YR EGLWYS YNG NGHYMRU — THE CHURCH IN WALES

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

ONLINE FACULTY SYSTEM

REGISTRATION GUIDANCE FOR ALL ROLES

Version 1.0

Registering with the Church in Wales Online Faculty System

The Online Faculty System (OFS) is currently accessed via the Church Heritage Cymru (CHC) website. No registration is required to search for and view church records in CHC but registration is required to use the OFS. Once you have registered with the system and signed in, you will see an extra *Applications* tab in CHC. Clicking on this tab will take you to the OFS Dashboard where Petitioners/Applicants can create, manage and track their faculty applications. DAC Secretaries, Registrars and Chancellors can view and manage faculty applications that require their action, and Consultees can view any applications they have been invited to comment on.
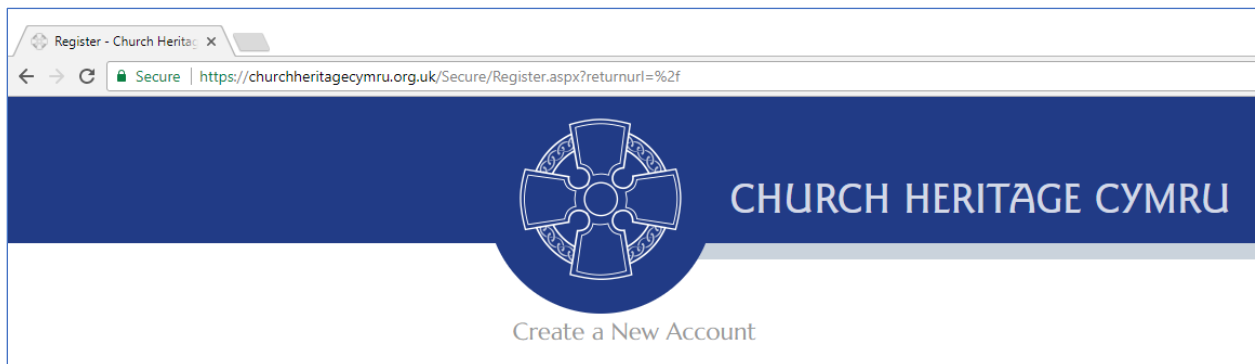
Registering with the OFS is quick and easy. You will be required to fill in some personal details, choose email preferences, select your role (eg. Applicant/Petitioner, DAC Secretary, Registrar, etc), church and/or diocese. Once you have created your account you receive an automatic email asking you to verify your email address by clicking on a link. An Administrator will then approve your account before you can sign in. When the account has been approved, you will receive another email with a link to the OFS. Follow the steps below to register:

1. 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 Roles

All users need to complete the following fields regardless of which role they are applying for. Details of the extra registration fields for each role can be found in **Step 3**.

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.

Field	Value
Email	dot.jones@churchinwales.org.uk
Password	••••••••
Confirm password	••••••••
Title	Ms
First name	Dot
Last name	Jones
Daytime telephone	01646 123456
Alternative telephone	
Address	Rose Cottage, 21 Lower Church Street Pembroke
Postcode	SA71 9JK
Email preference	○ Daily reminder of your workload ⦿ Everytime something happens

Email: The email address that you register with will be the one that the OFS sends all notifications about faculty applications you have submitted (eg. as an Applicant/Petitioner) or that you have some input into (eg. as a DAC, Registrar, Chancellor, etc). This could be your personal, work or church email. Which email you choose to register with will depend on your role. For example, a DAC Secretary would use her work email address, whereas a Petitioner may use their personal or church email address.

Address: This would normally be a home or church address for Applicant/Petitioners and Archdeacons, and a work address for all other roles. If you are not sure which address to use, ask your DAC Secretary.

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: Specific Roles

i) Applicant/Petitioner

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.

ii) DAC Secretary

Role applied for	○ Archdeacon
	○ Applicant (to submit petitions)
	⦿ DAC Secretary
	○ Registrar
	○ Chancellor
	○ Representative Body
	○ Consultee
	○ Heritage Recorder
Diocese	please select.... ▾

Role Applied for: Select DAC Secretary

Diocese: Click on the drop-down arrow to select your diocese

iii) Registrar

Role applied for	○ Archdeacon
	○ Applicant (to submit petitions)
	○ DAC Secretary
	⦿ Registrar
	○ Chancellor
	○ Representative Body
	○ Consultee
	○ Heritage Recorder
Diocese	please select.... ▾

Role Applied for: Select Registrar

Diocese: Click on the drop-down arrow to select your diocese

iv) Chancellor

Role applied for	○ Archdeacon
	○ Applicant (to submit petitions)
	○ DAC Secretary
	○ Registrar
	● Chancellor
	○ Representative Body
	○ Consultee
	○ Heritage Recorder
Diocese	please select…. ▾

Role Applied for: Select Chancellor

Diocese: Click on the drop-down arrow to select your diocese

v) Archdeacon

Role applied for	● Archdeacon
	○ Applicant (to submit petitions)
	○ DAC Secretary
	○ Registrar
	○ Chancellor
	○ Representative Body
	○ Consultee
	○ Heritage Recorder
Diocese	please select…. ▾
Archdeaconry	▾

Role Applied for: Select Archdeacon

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

Archdeaconry: Click on the drop-down arrow to select your archdeaconry.

vi) Consultee

Role Applied for: Select Consultee

Consultative role: Insert your title and the name of your organisation OR your role in the consultation process (eg. Cadw, DAC – Stained Glass Advisor, DAC Chair, LPA – Ceredigion, etc). This will assist parishes, DAC Secretaries, Registrars and Chancellors when consulting you on a faculty application.

Diocese: Click on the drop-down arrow to select all the dioceses for which you provide advice.

4. Create Your User Account

Finally, don't forget to enter the unique code generated by the 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.