Online Faculty System

A Registrar’s User Manual

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This document is a step-by-step guide to the Online Faculty System for Registrars.
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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 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.

![Security and Identity tab image]

- **Update your email address here**
- **Click here to change your password.**

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

![Profile tab image]

- **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.
3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

![Online Faculty System dashboard](image)

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
- 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 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 which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms have been released as the cases progresses and stops any form being completed too early or unnecessarily.

- **Basic summary of an application**

### Basic summary of an application

<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>My Notes</th>
<th>Messages</th>
<th>Archived Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary description of proposed works</td>
<td>✔️</td>
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<tr>
<td>Standard Information</td>
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<td>Initial DAC Review</td>
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<tr>
<td>DAC Form Selection</td>
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<tr>
<td>Statement of Significance</td>
<td>✔️</td>
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<td>Statement of Needs</td>
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<td>DAC Review Pre-Formal Consultation</td>
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<td>Application Formal Consultation Responses</td>
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<td>DAC Review Consultation Changes</td>
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<td>Notification of Advice</td>
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<td>Public Notice File Selection</td>
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<td>Petition</td>
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<td>Public Notice</td>
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<td>Public Notice Certificate</td>
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<tr>
<td>Registrar's remarks to Chancellor</td>
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<td>✔️</td>
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<tr>
<td>Chancellor's determination and judgment</td>
<td>✔️</td>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

- **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.
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. The **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

- Click on the **View** icon to read an email.
- See who received the email, what the subject was, and when it was sent.
- Navigate through the pages.
- Change how many emails you see at any one time.
7. Finally, the **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

<table>
<thead>
<tr>
<th>File name</th>
<th>Description</th>
<th>Archived on</th>
<th>Archived by</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-000527_Form3_England2020Report_2020_03_24_16_40_44.pdf</td>
<td>Notification of Advice</td>
<td>24/03/2020 16:40:44</td>
<td>FAS DAC1</td>
</tr>
<tr>
<td>2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf</td>
<td>Statement of Needs</td>
<td>24/03/2020 16:06:03</td>
<td>Test Petitioner</td>
</tr>
<tr>
<td>2020-000527_Form3_England2020Report_2020_03_24_16_06_07.pdf</td>
<td>Petition Details</td>
<td>24/03/2020 16:04:16</td>
<td>Test Petitioner</td>
</tr>
</tbody>
</table>
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. The DAC notification of Advice
3. A parish complete the Petition form prior to completing the public notice form
4. A parish formally submits a Faculty application to you and the Chancellor
5. At the end of the public notice period
6. If the Chancellor returns an application to you with comments
7. 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**

   List B Application

   Archdeacon’s Written Notice
   (Rule 3.3)
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
Revert the application back to the Petitioner

Should changes be required to the Petition document please use the revert function available via the revert button at the bottom of the page. The petitioners will be notified of this and they will be able to submit the case back to you.

Public Notice File Selection

The public notice file selection form is an important form, which enables relevant supporting documents to be made public during the necessary public notice period. This form will need to be reviewed as part of any ongoing case as it provides a control mechanism for any publicly available file made available in the Public Notice page. To do this, press the edit button of the public notice file selection.

This form is editable by the Registry and the DAC, so it may be worthwhile creating a review process between both user types whereby the DAC could select the relevant forms and this is reviewed by the Registry, or is left purely in the hands of the Registry to edit.

Within this form is a question in regard rule 9.9 which is duplicated from the Notification of Advice. This selection takes precedent over the one that appears in the Notification of Advice and is editable by the Registrar. Rather than provide the public notice on your diocesan website, should the case fall under rule 9.9, selecting Yes within this option will make the application appear as such on the Online Faculty Website in its public notice website. Should you deem that the case does or does not fall under rule 9.9 and this differs in opinion with the DAC, please edit this and press Finish Form to save the selection.

This form will also automatically list each file that appears in the supporting document tab, including any consultation replies that were added as supporting documents. Each file is automatically turned off for public sharing and requires a selection to be made public.

If the case is complex and has being ongoing for some time, there may be a large number of documents shown. The intention here is to make those documents publicly available which should
already be available to members of the public if they were to visit the church or registry in person. To do this, click the edit button next to each relevant file.

Select yes and then press the save button.

If the Yes button was selected, a green tick will appear next to the file.
Repeat as necessary and then press finish form to return to the applications dashboard. Should you find that a mistake has occurred or require other documents to be shown, this form will be editable during the later stages of the case by you.

Once you are happy to proceed, and are ready to continue, press Finish Form.

**Formal Consultation Review**

Formal consultation with statutory bodies should already have taken place prior to the Notification of Advice being given. To review the Formal Consultation replies, pressing the edit button against this form will provide a tabulated overview of who was consulted, when they were consulted, and whether or not they replied or decided to refrain from commenting in an official capacity.
Any reply generated through the online reply function, can also be collated into one single document using the view button on the main dashboard.
<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>My Notes</th>
<th>Messages</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Summary description of proposed works</td>
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<td>Initial DAC Review</td>
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<td>Application Formal Consultation Responses</td>
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<td>DAC Review Post-Consultation</td>
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<tr>
<td>DAC Review Consultation Changes</td>
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<td>Public Notice File Selection</td>
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<td>Registrar's remarks to Chancellor</td>
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<tr>
<td>Chancellor's determination and judgment</td>
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</tbody>
</table>

Submit  Return to Applications dashboard  Delete the application  Invite Consultees
Inviting External Consultees to View an Application

In circumstances when you need to send the application to further 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).
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.
### Public Notice Certificate

During the above process, you may notice that a new form also appears on the main dashboard, the Public Notice Certificate. This certificate previously had to be completed and sent via the post to you but an online form has now been created. This form can be edited by the petitioner at point after the public notice is complete, and issues may arise around the form being completed too early. Due to the way the system was originally developed, changing this process to enable the form to appear whilst the case sits in another user’s work load is complex, so to fix issues related to the form being completed prior the public notice ending (or evening beginning), petitioners can edit this form once it is complete. There is not submit function for this form, so you will need to review the symbol against the form to see if it has been completed. We have asked the petitioners not to fill this form in until necessary, and an email is sent explaining this as well. Should you however find that the form has not been completed correctly, or you receive certificates via the post, editable rights have been granted to the registrar to edit this form. This may be completed at any point whilst the case is reviewed by the Registrar and Chancellor. A Faculty should not be granted until this certificate is complete. In some cases, should you direct the Parish to do edit incorrect forms, a phone call or email may be necessary to request the completion of the form, or to edit the response entered.
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
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**. These schedule of works are populated from the Notification of Advice and may be amended by you, following the Chancellor’s determination.
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.
<table>
<thead>
<tr>
<th>Details</th>
<th>Supporting documents and images</th>
<th>History</th>
<th>My Notes</th>
<th>Messages</th>
<th>Archived Forms</th>
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- **Submit**
- **Return to Applications dashboard**
- **Delete the application**
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**.
Public Notice Page

Under the new legislation, if cases were processed through an online system, these applications should be made available to the public. To allow for this, a new public page has been created which provides access to the legal documents, and the supporting documentation that has been assigned by the DAC secretary and/or the Registrar to be publicly available (see Public Notice File selection).

This new page will provide access to all cases across the country which fall between the statues of Public Notice and the Registrar to Issue Faculty or Awaiting Faculty Rejection Letter under the 2020 changes. These will be shown in the order in which they were created on the Online System but can be sorted by Diocese, Church, Reference Number, and End Date. Likewise a text-based filter has been added to filter these cases by Diocese, Church and Reference number. Highlighted within these publicly available cases will be those that have been assigned as falling under rule 9.9 (by the DAC and Registrar) and a tick box function is provided to filter these cases further. They are also highlighted in purple. As these are now available through the online system, any application submitted through the OFS, no longer needs to be published on the Diocesan website. Instead, you can redirect and point your users to the central webpage

https://facultyonline.churchofengland.org/public-notices

An overview of this central webpage is below.
Pressing View details against any application will provide the below example, where each form that is completed (as well supporting documents that are made available) are viewable as a PDF. No download all function has been provided.

Each page has a unique URL, and should this be needed, these links can be shared via email or published on your own websites.

The public notice page is also mobile friendly and allows for members of the public to view and access the forms whilst at the church should they wish to. This function also removes any issues related to accessing the necessary paperwork should the relevant person listed on the Public Notice be unavailable.
**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