## **Online Faculty System**

## A Parish's User Manual Recovering your password 2020 Rules

James Miles 1<sup>st</sup> April 2020

## **Recovering your Password**

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

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	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 Sign In Recover Password Pegister
$\oplus$	Site Map   Privacy   T & C   © 2014 Cathedrals & Church Buildings Division   Web site by exeGesIS

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

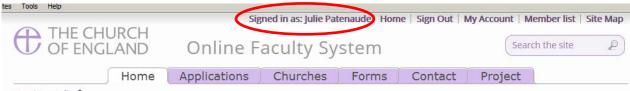
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- 3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC.
- 4. Go back to the sign in page <a href="https://facultyonline.churchofengland.org/Secure/Login.aspx">https://facultyonline.churchofengland.org/Secure/Login.aspx</a> and enter your new password.

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

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



Settings Edit

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.

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.

Settings Edit



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## **Getting Help**

If you have any problems navigating the Online Faculty System, please read the <u>Frequently</u> <u>Asked Questions</u> 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 Admin team at <a href="https://facultyonline.churchofengland.org/contact">https://facultyonline.churchofengland.org/contact</a>