

How to Register as an Applicant

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

The screenshot shows the homepage of the Church of England Online Faculty System. At the top, there's a navigation bar with links for Home, Sign In, Register, and Site Map. Below the navigation is a search bar labeled "Search the site". The main content area has a heading "Welcome to the Church of England Online Faculty System and Church Heritage Record". It includes a subtext about the "Faculty Simplification process" and a note that the systems are currently in development. A large, scenic photograph of a sunflower field in a rural setting serves as the background for the page. At the bottom, there's a footer with links to Site Map, Privacy, T & C, and copyright information.

2. Click on **Register**

This screenshot is identical to the one above it, showing the homepage of the Church of England Online Faculty System. The key difference is the presence of a thick red arrow originating from the text "Click on Register" in the previous screenshot and pointing directly at the "Register" link in the top navigation bar of this screenshot.

3. This will take you to:

The screenshot shows a Microsoft Internet Explorer window displaying a registration form. The title bar reads 'https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f'. The main header features the Church of England logo and the text 'Online Faculty System'. Below this, a section titled 'Create a New Account' asks users to complete a form to register for the system. The form includes fields for Email, Password, Confirm Password, Title, First Name, Last Name, Daytime telephone, Alternative telephone, Address, and Postcode. At the bottom, there are two sections for 'Email preference' and 'Role applied for', each with a set of radio buttons for selecting options.

Please complete the form below to register for the Online Faculty System.

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 (all emails relating to your faculty applications will go to this address). This could be your personal or work email. It might also be your church's email address. Contact your DAC for advice.
5. You will need to complete ALL your contact details (but only one telephone number is required).
6. **Remember** to indicate –
- Whether you wish to receive an email about your application either as:-
 - a **Daily summary**
 - Or
 - every time** something changes
 - The role for which you wish to register

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

The screenshot shows a Windows desktop with a web browser open to the 'Register - Online Faculty System' page at <https://facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f>. The browser's address bar also shows 'myDiocese'. The page contains fields for 'Email preference' (radio buttons for 'Daily summary' and 'Everytime something happens'), 'Role applied for' (radio buttons for 'Applicant (to submit petitions)', 'DAC Secretary', 'Archdeacon', 'Registrar', 'Chancellor', 'CCB (Cathedrals & Church Buildings Division)', and 'Public (to lodge an objection to an application)'), and 'Diocese' (a dropdown menu currently showing 'please select...'). A CAPTCHA code 'AH2L' is displayed with a text input field for entering it. Below the form, a message about data collection and privacy is present, along with links to 'Privacy Policy' and 'Terms and Conditions'. At the bottom, there is a checkbox for agreeing to terms of use and a 'Create Account' button.

Diocese

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

8. Select your diocese and then go to the Church field

The screenshot shows the same registration page as above, but with the 'Diocese' dropdown set to 'Leicester'. The 'Church' field is a text input box containing a single character 'I'. The rest of the page, including the message about data collection, the CAPTCHA, and the 'Create Account' button, remains identical to the previous screenshot.

Diocese Leicester

Church I

9. Start typing the **name of your parish** (e.g. Anstey or Leicester). As you start typing, a drop down menu will appear. **Select your church by clicking on it with your computer mouse.**

○ Registrar
○ Chancellor
○ CCB (Cathedrals & Church Buildings Division)
○ Consultee

Diocese 

Church 

39JM 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 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](#)

10. It will appear below the church field in purple. Repeat the process to add ALL the church buildings you are responsible for.

*If you have any problems finding your church building, contact your DAC for advice.

○ Registrar
○ Chancellor
○ CCB (Cathedrals & Church Buildings Division)
○ Consultee

Diocese 

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I agree to the terms of use.

[Create Account](#)

11. Enter the security code as it is shown

Diocese  

Church

* Leicester St. Christopher (619364)



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

I agree to the terms of use.

[Create Account](#)

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 an officer of the PCC. 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>