This document is a step-by-step guide to the Online Faculty System for Registrars.
Table of Contents
How to Register as a Registrar ........................................................................................................3
Signing In and Out of the Online System ......................................................................................7
Recovering your Password ..............................................................................................................9
Managing your Account ................................................................................................................11
Navigating your Dashboard ........................................................................................................13
Navigating a Case File ................................................................................................................18
Receiving Emails from the Online Faculty System .....................................................................24
Accessing a List B application .....................................................................................................25
Begin Working on an Application ...............................................................................................26
   Editing the Petition ..................................................................................................................30
   Inviting External Consultees to View an Application .................................................................32
   Registrar’s Remarks to the Chancellor ....................................................................................35
   Chancellor Returns Application to Registrar ...........................................................................37
   Faculty Approval .....................................................................................................................39
   Faculty Refusal ........................................................................................................................44
Attaching Documents ..................................................................................................................47
Casework Analytics Report ..........................................................................................................52
Getting Help ..................................................................................................................................55
How to Register as a Registrar

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.

![Create a New Account Form](image)

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:
   
   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 Registrar).
8. When you select Registrar and scroll down, you’ll get a drop down menu from the Diocese field:

9. Select your diocese:
10. Enter the **security code** as it is shown:

11. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. 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.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be a registered user of the database.

15. The DAC Secretary will then be asked to approve your registration.

   **N.B.** DAC Secretary will need to check against their records to verify that you are a Registrar. If not, you will be contacted to check the details of your registration.

16. 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](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 Secretary.
4. Go back to the sign in page [https://facultyonline.churchofengland.org/Secure/Login.aspx](https://facultyonline.churchofengland.org/Secure/Login.aspx) and enter your new password.

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.

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

   - **Security/Identity** tab:
     - **Display Name**: jpc.chancellor@esdm.co.uk
     - **User ID**: JP Chancellor
     - **Email Address**: jpc.chancellor@esdm.co.uk

   - **Profile** tab:
     - **Created**: 22/07/2014 13:01:36
     - **Time Zone**: (GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London
     - **Title**: Mrs
     - **First Name**: Julie
     - **Last Name**: Patenaude
     - **Daytime telephone**: 020 7898 1860
     - **Address**:
       - **Church House**
       - **Great Smith Street**
       - **London**
     - **Postcode**: SW1P 3AZ
     - **Email preference**
       - Daily summary
       - Everytime something happens
     - **Total Posts**: 0

   - **Update**
   - **Change Password**

   - **Do not forget to press update every time you make changes to your account.**
   - **Update your email address here**
   - **Click here to change your password.**

   - **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 applications for church buildings 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 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).

You can arrange your messages by:
- Subject
- Date Received
- Date Read

Click on each title to sort your messages.

Click on the View icon to look at a message.
3. To access any Faculty 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

---

**Click the View icon to open a Faculty application.**
4. To access an 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.

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.

<table>
<thead>
<tr>
<th>App Ref</th>
<th>Summary</th>
<th>Church</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-000076</td>
<td>DAC starting new app test</td>
<td>Penny Hassett: St David (Test)</td>
<td>Mon 17 Nov 2014</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2014-000069</td>
<td>Test record to task 24008, i.e. does DAC meeting report work.</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 13 Nov 2014</td>
<td>Abandoned</td>
</tr>
<tr>
<td>2014-000059</td>
<td>UAT Test DAC - Underfloor heating</td>
<td>Penny Hassett: St David (Test)</td>
<td>Sat 08 Nov 2014</td>
<td>Abandoned</td>
</tr>
<tr>
<td>2014-000053</td>
<td>JP - New Community Center - *Please do not push throughy</td>
<td>Penny Hassett: St David (Test)</td>
<td>Thu 30 Oct 2014</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2014-000052</td>
<td>JP - New Extension - ***Please do not push through</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 30 Oct 2014</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2014-000049</td>
<td>Anything</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Thu 23 Oct 2014</td>
<td>Abandoned</td>
</tr>
<tr>
<td>2014-000044</td>
<td>JP - Modification of help-text</td>
<td>Penny Hassett: St David (Test)</td>
<td>Tue 14 Oct 2014</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2014-000033</td>
<td>New toilet</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Tue 16 Sep 2014</td>
<td>Faculty Post-Determination</td>
</tr>
<tr>
<td>2014-000032</td>
<td>sg</td>
<td>Ambridge: St Stephen's (Test)</td>
<td>Tue 16 Sep 2014</td>
<td>Abandoned</td>
</tr>
</tbody>
</table>
Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish’s application and provide your remarks to the Chancellor. It is also where you can attach any other relevant documents to an application. 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 13).

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 your remarks. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

- **Basic summary of an application**
- **The forms are found here.** Including the Registrar’s Remarks to the Chancellor
- **Click here to exit the case file**
- **Click the View icon to look at a form.**
- **Click the Edit icon to make changes to a form.**
- **The status icon tells you if a form is complete or in progress.**
3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, advice letters following consultation with amenity societies, public objections and the Certificate of Publication.

**Click on a file to open it.**

**Add a new file**
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 someone worked on this case file.

See who worked on this application.

What they did.

And when.
5 The **Notes** tab lets you keep track of your thoughts on a specific application. Type in the information and click **Add** to save your comments.

Click **Edit** to make changes or add new information.
6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

You have applied to the court for Faculty.

The Registrar and Chancellor are reviewing your application and you will receive the Chancellor’s determination in due course. Don’t forget to post a signed copy of the Certificate of Publication to the registrar at the end of the public notice period.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Subject</th>
<th>Date sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Darcey Cavendish</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
<td>Faculty System: petition ref 2014-000052 is in preparation</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: petition ref 2014-000052 submitted to DAC</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Darcey Cavendish</td>
<td>Faculty System: petition ref 2014-000052 submitted to DAC</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
<td>Faculty System: petition ref 2014-000052 submitted to DAC</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Julie Patenaude</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Fiona Petty</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Rupert Allen</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
<tr>
<td>Sue Thorold</td>
<td>Faculty System: notification of DAC advice re petition ref 2014-000052</td>
<td>Thu 30 Oct 2014</td>
</tr>
</tbody>
</table>

See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email.

Navigate through the pages.

Change how many emails you see at any one time.
Receiving Emails from the Online Faculty System
The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see Navigating your Dashboard page 13)
3. In each individual case file under the Messages tab (see Navigating a Case File page 18)

As a Registrar, you will receive an email from the Online Faculty System every time:

1. A List B application is approved by the Archdeacon
2. A parish formally submits a Faculty application to you and the Chancellor
3. At the end of the public notice period
4. If the Chancellor returns an application to you with comments
5. When the Chancellor has made a determination

Click on the link to open the application’s case file.
You will be asked to Sign In before you are given access to the documents.

Click here to change the way you receive emails and manage your account.
Accessing a List B application
As Registrar, you will be automatically notified every time the Archdeacon approves a List B application in your Diocese.

1. To access the application, click this link

Faculty System: List B application ref 2015-001077 approved
Dear Registrar,

Reference 2015-001077 concerning Ambridge: St Stephen's (Test) (Church Code 647001).
The application for the List B matter [reference 2015-001077] has been approved with conditions
Please click this link to view the full details of the application.

You will arrive at the List B case file.

2. To open the Archdeacon’s Written Notice, click the view icon

3. To print, click Open as PDF for Printing
Begin Working on an Application
When you are ready to begin working on a 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 go to the Applications Requiring Your Action tab where you will find the specific case file you require. If you cannot find the application you are looking for, search under Active Cases. (see Navigating your Dashboard on page 13)
4. Click on the View icon to open the case file

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 under the Supporting Documents and Images tab. (See Navigating a Case File on page 18)
5. Click the **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/](http://get.adobe.com/uk/reader/)*
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

For more information on navigating a case file, see page 18.
Editing the Petition

Should you need to make small changes to the Petition (e.g. minor mistakes):

1. Go to the Details tab
2. Click the Edit icon

3. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by **Next** at the bottom of the page.
4. After you have the necessary changes in the form, go to the last page and click **Finish**
Inviting External Consultees to View an Application
In circumstances when you need to send the application to external members for consultation:

1. Go to an application’s case file (see *Navigating a Case File* page 18)
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).
Registrar's Remarks to the Chancellor
When you have processed a parish's faculty application and are ready to send it to the Chancellor with comments:

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under Applications Requiring Your Action (see page 13)
3. Click the Edit icon on the Registrar's Remarks to the Chancellor.

4. Enter your comments in the box provided
5. Click Finish (or Save & come back later)
6. You will automatically return to the application’s case file. The form is marked as **complete**.

7. Click **Submit** to send the application to the Chancellor.

8. You will get this prompt.

9. Click **Ok** to proceed or **Cancel** to abort.
Chancellor Returns Application to Registrar

If a chancellor chooses to return an application to you with directions or observations, you will receive an email with the chancellor’s comments.

1. Click on the link to access the faculty application
2. Sign in
3. You should automatically arrive at the faculty application’s details page. If not, go to your Dashboard and locate the application under Applications Requiring Your Action (see page 13)
4. Click the View icon on the Chancellor’s Determination and Judgement Form
5. Access the Chancellor’s comments and click **Return to application details**

6. Once you are ready to send the faculty application to the Chancellor, insert new comments into the **Registrar's remarks** form (if necessary) and click **Submit**.
Faculty Approval
In cases where the Chancellor approves the faculty application, you will receive a notification through the Online Faculty System with the Chancellor’s comments.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under Applications Requiring Your Action (see page 13)
3. Click the View icon to access the Chancellor’s comments

4. Read the Chancellor’s determination and return to the application’s details
5. Click the **Edit** icon on the Faculty Form

6. **Edit** the legal text of the Faculty Form as required and click **Next**:
   a. The Bishop’s name
   b. Delete unnecessary sentences
   c. Add relevant dated
7. **Edit** the schedule of works and the Chancellor’s conditions (if required) and click **Finish**.

8. The form is now marked as complete. Click the **View** icon to open the Faculty Form.
9. To print the Faculty, click **Open as PDF for printing**

10. The Faculty can now be sealed and sent to the parish by post
11. To inform the parish of the Chancellor’s determination, click **Return to application details**
12. And click **Submit**. The Online Faculty System will send an email to the parish and the DAC.
Faculty Refusal
In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under Applications Requiring Your Action (see page 13)
3. Click the View icon to access the Chancellor’s comments

4. Read the Chancellor’s determination and click Return to application details
5. Click the **Edit** icon on the Faculty Refusal Letter

6. **Insert** any remarks intended for the parish and click **Finish**.

7. To attach the Chancellor’s judgement (if necessary) see page 47.
8. To inform the parish of the Chancellor's determination, click **Submit**.
Attaching Documents

If you need to attach other relevant documents to the application:

1. Go to the application’s case file (see *Navigating a Case File* page 18)
2. Click on **Supporting Documents and Images**

3. Click **Add**
Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer’s mouse.
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)

6. Notice that the file has uploaded (you can delete it by click on the trash icon next to it)
7. Click **Upload**
8. The file has successfully attached.

Option 2

9. You can also choose to upload a file by locating it on your computer. Click Select file…
10. **Locate** the file on your computer. **Select** it. Click **Open**.

11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)

12. Click **Upload**
13. The file has successfully attached
Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the Applications tab
2. Go to the Tools tab on your Dashboard
3. Click Casework Analytics Report

4. Select your **Diocese** from the Drop down menu
5. Filter by listed building grade (if required)

6. Select a **start and end date** for your search using both calendars

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

8. Click **View Report** to obtain your results
9. Use the floppy disk icon to **export your results** into different file format types.
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, 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