

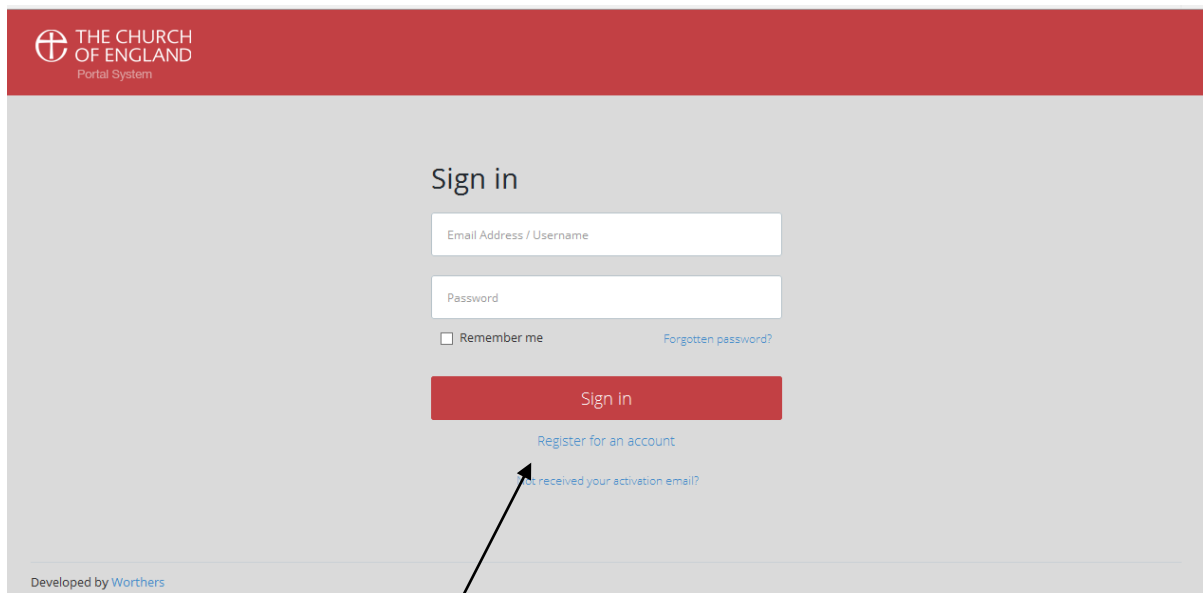
Connecting the Online Faculty System to your Portal account

The Online Faculty System can now be accessed through the Portal System – a website which allows you to access a number of Church of England IT systems using a single username and password.

If your diocese is using the Portal, please follow the instructions below to connect your Online Faculty System account to your Portal System account. Contact your DAC office if you are unsure whether or not your diocese is using the Portal System.

N.B. If you do not have an Online Faculty System account, click [here](#) first to register. Instructions on how to register for the Online Faculty System can be found [here](#). Once you have registered for the Online Faculty System, you can proceed to follow the instructions below.

1. Go to <https://cofeportal.org/login>



THE CHURCH OF ENGLAND
Portal System

Sign in

Email Address / Username

Password

Remember me [Forgotten password?](#)

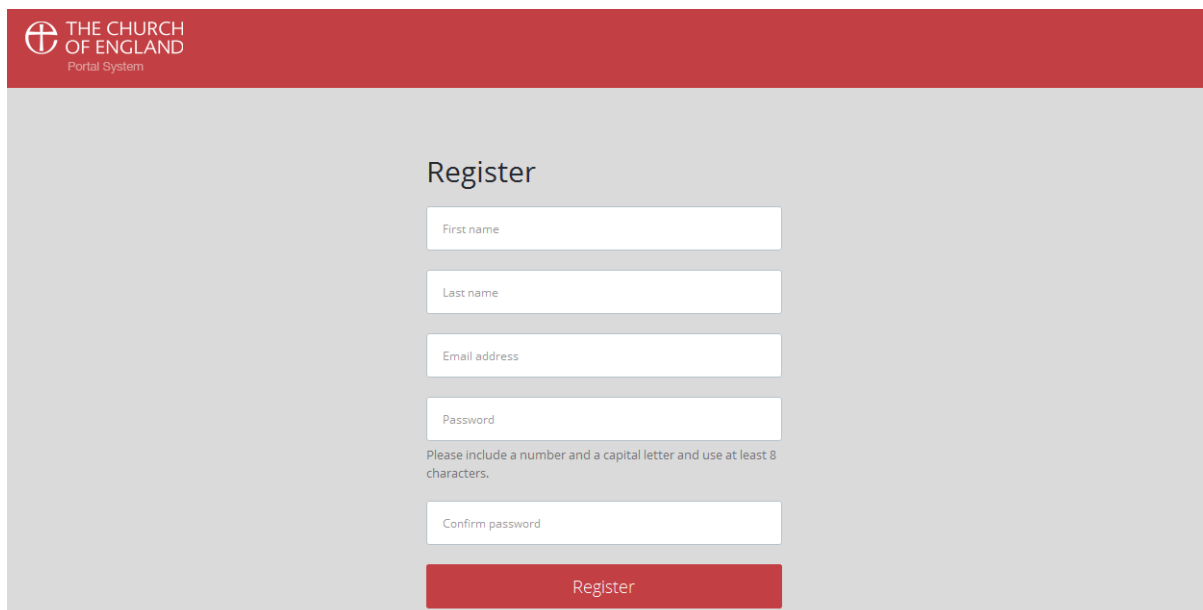
Sign in

[Register for an account](#)

[Did you receive your activation email?](#)

Developed by [Worthers](#)

2. Click **Register for an account**



THE CHURCH OF ENGLAND
Portal System

Register

First name

Last name

Email address

Password

Please include a number and a capital letter and use at least 8 characters.

Confirm password

Register

- Fill out your first name, last name, and email address. Create a password with 8 characters, including at least one number and one capital letter.

THE CHURCH OF ENGLAND
Portal System

Register

Julie

Patenaude

julie.patenaude@churchofengland.org

.....

Please include a number and a capital letter and use at least 8 characters.

.....

Register

[Back to the sign in page](#)

- Click **Register**.
Your account is pending activation until you confirm your email address.

THE CHURCH OF ENGLAND
Portal System

Pending activation

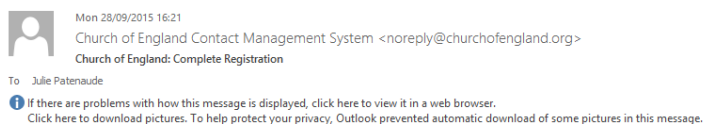
Please check your email for your activation email.

You have registered with the following details:

First name:	Julie
Last name:	Patenaude
Email / username:	julie.patenaude@churchofengland.org

If the email doesn't arrive and isn't caught in your spam/junk folder then click here to [resend activation email](#).

- You will receive the following email from the Portal System. **Click the link** to activate your account.



Church of England Portal - Registration

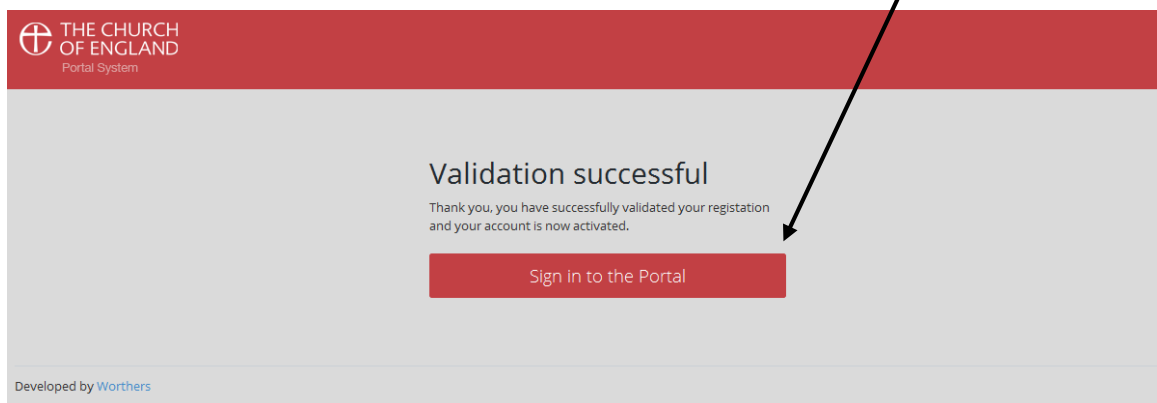
Thank you for registering to the Church of England Portal system.

You have registered with the following details:

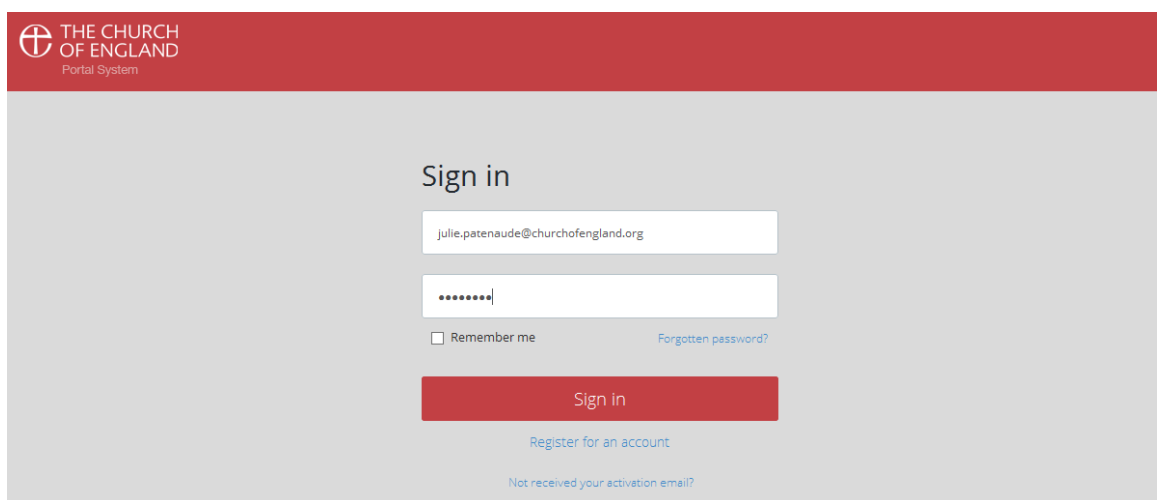
First name: **Julie**
Last name: **Patenaude**
Email address / username: julie.patenaude@churchofengland.org

Activate your account: <https://test.cofepportal.org/register/mFzyak96gRAqM5eOZISpjrqp1Y10hNUx>

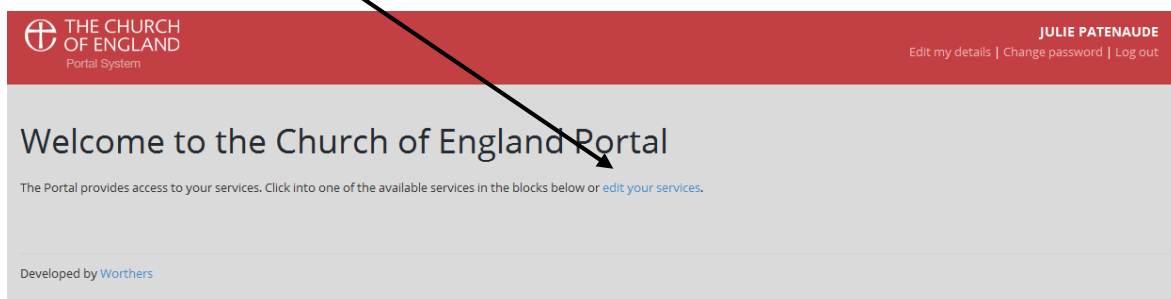
6. You have successfully activated your Portal System account. **Click Sign in** to continue.



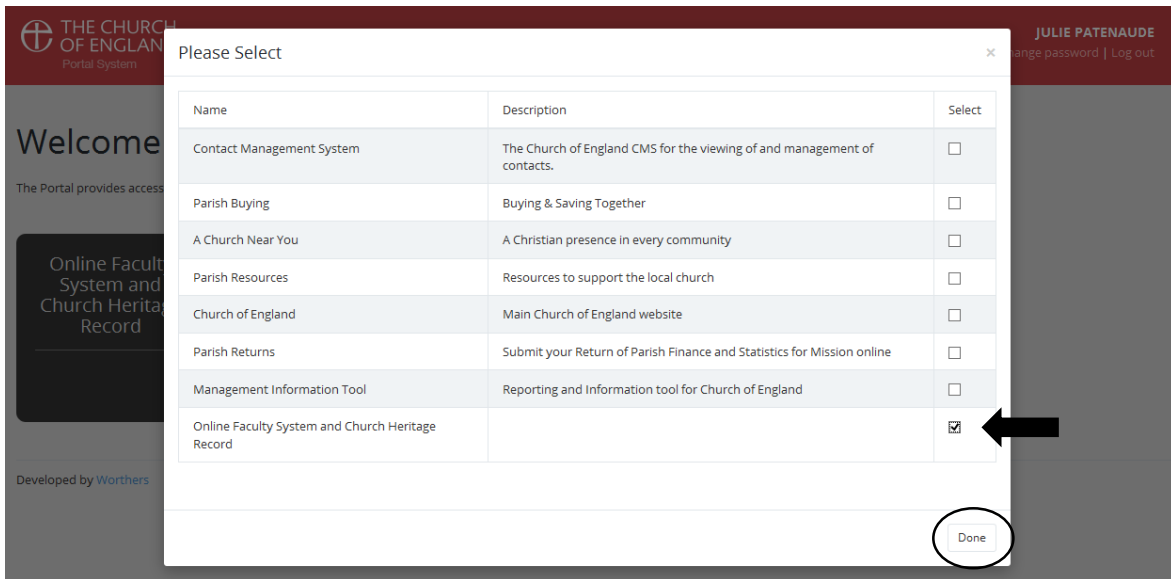
7. Enter your **email address and password**. Click Sign In.



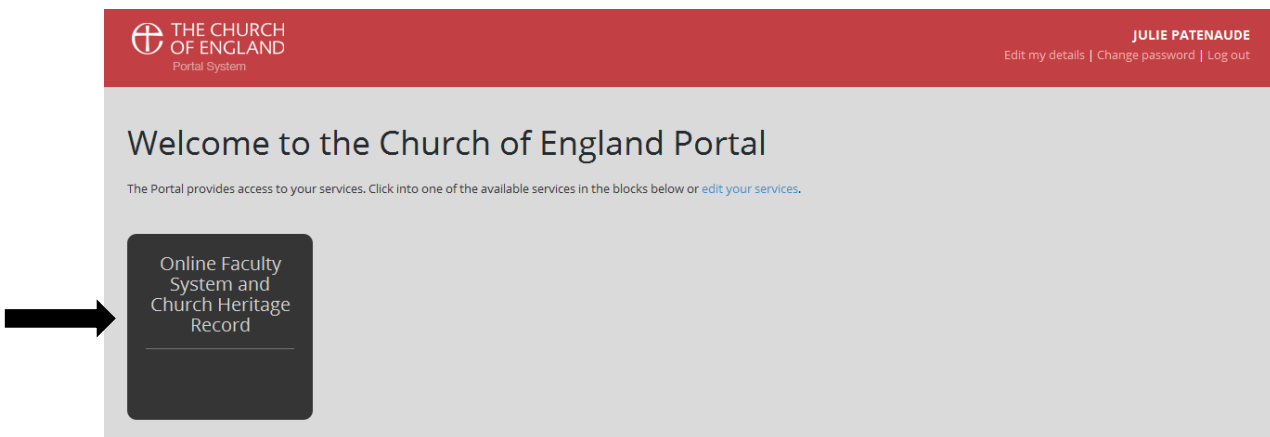
8. You have successfully accessed your Portal Account. To link to the Online Faculty System, click **edit your services**.



9. This list shows you all the IT systems which are connected to the Portal System. **Select** the Online Faculty System and Church Heritage Record. **Click Done**.



10. You have successfully added the Online Faculty System to your Portal Account. Click on the Online Faculty System's **black box** to open it.



11. You will arrive at the **Sign In** page of the Online Faculty System. Enter the email address and password you used when you registered for the **Online Faculty System**.

Click **Remember me**. Please note that you will only need to do this once.



12. Click **Sign In**.

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Church Search | Site Map

Sign In

Please fill in your email and password to sign in or click "Register" if you are a first time user.

Email

Password

Remember Me On This Computer

[Recover Password](#) [Register](#)

Site Map | Privacy | T & C | © 2014 - 2015 Archbishops' Council | Web site by exeGesIS SDM | Rev. 1.0.5765.16851

13. Your Portal System account and your Online Faculty System account are now connected. You will no longer need to sign into the Online Faculty System when accessing it through the Portal.

THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | Church Search | Site Map

Search the site

Home Applications Churches Contact Help

Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

The Online Faculty System is now being rolled out nationally to all interested dioceses.

