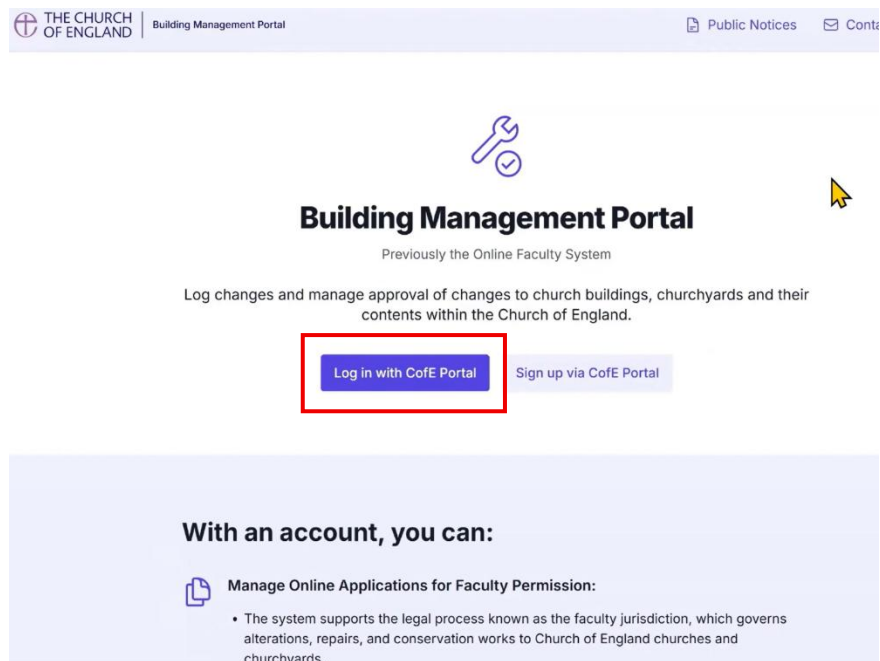


Welcome to the Buildings Management Portal

How to Register

To register for an account on the Building Management Portal, open a web browser and go to **<https://buildings.churchofengland.org>**

Click your cursor on the blue 'Log in with CofE Portal' button



THE CHURCH OF ENGLAND | Building Management Portal

Public Notices | Cont

Building Management Portal

Previously the Online Faculty System

Log changes and manage approval of changes to church buildings, churchyards and their contents within the Church of England.

[Log in with CofE Portal](#) [Sign up via CofE Portal](#)

With an account, you can:

 **Manage Online Applications for Faculty Permission:**

- The system supports the legal process known as the faculty jurisdiction, which governs alterations, repairs, and conservation works to Church of England churches and churchyards.

This takes you to the log in screen. Complete your details

(First Name, Last Name, and email address)

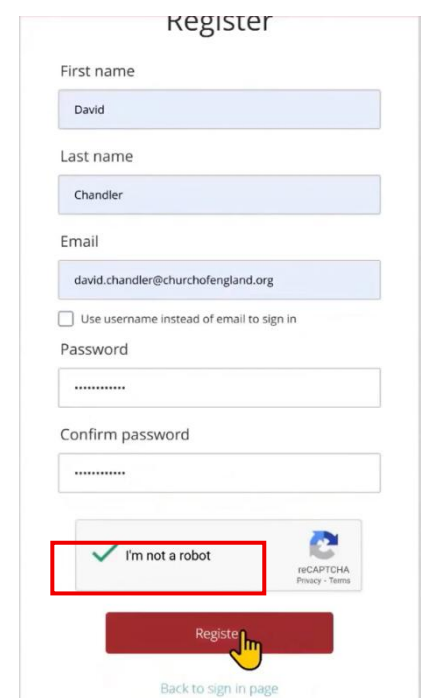
and **create a password**.

Passwords must be:

- Minimum **12 characters**
- At least **1 upper case** and **1 lower case**
- At least **1 special character** (for example **!** or **£** or **&** etc.)

Confirm your password

Click your cursor in the '**I'm not a robot**' box and click the **red Register** button to continue.



Register

First name
David

Last name
Chandler

Email
david.chandler@churchofengland.org

☐ Use username instead of email to sign in

Password
.....

Confirm password
.....

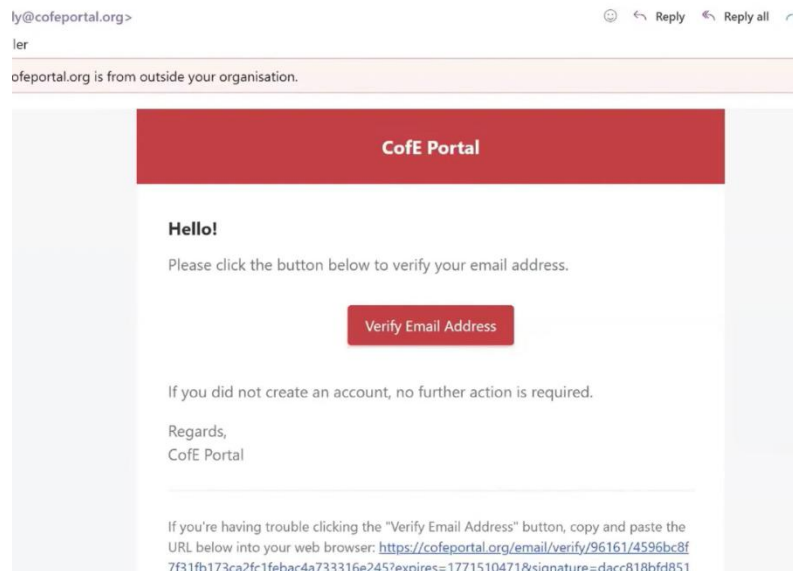
☒ I'm not a robot

[Back to sign in page](#)

Register

An email will be sent to the email address you have registered with.

Go to your email account and open the email where you will be asked to click on a link to **Verify your email**.

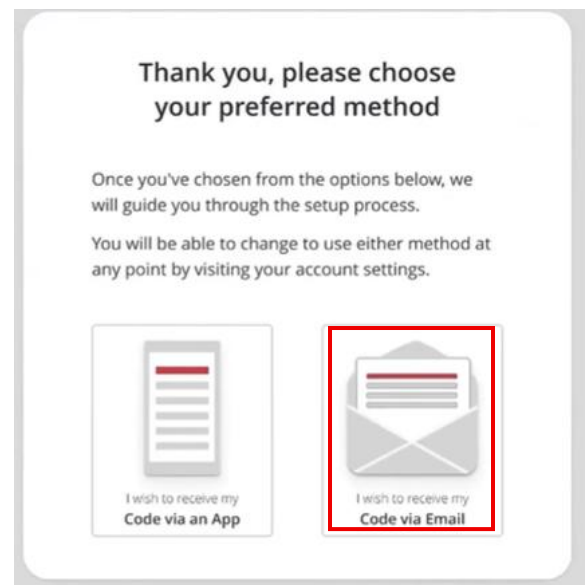


The Building Management Portal uses **‘Two Factor Verification’** to ensure the security of the system.

Two-Factor Authentication (often called **2FA**) is an extra layer of security used to make sure that *you* are the person accessing your account.

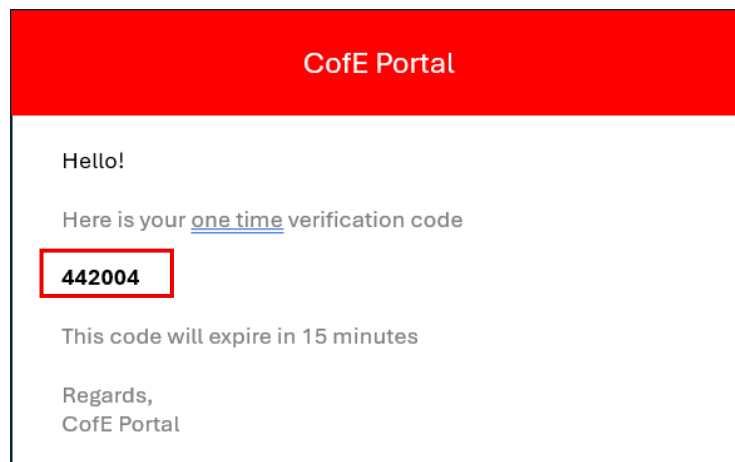
Instead of logging in with just your **email and password**, 2FA asks you for **one more piece of information** — usually a code sent to your email address. This means that even if someone else knows your password, they *still* can’t get in.

You now have a choice of receiving the security code via something called an **‘authenticator app’** or you can select to have the code sent to your **email address**. If you do not already have an ‘authenticator app’ having **the code sent to your email address is the simplest way**.

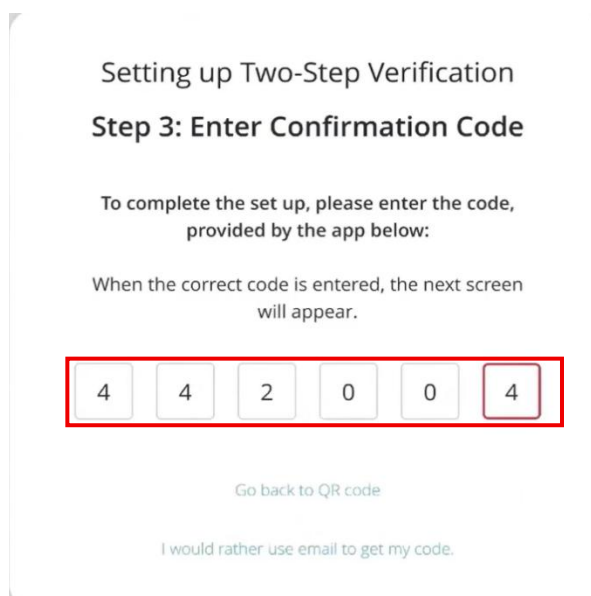


If you already have an Authenticator App, feel free to use this method of verification. **Otherwise, the simplest way is to click on the ‘Code Via email’ button**

A 6 digit code will be sent to your email address



and you will be asked to **enter it to finish your set up.**



You will see the following when you have completed the set up.

Thank you

You have successfully set up Two-Step Verification

Each time you log in, you will now be asked to enter the code, available in your authentication app on your phone. Thank you for helping us continue to build our security.

If you have chosen to use an **authenticator app** below the thank you message will be a series of recovery codes. These are useful if for whatever reason cannot access the app.

You can save these somewhere safe either by copying the codes into a word document or downloading and saving them to your PC.

Recovery Codes

If, for any reason, you cannot access the app on your phone, there will be an opportunity to use a 'recovery code' to log in. Below are five of these codes. We recommend copying the codes below into a document and saving them on your computer.

eBjB7mnfAO-AwteknZQyP	
F9OaZoh19D-n7U31RM09K	
yYQLoLtO30-99loL6I6ZO	
0BNAgq5kq5-OZx4gAqd6y	
vHKF5srxsp-xTjavkprws	

 [Download recovery codes](#)

[Finish Set Up and Continue](#)

 [I would rather use email to get my code.](#)

Logging on after completing Two Factor Authentication

Return now to the [Building Management Portal](#) (see first page) and log in using the **blue** 'Log in with CofE Portal' button as before.

Welcome to the CofE Building Management Portal

You are logged in as **David Chandler**

Before starting your application, please take time to read the Guidance Notes and watch the video, which you can access in the sidebar.

You may find more diocesan specific information on your Diocese's website

To continue, please select your Diocese and submit for review

Please select your diocese and your initial role.

Diocese

Select an option 

Role

Select an option 

Submit for review

Cancel

First, to the right of where it says Diocese, click the down arrow (**highlighted green box**) and you will be presented with a list of Dioceses. Select your Diocese from the list.

Then select your **role** (Applicant) by clicking the down arrow shown in **the red box**,

When you select your **Applicant role** another button will appear below where you will be able to select your Church.

To continue, please select your Diocese and submit for review

Please select your diocese and your initial role.

Diocese

Lincoln

Role

Applicant

Church

Aslackby: St James (Lincoln > Aslackby)

Submit for review

Once you have selected your Diocese, Role, and Church click the **BLUE** 'Submit for review' button.

Your **DAC Secretary** will approve your request for access.