Online Faculty System
An Archdeacon’s User Manual

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This document is a step-by-step guide to the Online Faculty System for Archdeacons.
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How to Register as an Archdeacon

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 either as:
   
   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 Archdeacon).
8. When you select Archdeacon and scroll down, you’ll get a drop down menu from the Diocese and Archdeaconry fields:

9. Select your diocese:
10. Followed by your Archdeaconry

![Image of a registration form]

11. Enter the security code as it is shown:
12. Please read the Privacy Policy, Cookie Policy and Terms and Conditions and tick the box to say you are happy to agree with these.

13. Click on Create Account

14. 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.

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

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

   N.B. The DAC Secretary will need to check against the Diocesan Database and other records to verify that you are the Archdeacon. If not, you will be contacted to check the details of your registration.

17. 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
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.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and type in your new password. Do not Copy & Paste
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.

   - Do not forget to press **update every time** you make changes to your account.
   - 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**.

   - **Update your email address here**

   - **Do not forget to update your changes**
Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty applications 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.
3. To access any 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 any 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
- 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
- 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.
Navigating a Case File
A case file is where you will find all the necessary forms and documents to help you make your determination. 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 14).

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 the Chancellor’s determination. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

Click here to **exit** the case file

Click the **View** icon to look at a form.

The status icon tells you if a form is complete or in progress.

Click the **Edit** icon to make changes to a form.
3. Under the **Supporting Documents and Images** tab, you will find all the information that the parish and the DAC, have attached to help you make your determination. This could include architectural drawings, photographs, archaeological reports, or advice letters.

**Click on a file to open it.**
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.
Accessing a List A matter record

As Archdeacon, you will receive a notification when a parish records a List A item using the Online Faculty System.

N.B. Please note that if you have selected to receive your notifications as a Daily Summary, you will not be notified of List A matters.

1. To open the application, click on the link.

Dear Archdeacon

Reference 2016-001124 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

A new record (reference 2016-001124) has been created with a List A matter(s) selected.

List A matters may be undertaken without the need for consultation or faculty subject to the specified conditions, and exclude certain categories of works to listed buildings.

Please click this link to view the full details of the record.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

2. To access the List A matter recorded, click on the View icon

![Image of the Online Faculty System interface with options for Details, History, and Messages, and links to Return to Applications dashboard and Invite Consultees.](https://example.com/image.png)
List A/B Classification

Application Type: A
List Item ID: 8
(A1-8) The repair, maintenance, removal, disposal or replacement of a flagpole

Specified conditions:
Only non-corroding fixings are used where a flagpole is repaired or replaced
Working on a List B matter application
When parishes apply for a List B matter, you and the DAC Secretary will automatically be notified by email.

Awaiting DAC Advice
To access the application, click on the link

Dear Archdeacon

Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).
A new application (reference 2015-001064) has been submitted for a List B matter(s) and is now awaiting DAC advice. Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the List B case file.

1. Click here to find out which List B matter was selected.

2. Click here to read more details about the application.

3. Go to the Supporting Documents and Image tab to see if there is any additional information.

N.B. To find out how to send the application to “consultees” go to page 28.
Awaiting Archdeacon’s Determination

Once the DAC Secretary has sent you the List B application (with or without advice/draft conditions), you will receive this email informing you that the case is ready for your Written Notice.

To access the case file, click on the link.

Dear Archdeacon

Reference 2015-001064 concerning Penny Hassett: St David (Test) (Church Code 647009).

The DAC has forwarded to you an application for a List B matter (reference 2015-001064) which awaits your determination.

Please click this link to view the full details of the application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences within the My Account page.

You will arrive at the case file

1. Click on the View icon to read the DAC’s advice (if any)

2. Click on the Edit icon to fill in your Written Notice
3. Select the appropriate **determination**

N.B. If you select options 2, 3 or 4, the application will automatically be transformed into a Full Faculty application giving the parish the choice to continue with it or leave it.

<table>
<thead>
<tr>
<th>Response</th>
<th>Edit</th>
<th>The works may be implemented without faculty, subject to the following condition(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>○ Although what is proposed is a matter prescribed in List B, I nevertheless decline to give notice that it may be undertaken without a faculty for the following reason(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ The proposal is excluded by rule 3.5 of the Rules because:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>○ The proposal is not a matter prescribed in List B.</td>
</tr>
</tbody>
</table>

4. Insert any additional **conditions** required if the application is approved or explain why the application was refused.
5. Click **Finish** to return to the case file

6. Click **Submit** to send your determination to the parish
Inviting External Consultees to View any Application

In circumstances where you need to send the application to external members for consultation,

1. Go to an application’s case file
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).
Accessing a Full Faculty Application
When you are ready to begin working on a Full 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](https://facultyonline.churchofengland.org)
2. Sign In
3. Click on the Applications tab and find the specific case file you require under Active Cases.
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 necessary to make your determination under the Supporting Documents and Images tab.
5. Click on 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/

You can also choose to open the form with Microsoft Word or other computer software.
Click here for your options.
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
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 Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on https://facultyonline.churchofengland.org/contact