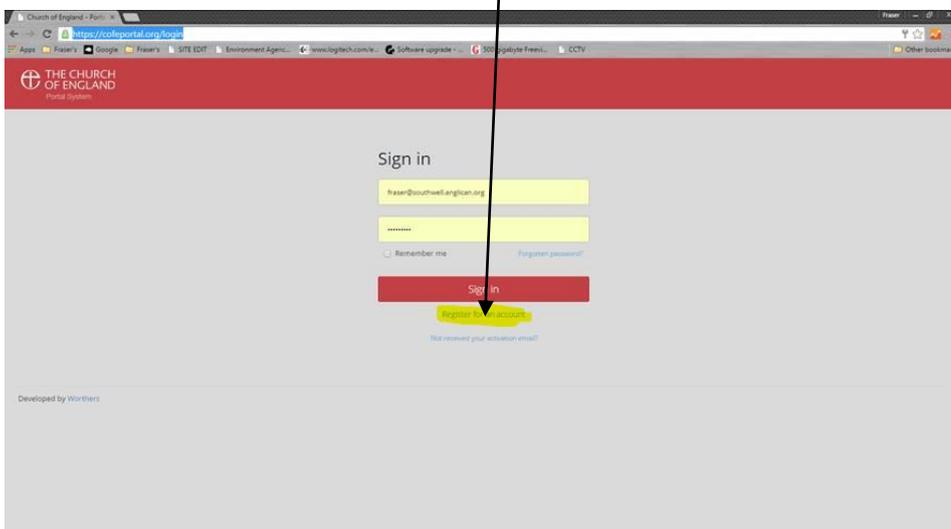


How to setup access to the new Online Database

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

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



- Type in your full details. Please make sure that you use the same email address that will be registered within the database (your work email address). Choose a new password that you will remember. After submitting this information go to your email and click on the link to validate your account
- This will take you to a sign on page where you should sign in with your email address and the password you set a moment ago.
- Now click on Edit your services
- Tick all the boxes on offer and then click on Done
- Now click on the new tile which says Contact Management System
- Now click on the Request CMS access (Left hand side)
- Choose the Diocese
- 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 NG25 0JH , a Churchwarden would use their home postcode.
- I would strongly consider not ticking the box to make your details private, this would result in people not being able to find you. In the settings you can be very specific about what data is shared within the Diocese and on the Public directory.

The system will now ask the administrator of the database if access should be granted. This requires a real person to check everything is OK 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.