

## Online Faculty System- FAQ's.

### **How do I apply for a Faculty?**

From 1<sup>st</sup> December 2020, the Diocese of Carlisle will be using the Online Faculty System for Faculty applications, as well as List B and Temporary Minor Re-ordering applications. It can also be used to log List A matters if you wish. Sign in to your account (details on how to register below), go to the applications page and you'll see the "Start a new application" button. From here you can submit any of the four applications listed above.

For more information and links to further resources, click [here](#).

To watch a training video on the Online Faculty System, click [here](#).

### **How do I register for an account?**

To register for an account, and subsequently be able to submit application on behalf of a church(es), visit the registration page of the Online Faculty System [here](#).

### **Where can I find the Church Heritage Record?**

The Church Heritage Record takes the place of the Form 1A/Standard Information Form. You can visit the Record [here](#). Use the search bar to search for a church by name, select it from the list when it appears and then click the red church icon on the map to view the record itself.

Please email [dac@carlisle-diocese.org.uk](mailto:dac@carlisle-diocese.org.uk) if you notice any errors so they can be corrected.

### **Why am I not receiving any emails from the system?**

It may be that your email provider thinks the emails are junk or spam. Check these folders- if the emails are there, you should be able to mark them as not junk or spam, and move them to your inbox.