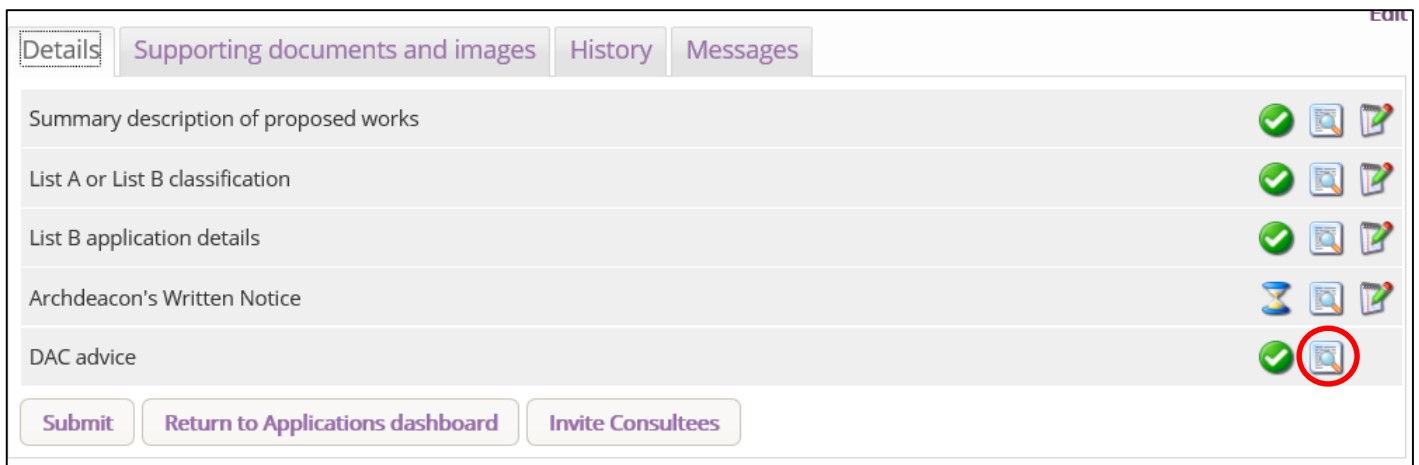
Awaiting Archdeacon's Determination

Once the DAC Secretary has sent you the List B application (with or without advice/draft conditions), you will receive this email informing you that the case is ready for your Written Notice.
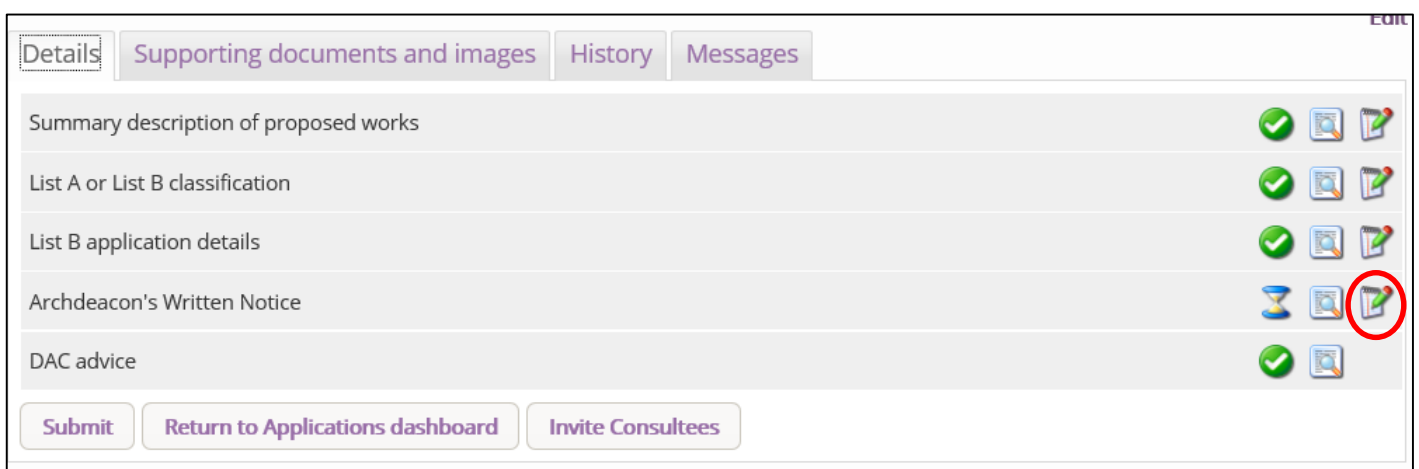
To access the case file, **click** on the **link**.

Dear Archdeacon

Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

The DAC has forwarded to you an application for a List B matter (reference 2015-001064) which awaits your determination.

Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the case file

1. Click on the **View** icon to read the **DAC's** advice (if any)

Details	Supporting documents and images	History	Messages

Summary description of proposed works

List A or List B classification

List B application details

Archdeacon's Written Notice

DAC advice

Submit   **Return to Applications dashboard**   **Invite Consultees**

2. Click on the **Edit** icon to fill in your **Written Notice**

Details	Supporting documents and images	History	Messages

Summary description of proposed works

List A or List B classification

List B application details

Archdeacon's Written Notice

DAC advice

Submit   **Return to Applications dashboard**   **Invite Consultees**

3. Select the appropriate **determination**

    N.B. If you select options 2, 3 or 4, the application will automatically be transformed into a Full Faculty application giving the parish the choice to continue with it or leave it.

Response	⑦ Edit	⦿ The works may be implemented without faculty, subject to the following condition(s):
		○ Although what is proposed is a matter prescribed in List B, I nevertheless decline to give notice that it may be undertaken without a faculty for the following reason(s):
		○ The proposal is excluded by rule 3.5 of the Rules because:
		○ The proposal is not a matter prescribed in List B.

4. Insert any additional **conditions** required if the application is approved or explain why the application was refused.
5. Click **Finish** to return to the case file

Conditions / reasons	⑦ Edit	Archaeological recording required during works

Save & come back later   Cancel   Finish

6. Click **Submit** to send your determination to the parish

Details	Supporting documents and images	History	Messages
Summary description of proposed works			✓
List A or List B classification			✓
List B application details			✓
Archdeacon's Written Notice			✓
DAC advice			✓

Submit   Return to Applications dashboard   Invite Consultees

Inviting External Consultees to View any Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application's case file
2. Click **Invite Consultee**

3. See if the individual(s) to whom you are sending the application is already registered

4. If yes, **select them** from the list and click **Ok** to invite that consultee

5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

Accessing a Full Faculty Application

When you are ready to begin working on a Full Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the **Applications** tab and find the specific case file you require under **Active Cases**.
4. Click on the **View** icon to open the case file

	Messages	Applications requiring your action	Active Cases	Archived Cases	Tools		
App Ref	**Summary**		**Church**	**Created** ▼	**Status**	**View**
2015-000242			Ambridge: St Stephen's (Test)	Thu 15 Jan 2015	Proposal in Preparation	
2014-000084	UAT Petitioner Test Penny Hassett		Penny Hassett: St David (Test)	Tue 02 Dec 2014	Ready for formal application	
2014-000082	Statement of Significance 2		Penny Hassett: St David (Test)	Fri 28 Nov 2014	Awaiting DAC Processing	
2014-000081	Statement of Significance - Image Testing		Ambridge: St Stephen's (Test)	Fri 28 Nov 2014	Proposal in Preparation	
2014-000080	JP-Writing User Manual		Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Application with Registrar	

Once you have opened an application's case file, you will be able to access all the legal forms required including the standard information (Form 1) and petition (Form 3) under the **Details** tab. You will also be able to open all the additional supporting documents necessary to make your determination under the **Supporting Documents and Images** tab.

5. Click on **View** icon to open a specific form

6. 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/

You can also choose to open the form with Microsoft Word or other computer software.

Click here for your options.

7. The form is will open in an easy-to-read format. To print, click **Print**
   *Please note this process might be slightly different according to individual computers and operating systems.

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.

10. Click the **document's name** to open it

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 Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

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