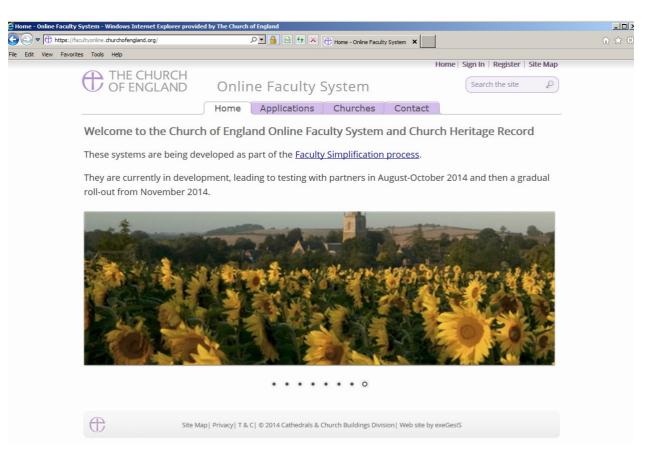
## How to Register as an Archdeacon

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

Home - Online Faculty System - Windows Internet Explorer provid			_ 🗆 ×
the https://facultyonline.churchofengland.org/	▶ ▲ チャン ● Home - Online Faculty System ×	ŵ	☆ ७
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THE CHURCH OF ENGLAND		Search the site	
	Home Applications Churches Contact		
Welcome to the Churc	h of England Online Faculty System and Church	Heritage Record	
These systems are being de	eveloped as part of the Faculty Simplification process.		
They are currently in develo roll-out from November 20	opment, leading to testing with partners in August-October 2 14.	2014 and then a gradual	
Site N	Map   Privacy   T & C   $\circledast$ 2014 Cathedrals & Church Buildings Division   Web site by exec	ies15	

#### 3. This will take you to:

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	THE CHURCH OF ENGLAND	Online Faculty System	
	OF ENGLAND	Online Faculty System	
	Create a New Accour	nt	
	Please complete the form be	elow to register for the Online Faculty System.	
	riedse complete the form by	now to register for the online ractily system.	
	Email		
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	nue		
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	Role applied for @	Applicant (to submit petitions)	
		ODAC Secretary	
		OArchdeacon	ľ.
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- 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 archdeaconry 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 **Archdeacon** and scroll down, you'll get a drop down menu from the Diocese and Archdeaconry fields:

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	C DAC Secretary	
	<ul> <li>Archdeacon</li> </ul>	
	⊂ Registrar	
	<ul> <li>Chancellor</li> </ul>	
	CCB (Cathedrals & Church Buildings Division)	
	C Public (to lodge an objection to an application)	
Diocese	please select	
Archdeaconry		
Architeacomy		
MPBX Enter the	code shown:	
and the second the second second		
The Church of England collects r	ersonal information when you register with the Online Faculty System. We	
	rm 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 f	aculty 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 <u>Privacy Policy</u> an	d <u>Terms and Conditions</u> for further details.	
□ I agree to the terms of use.		

# 8. Select your diocese:

1

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ſ	Lincoln	uildings Division)
	Liverpool	
C	London	h to an application)
	Manchester	
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Archdeaconry	Oxford	
Architecteonity	Peterborough	
	Portsmouth	
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IVIT LINY Enter the code shown.		
The Church of England collects personal info	rmation when you register y	vith the Online Faculty System. We
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will use this information to confirm your role	e within the faculty application	on process and manage your account.

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 <u>Privacy Policy</u> and <u>Terms and Conditions</u> for further details.

□ I agree to the terms of use.

**Create Account** 

# 9. Followed by your archdeaconry:

Register - Online Faculty System - Windows Internet Explorer provided by The Church of England		
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	ි DAC Secretary	
	<ul> <li>Archdeacon</li> </ul>	
	⊂ Registrar	
	ି Chancellor	
	ි CCB (Cathedrals & Church Buildings Division)	
	C Public (to lodge an objection to an application)	
Diocese	Leicester	
Archdeaconry	please select	
MPBX Enter the code shown	Please solect Cathedral or Unknown I: Closed Unattached Churches Leicester Louchborough	
The Church of England collects personal inf	ormation when you register with the Online Faculty System	Mo
-	e within the faculty application process and manage your a	
	btain information about you from other registered users. T	
	cations quickly and to reduce the risk of delay. We will not s	
	ith companies outside the Church of England.	
Please visit our <u>Privacy Policy</u> and <u>Terms an</u>	d Conditions for further details.	
□ I agree to the terms of use.		
	Create Account	

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

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	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 a	nd Conditions for further details			
	Please visit our <u>Privacy Policy</u> and <u>Terms and Conditions</u> for further details.				
	□I agree to the terms of use.				
		Create Account			
	Site Map  Privacy  T & C   @	0 2014 Cathedrals & Church Buildings Division   Web site by exeGesIS			~
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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 registered user of the database.
- 15. 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.

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 <a href="https://facultyonline.churchofengland.org/Secure/Login.aspx">https://facultyonline.churchofengland.org/Secure/Login.aspx</a>