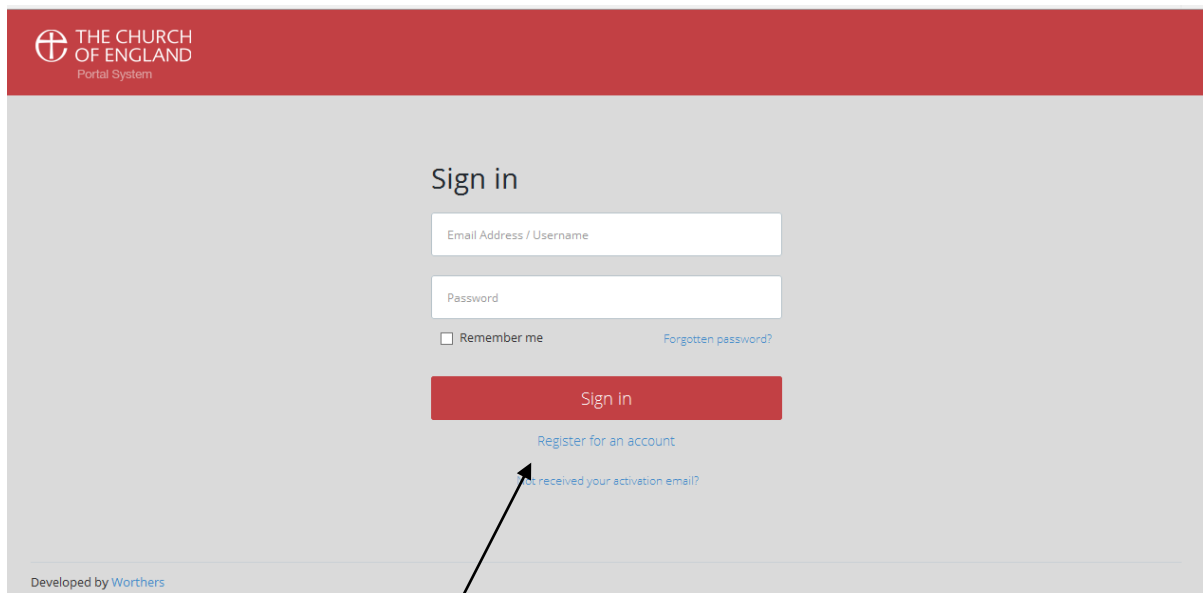# Connecting the Online Faculty System to your Portal account

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**
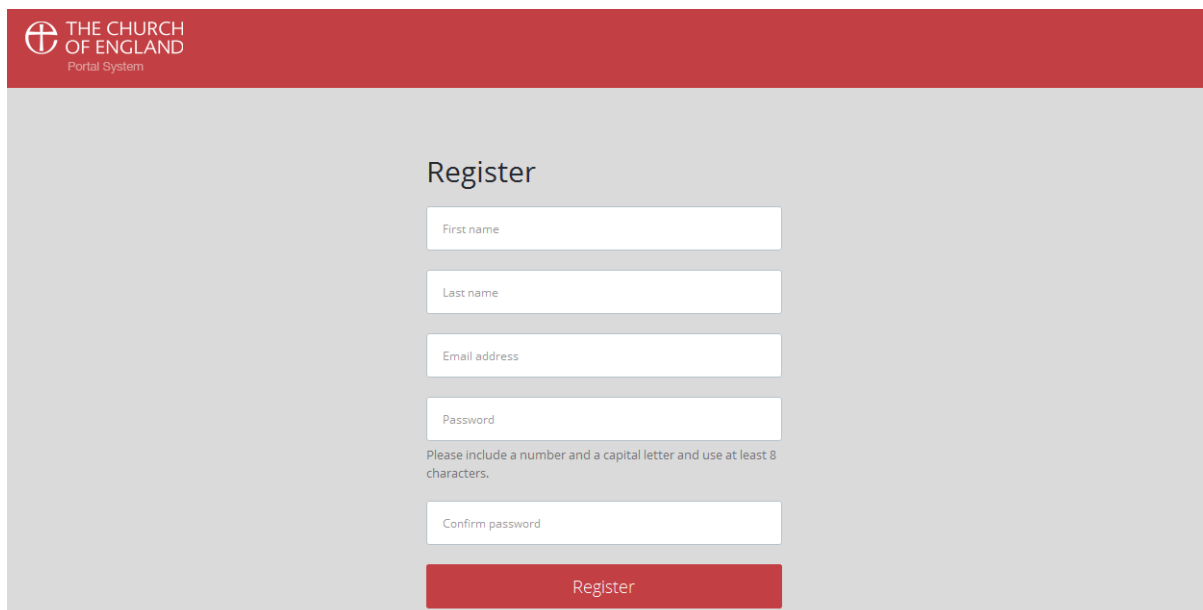
2. Click **Register for an account**

3. 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.

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

5. You will receive the following email from the Portal System. **Click the link** to activate your account.
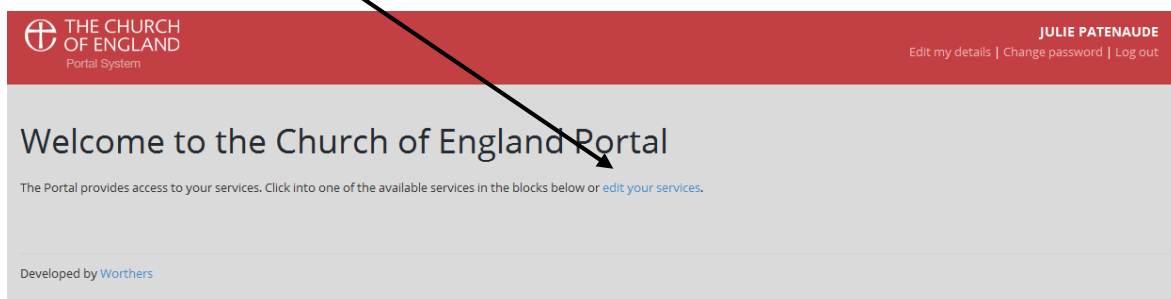
6. You have successfully activated your Portal System account. **Click Sign in** to continue.
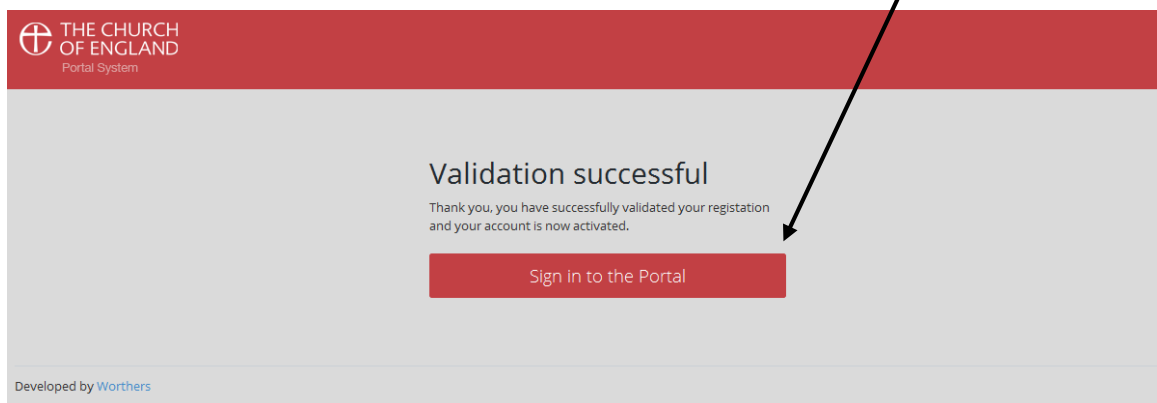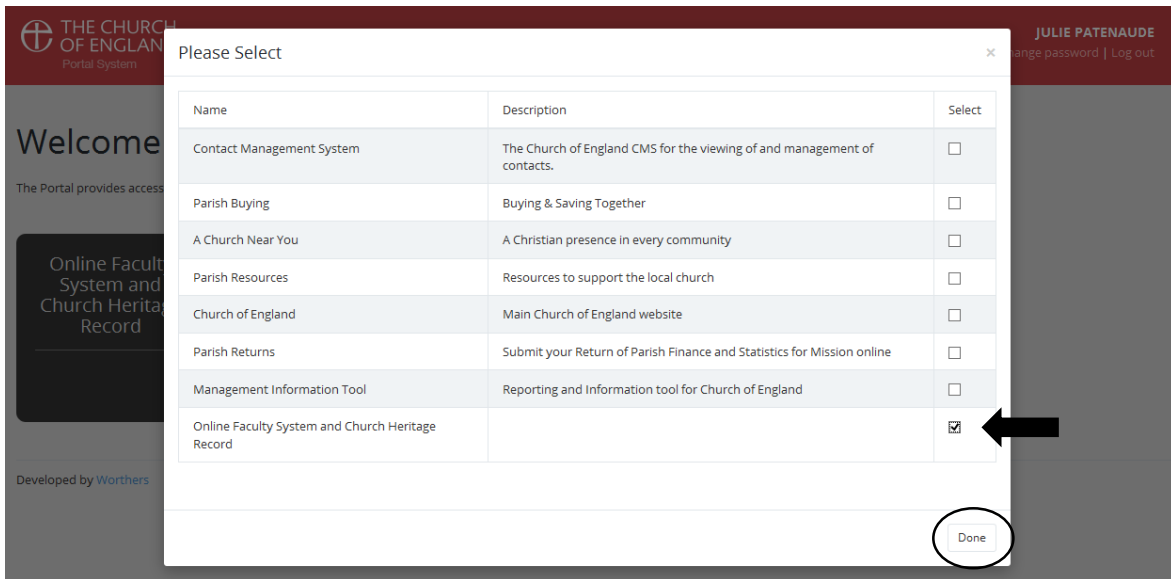

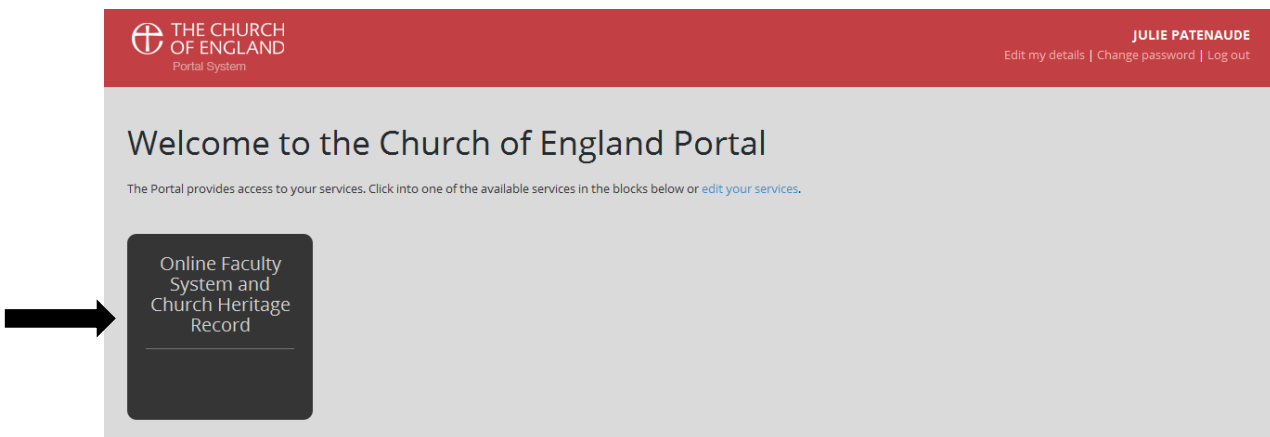7. Enter your **email address and password**. Click Sign In.
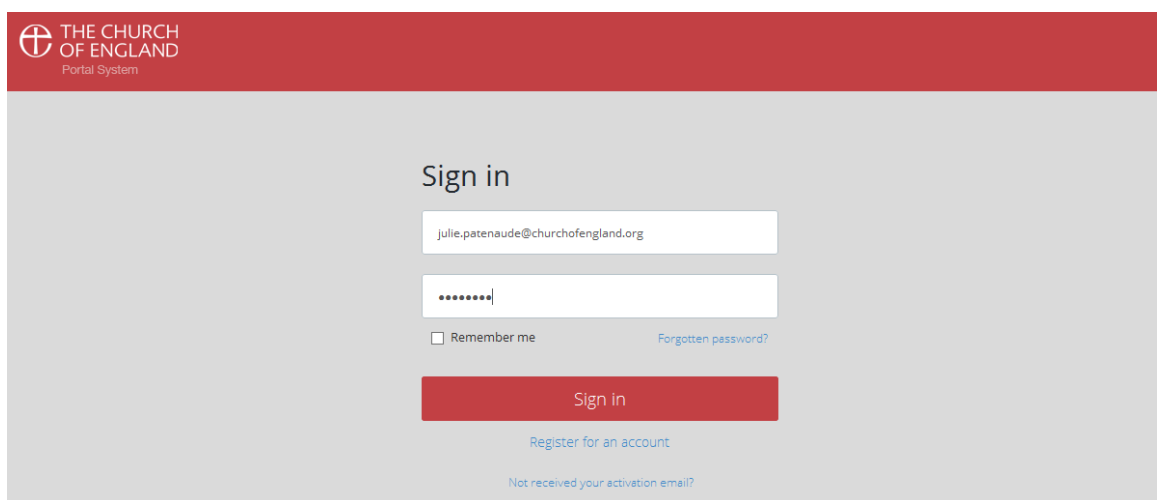
8. You have successfully accessed your Portal Account. To link to the Online Faculty System, click **edit your services**.

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**.

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.