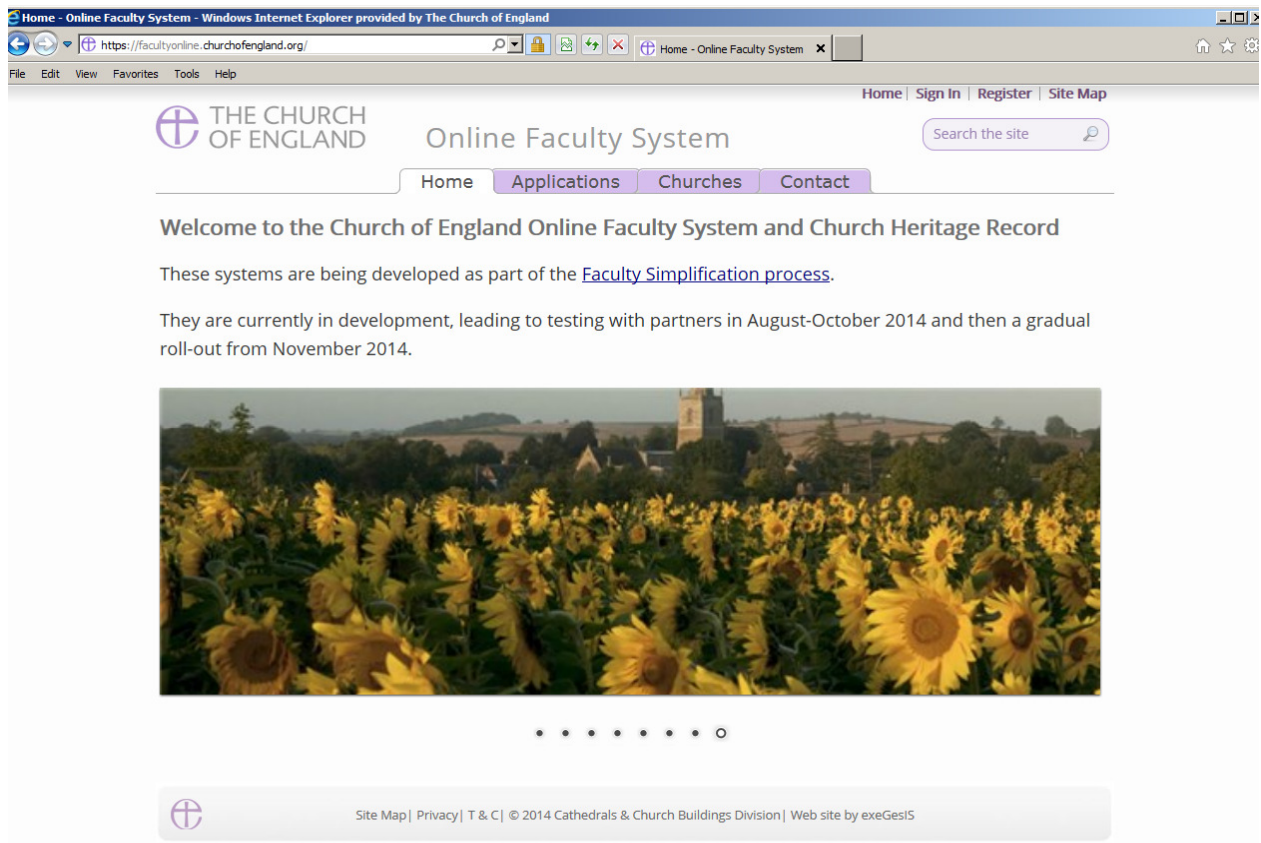
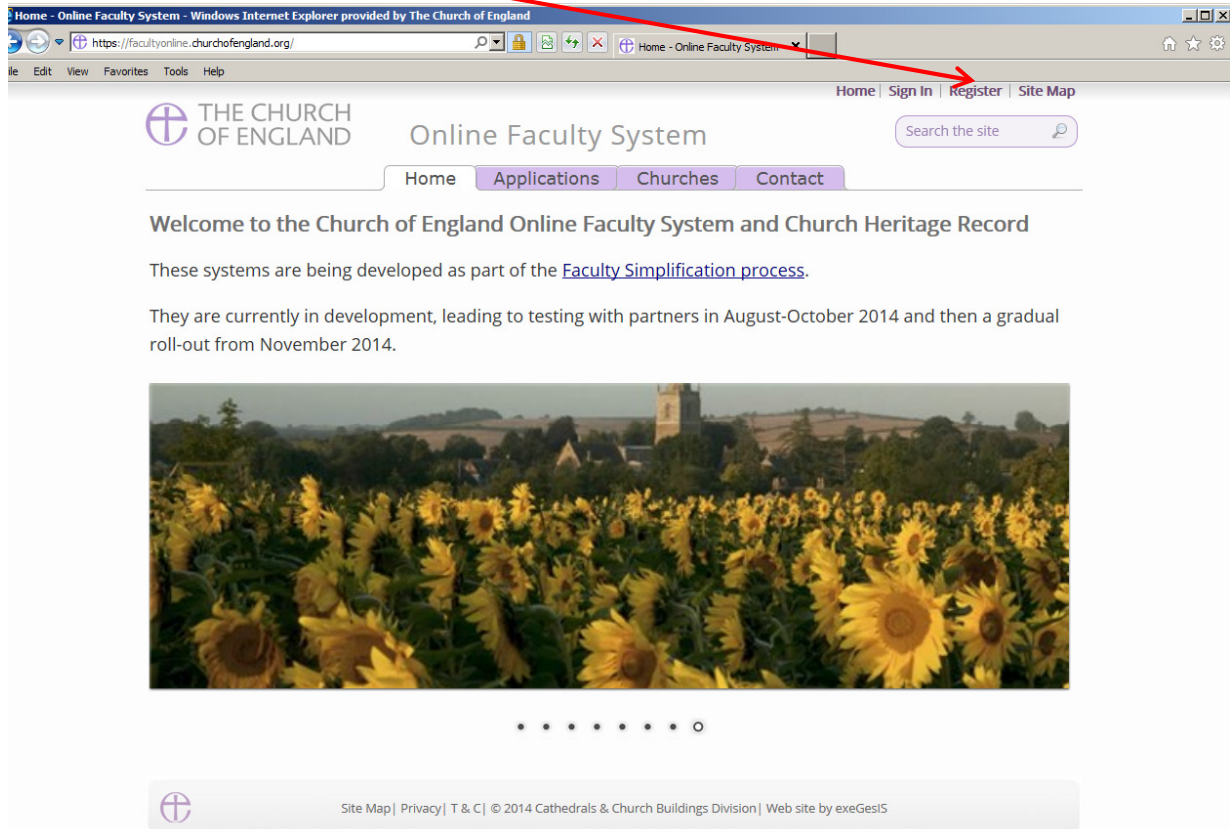


## How to Register as a DAC Secretary

1. You'll arrive on the front page of the website **N.B.** The picture scrolls and so may be different when you open the web page



2. Click on **Register**



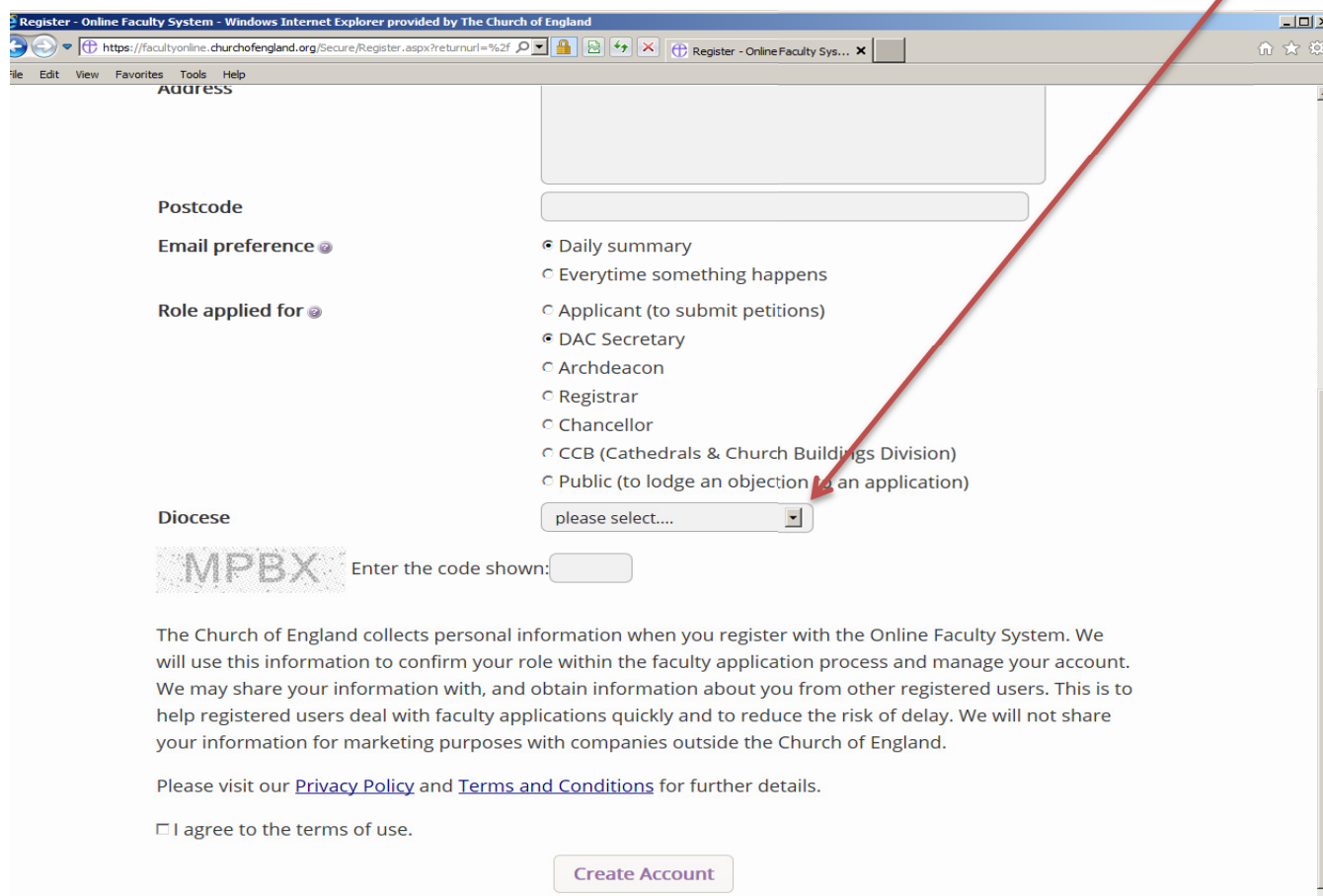
3. This will take you to:

The screenshot shows a web browser window with the URL <https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2F>. The page title is 'Online Faculty System' and it features the Church of England logo. The main heading is 'Create a New Account'. Below this, a message states: 'Please complete the form below to register for the Online Faculty System.' The form contains the following fields and options:

- Email:
- Password:
- Confirm Password:
- Title:
- First Name:
- Last Name:
- Daytime telephone:
- Alternative telephone:
- Address:
- Postcode:
- Email preference: ☒ Daily summary, ☐ Everytime something happens
- Role applied for: ☒ Applicant (to submit petitions), ☐ DAC Secretary, ☐ Archdeacon

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. **Remember** to indicate –
  - a. Whether you wish to receive an email about ALL applications in your diocese either as:
    - i. a **Daily summary** (received at the end of each day – but only if something changed)Or
  - ii. **every time** something changes
- b. The role for which you wish to register

7. When you select **DAC Secretary** and scroll down, you'll get a drop down menu from the Diocese field:




Register - Online Faculty System - Windows Internet Explorer provided by The Church of England


https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

File Edit View Favorites Tools Help

ADDRESS

Postcode

Email preference 

Role applied for 

- ☒ Daily summary
- ☐ Everytime something happens
- ☐ Applicant (to submit petitions)
- ☒ DAC Secretary
- ☐ Archdeacon
- ☐ Registrar
- ☐ Chancellor
- ☐ CCB (Cathedrals & Church Buildings Division)
- ☐ Public (to lodge an objection to an application)

Diocese

please select....

MPBX Enter the code shown:

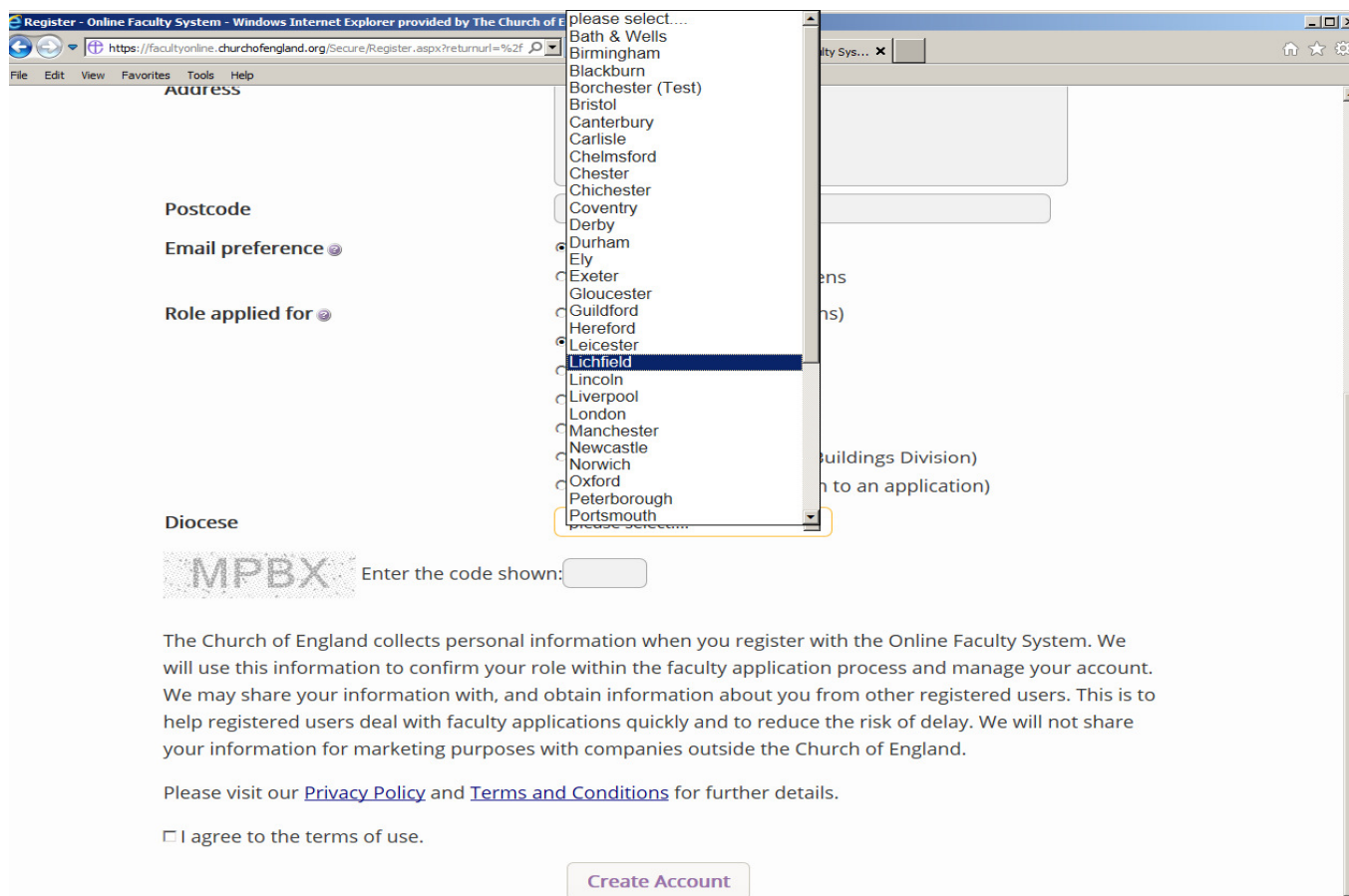
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

☐ I agree to the terms of use.

Create Account

8. Select **your diocese**:




Register - Online Faculty System - Windows Internet Explorer provided by The Church of England


https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

File Edit View Favorites Tools Help

ADDRESS

Postcode

Email preference 

Role applied for 

Diocese

please select....

- Bath & Wells
- Birmingham
- Blackburn
- Borchester (Test)
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Exeter
- Gloucester
- Guildford
- Hereford
- Leicester
- Lichfield**
- Lincoln
- Liverpool
- London
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth
- please select....

MPBX Enter the code shown:

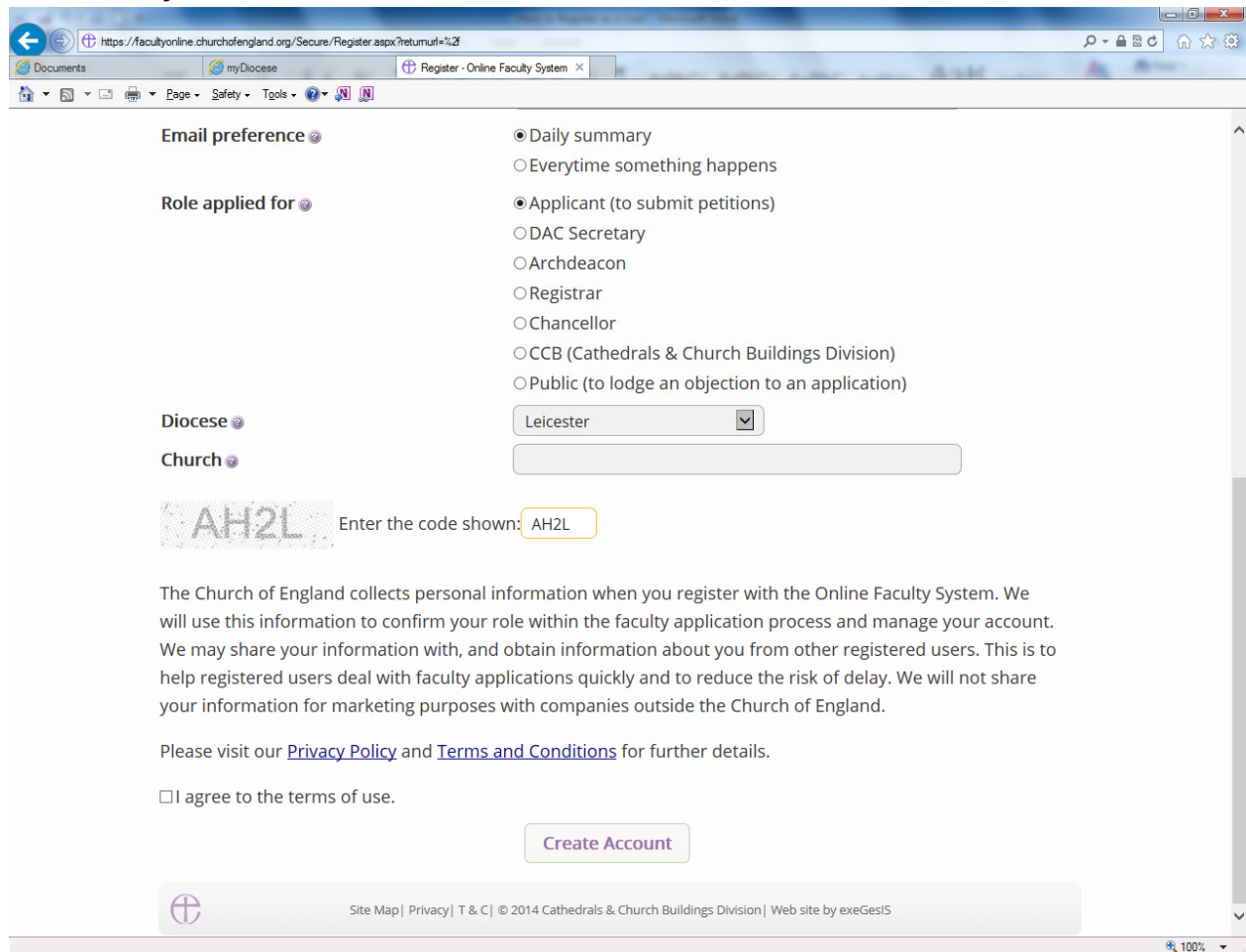
The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our [Privacy Policy](#) and [Terms and Conditions](#) for further details.

☐ I agree to the terms of use.

Create Account

9. Enter the **security code** as it is shown:



The screenshot shows a web browser window with the URL <https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2F>. The page is titled "Register - Online Faculty System". It contains several form fields and options:

- Email preference**: ☒ Daily summary, ☐ Everytime something happens
- Role applied for**: ☒ Applicant (to submit petitions), ☐ DAC Secretary, ☐ Archdeacon, ☐ Registrar, ☐ Chancellor, ☐ CCB (Cathedrals & Church Buildings Division), ☐ Public (to lodge an objection to an application)
- Diocese**: A dropdown menu with "Leicester" selected.
- Church**: An empty text input field.
- Security code**: A CAPTCHA image showing "AH2L" and a text input field containing "AH2L".

Below the form, there is a paragraph of text explaining the data collection policy, followed by links to the [Privacy Policy](#) and [Terms and Conditions](#). A checkbox labeled "I agree to the terms of use." is present. A "Create Account" button is at the bottom of the form.

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

11. Click on **Create Account**

12. 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.

13. 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.

14. The CCB will then be asked to approve your registration.

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

15. 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>