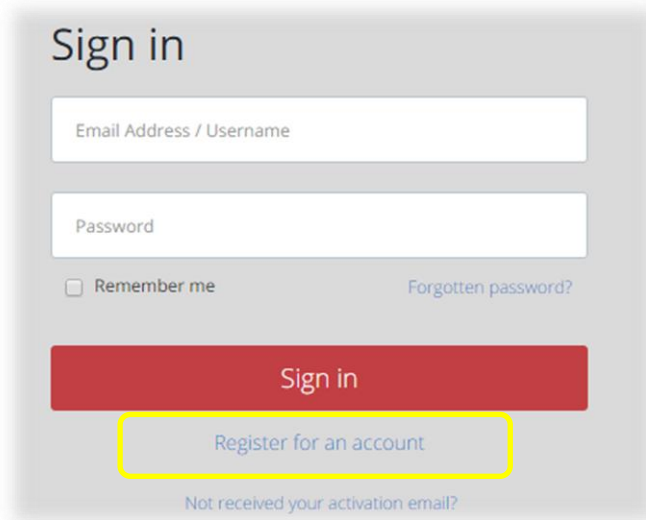


# How to setup access to the new Online Database

You need to follow the instructions below to set up your access.

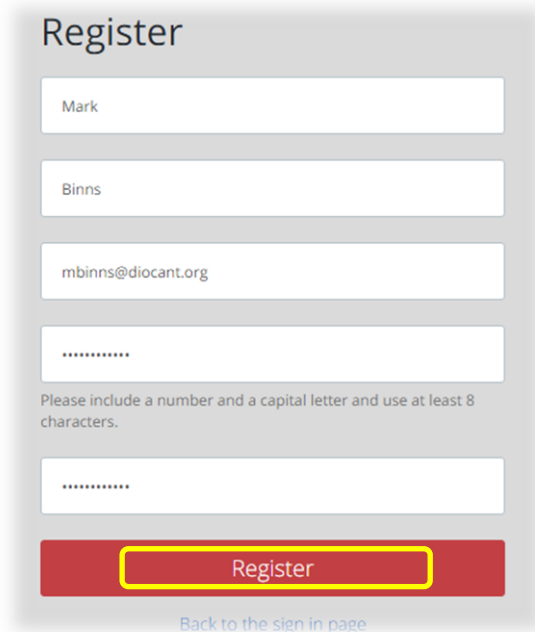
- Go to <https://cofeportal.org> (You should bookmark this address as this is where you will access the database from now on)
- Click on Register for an account



The image shows a 'Sign in' form with the following elements:

- Title: Sign in
- Input field: Email Address / Username
- Input field: Password
- Checkbox: Remember me
- Link: Forgotten password?
- Red button: Sign in
- Blue link: Register for an account (highlighted with a yellow box)
- Text: Not received your activation email?

- Type in your full details. Please make sure that you use the same email address that will be registered within the database. Choose a password that you will remember. After submitting this information go to your email and click on the link to validate your account.



The image shows a 'Register' form with the following elements:

- Title: Register
- Input field: Mark
- Input field: Binns
- Input field: mbinns@diocant.org
- Input field: Password (masked with dots)
- Text: Please include a number and a capital letter and use at least 8 characters.
- Input field: Password (masked with dots)
- Red button: Register (highlighted with a yellow box)
- Text: Back to the sign in page

- This will take you to a sign in page where you should sign in with your email address and the password you set a moment ago.

Sign in

mbinns@diocant.org

.....

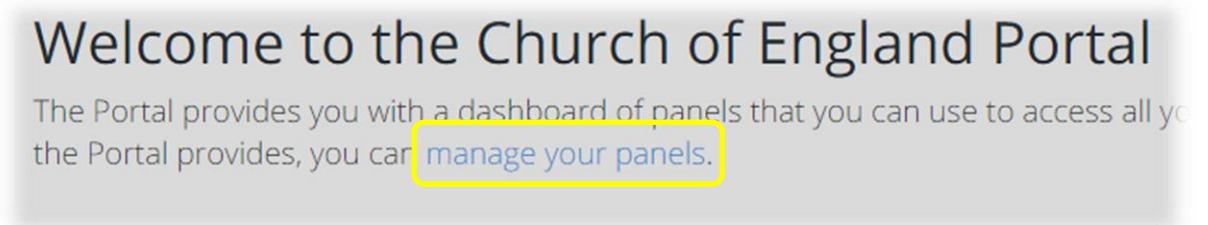
Remember me [Forgotten password?](#)

**Sign in**

[Register for an account](#)

[Not received your activation email?](#)

- Now click on 'Manage your panels'.



- Tick all the boxes on offer and then click on Done.

Please select which panels you would like shown on your dashboard

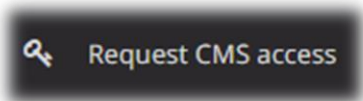
Contact Management System <small>The Church of England CMS for the viewing of and management of contacts.</small>	<input checked="" type="checkbox"/>
Parish Buying <small>Buying &amp; Saving Together</small>	<input checked="" type="checkbox"/>
A Church Near You <small>A Christian presence in every community</small>	<input checked="" type="checkbox"/>
Parish Resources <small>Resources to support the local church</small>	<input checked="" type="checkbox"/>
Church of England <small>Main Church of England website</small>	<input checked="" type="checkbox"/>
Parish Returns <small>Submit your Return of Parish Finance and Statistics for Mission online</small>	<input checked="" type="checkbox"/>
Online Faculty System and Church Heritage Record	<input checked="" type="checkbox"/>
Church Support Hub <small>Latest information, research and practical resources to support ministry and mission.</small>	<input checked="" type="checkbox"/>
Church Print Hub <small>Customisable cards, bookmarks, flyers, leaflets and more to support ministry and mission.</small>	<input checked="" type="checkbox"/>
Pastoral Services Diary <small>An online administration tool for occasional offices, which helps to facilitate pastoral relationship and follow up.</small>	<input checked="" type="checkbox"/>
ChurchCare <small>ChurchCare is the comprehensive source of information for everyone managing a church building.</small>	<input checked="" type="checkbox"/>

**Close**

- Now click on the new tile which says Contact Management System



- Now click on the Request CMS access (Left hand side).



- Choose the Diocese (Select Canterbury!)
- Choose your Parish (you can leave this blank if your role is not within a Parish).
- Enter the Postcode. This postcode is matching your new account with a record in the CMS database, so you should enter the postcode that your record would use. For example Diocesan Staff should use CT1 1NQ, a parish officer would use their home postcode.

## REQUEST CMS ACCESS

Please fill in the form below to request full access to the Contact Management System (CMS) for any diocese you are part of. Upon successful completion you will be able to view and manage contacts.

### Request CMS access

Diocese *	<input type="text" value="Canterbury"/>
	<small>Select the diocese you wish to request access to.</small>
Your parish (optional)	<input type="text" value="Alkham: St Anthony"/>
Your postcode *	<input type="text" value="CT1 1NQ"/>
<input type="button" value="Request access"/>	

The System will now ask the administrator of the database if access should be granted. This requires a real person to check everything is okay and to apply the relevant permissions to the database. As soon as the verification step has been completed you will then have access to the database.

If you have any questions, please feel free to contact Marilyn Shrimpton ([mshrimpton@diocant.org](mailto:mshrimpton@diocant.org))