Online Faculty System

A Parish's User Manual
Receiving Emails

2020 Rules

James Miles
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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*)
3. In each individual case file under the Messages tab (see *Navigating a Case File*)

As an Applicant, you will receive an email from the Online Faculty System every time:

1. The Archdeacon makes a decision about a List B application
2. The DAC returns an application to you with comments
3. At the end of the public notice period
4. The Registrar informs you of the Chancellor's determination
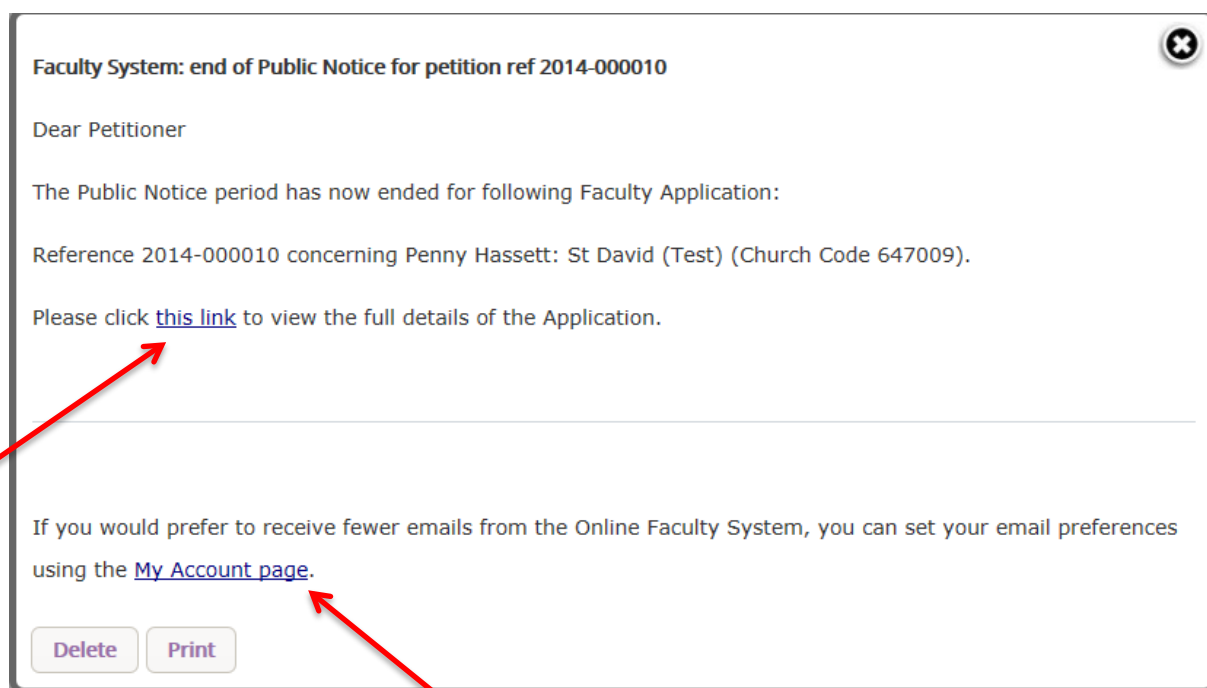
Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Faculty System: end of Public Notice for petition ref 2014-000010

Dear Petitioner

The Public Notice period has now ended for following Faculty Application:

Reference 2014-000010 concerning Penny Hassett: St David (Test) (Church Code 647009).

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 using the My Account page.

Delete   Print

Click here to change the way you receive emails and manage your account.

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 Admin team at https://facultyonline.churchofengland.org/contact