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CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMURU  
THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

# ONLINE FACULTY SYSTEM

REGISTRATION GUIDANCE FOR APPLICANTS

Version 1.0

## Registering with the Church in Wales Online Faculty System

The Online Faculty System (OFS) and the Church Heritage Cymru (CHC) database are currently located on the same website, and it is this website that Applicants/Petitioners will need to register with. Once registered, Applicants/Petitioners have access to an extra *Applications* tab which displays a *Dashboard* where faculty applications can be viewed.

Registering with the OFS is quick and easy. You will be required to fill in some details about yourself, choose email preferences, select your role (Applicant in this case), and the church and diocese to which you belong. Once you have created your account, you will receive an automatic email acknowledging your registration and asking you to verify your email address by clicking on a link. An Administrator will then approve your account before you can sign in. Once the account has been approved, you will receive another confirmation email with a link to the OFS.

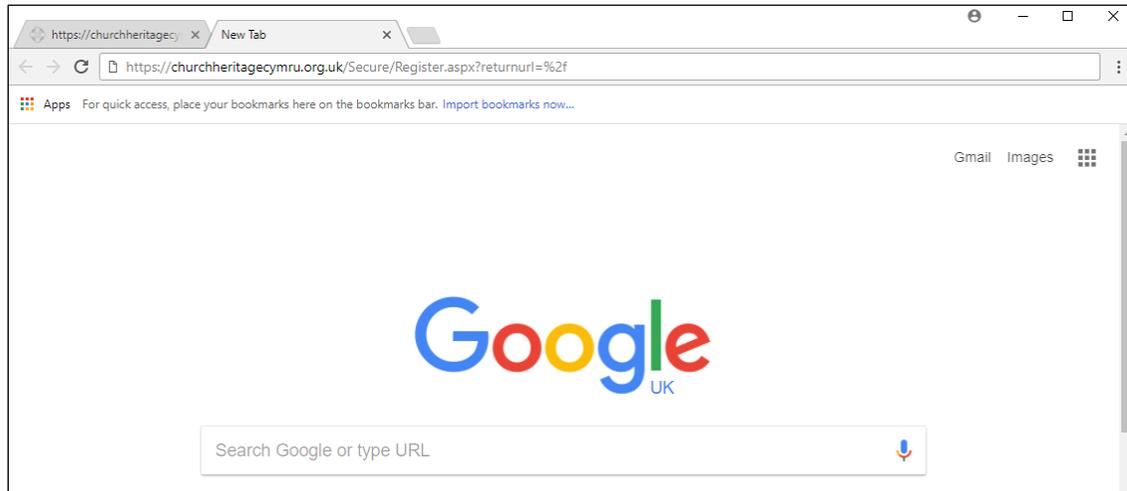
Please follow the steps below to register:

### I. Go to the Registration Screen

The quickest way to access the Registration screen of the OFS/CHC is to hold down your CTRL key and click on the following URL:

<https://churchheritagecymru.org.uk/Secure/Register.aspx?returnurl=%2f>

Alternately, you can open your web browser (eg. Internet Explorer, Chrome, etc.) and copy and paste the above URL into the address line at the top of the screen.



If you are experiencing difficulty with either of the above, you can open your web browser and type/copy & paste the following URL into the address line:

<https://churchheritagecymru.org.uk/>

This will take you to the Home Page of the CHC/OFS where you can then click on the **Register** button (in the top right-hand corner of the screen).

## 2. Start Filling in the Registration Screen

All users need to complete the following fields regardless of which role they are applying for.

Home | Sign In | Register

# CHURCH HERITAGE CYMRU

Create a New Account

Please complete the form below to register for the Church in Wales' Online Faculty System.

Your registration details will be passed onto your DAC Secretary who will need to approve your account before you can sign in. You will be advised by email when approval has been granted.

<b>Email</b>	<input type="text" value="dot.jones@churcheinwales.org.uk"/>
<b>Password</b>	<input type="password" value="....."/>
<b>Confirm password</b>	<input type="password" value="....."/>
<b>Title</b>	<input type="text" value="Ms"/>
<b>First name</b>	<input type="text" value="Dot"/>
<b>Last name</b>	<input type="text" value="Jones"/>
<b>Daytime telephone</b>	<input type="text" value="01646 123456"/>
<b>Alternative telephone</b>	<input type="text"/>
<b>Address</b>	<input type="text" value="Rose Cottage,&lt;br/&gt;21 Lower Church Street&lt;br/&gt;Pembroke"/>
<b>Postcode</b>	<input type="text" value="SA71 9JK"/>
<b>Email preference</b>	<input type="radio"/> Daily reminder of your workload <input checked="" type="radio"/> Everytime something happens

**Email:** The email address that you register with will be the one that the OFS sends all notifications about your faculty applications to. This could be your personal, work or church email. Whichever email address you choose to register with should be one that you check on a regular basis.

**Address:** This should be your personal or church address.

**Email Preference:** It is probably easier to set the email preference to “everytime something happens” initially. The OFS will then notify you of any faculty application updates as they happen. However, some user roles receive more emails than others, so you may find that you need to change this to “daily reminder of your workload” later on (this can be done through the **My Account** button after you have logged in).

### 3. Complete the Registration Screen

Role applied for	<input type="radio"/> Archdeacon <input checked="" type="radio"/> Applicant (to submit petitions) <input type="radio"/> DAC Secretary <input type="radio"/> Registrar <input type="radio"/> Chancellor <input type="radio"/> Representative Body <input type="radio"/> Consultee <input type="radio"/> Heritage Recorder
Diocese	please select.... ▾
Church	Please select a Church

**Role Applied for:** Select Applicant (to submit petitions)

**Diocese:** Click on the drop-down arrow to select your diocese. This will determine which churches you can then choose.

**Church:** Click in the church box and type in the first few letters of the location (eg. Pemb for Pembroke) of the church you will be submitting faculty applications for. If there is a match, a drop-down list will appear. Click on the church you require and then repeat the process if you will be submitting faculty applications for more than one church in your benefice, ministry area, etc. Alternately, you can search for a church using its dedication.

Diocese	St Davids ▾
Church	<input type="text"/> * St Mary the Virgin, Pembroke (3016) * Ss Nicholas and John, Monkton (2869) * St Twynnell, St Twynells (2924)

### 4. Create Your User Account

Finally, enter the unique code generated by CHC/OFS (found at the bottom of the Registration screen) and tick the agreement of terms box, before clicking on the **Create Account** button to complete the registration.

46BL Enter the code shown:

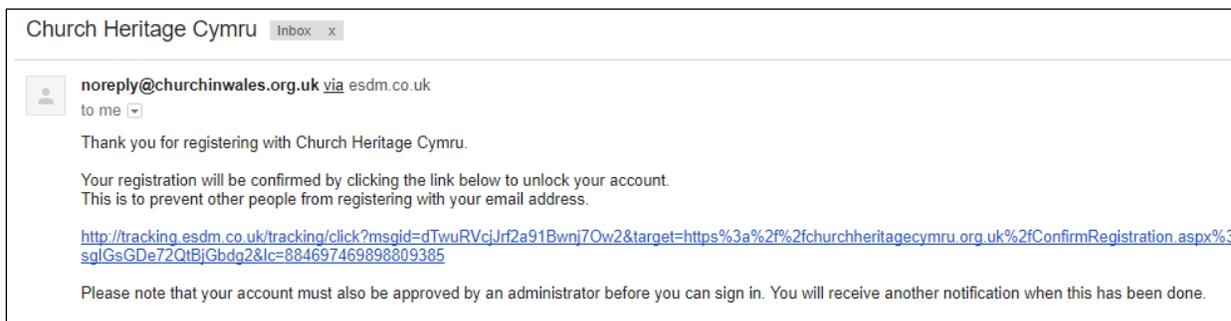
Please visit our [privacy policy](#) and [terms and conditions](#) for further details.

I agree to the terms of use.

[Create Account](#)

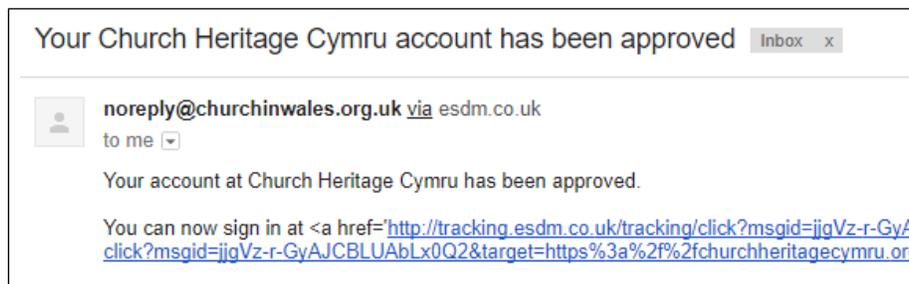
## 5. Verify Your Email Address

Once you have created your account, you will receive an automatic email acknowledging your registration and asking you to verify your email address by clicking on a link.



## 6. Account Approval

A DAC Secretary will need to approve your account before you can sign in. Once the account has been approved (which may take a few days), you will receive another confirmation email with a link to the OFS.



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The Church in Wales  
11<sup>th</sup> May 2018