

Online Faculty System

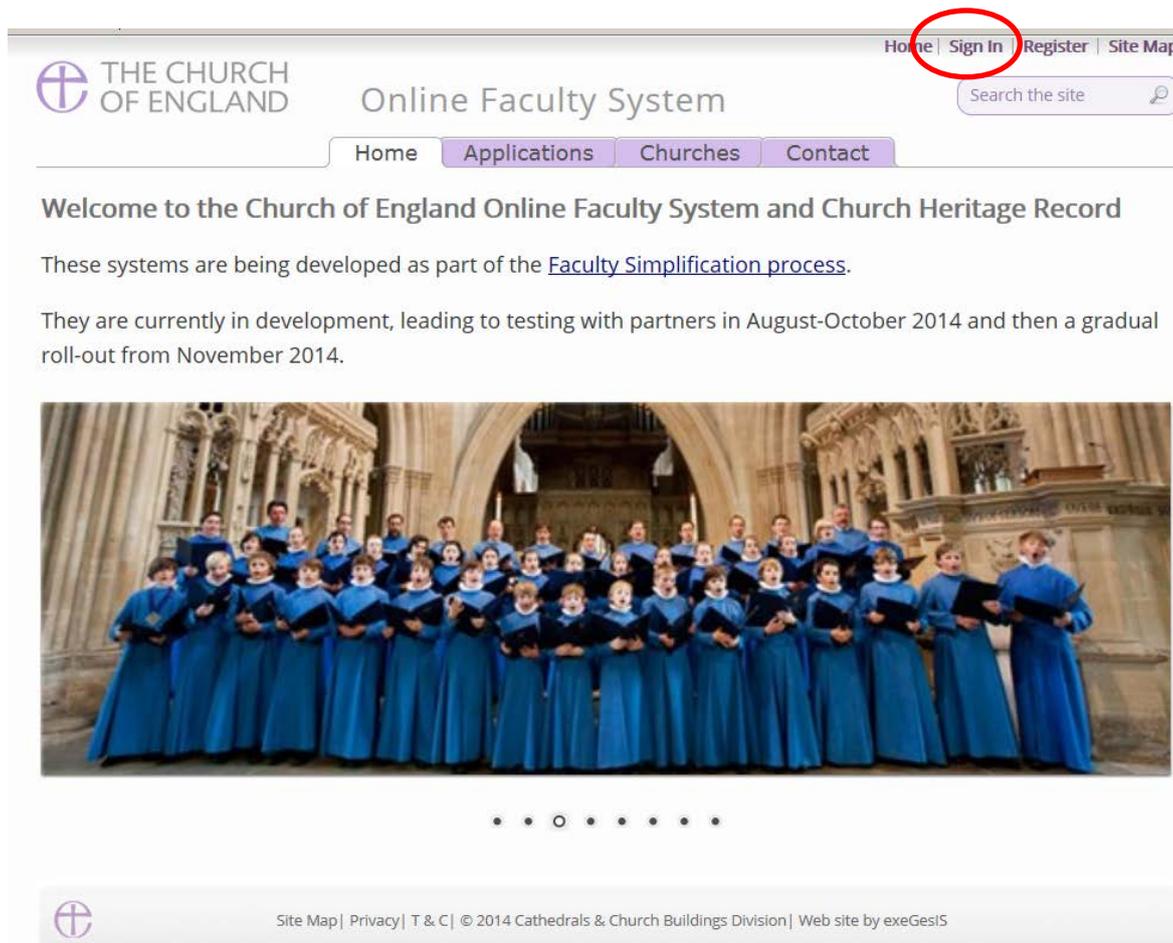
A Parish's User Manual
Signing in and Out

2020 Rules

James Miles
1st April 2020

Signing in and Out of the Online System

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



THE CHURCH OF ENGLAND Online Faculty System

Home | **Sign In** | Register | Site Map

Search the site

Home Applications Churches Contact

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

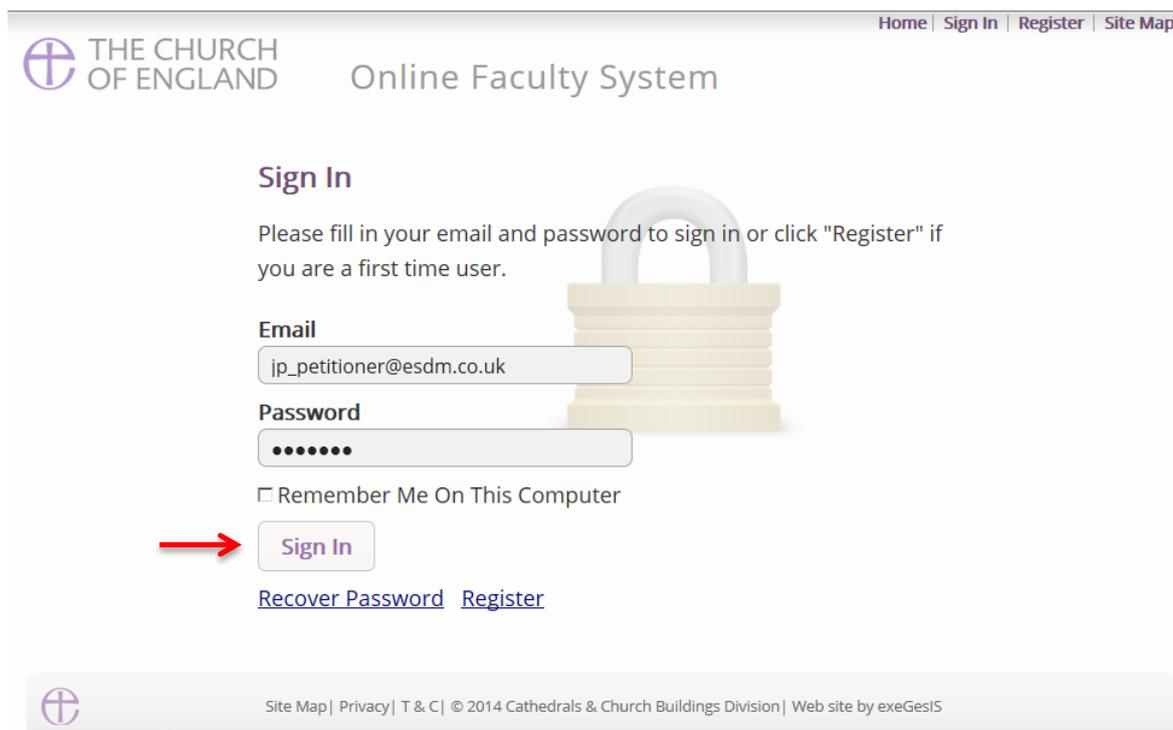
These systems are being developed as part of the [Faculty Simplification process](#).

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



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

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



THE CHURCH OF ENGLAND Online Faculty System

Home | Sign In | Register | 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

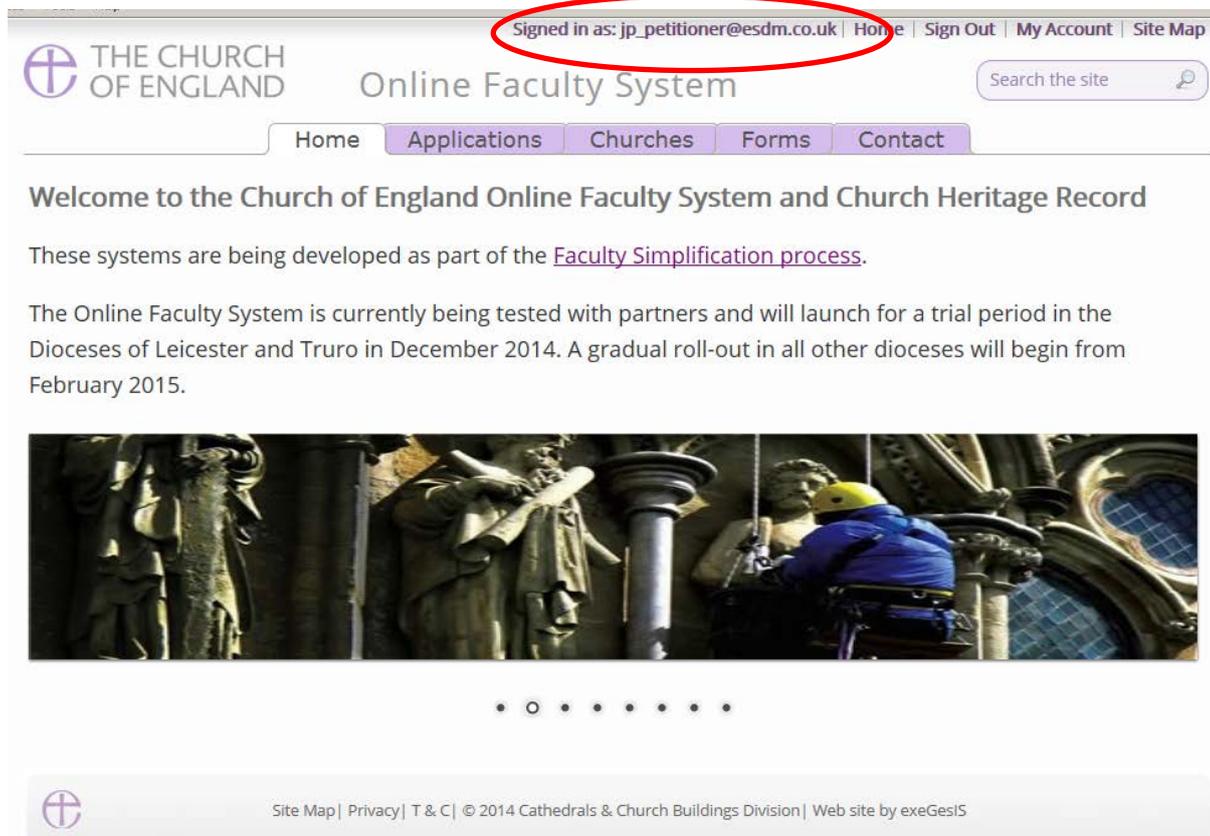
Sign In

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

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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!



The screenshot shows the top navigation bar of the Church of England Online Faculty System. The user is signed in as 'jp_petitioner@esdm.co.uk', which is circled in red. The navigation menu includes 'Home', 'Applications', 'Churches', 'Forms', and 'Contact'. Below the navigation bar, the page title reads 'Welcome to the Church of England Online Faculty System and Church Heritage Record'. The main content area contains a welcome message and a photograph of a person in a blue jacket and yellow helmet working on a church structure.

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



The screenshot shows the same homepage as above, but with a red arrow pointing to the 'Sign Out' button in the top navigation bar. The user is now signed in as 'jp_chancellor@esdm.co.uk'. The main content area contains a welcome message and a photograph of a group of people smiling and working together in a kitchen or community room.

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 Admin team at <https://facultyonline.churchofengland.org/contact>
