1. Go to https://cofeportal.org/login

2. Click **Register for an account**

3. Complete the details

**N.B.** The password must include a number, a capital letter and be 8 characters long
4. Click Register

Pending activation
Please check your email for your activation email.

You have registered with the following details:

- First name: Request
- Last name: Allen
- Email address: requestallen@bce.ac.org

If the email doesn’t arrive and isn’t caught in your spam/junk folder then click here to request activation email.

Developed by Windrose

5. You will receive an email

Church of England Portal - Registration

Thank you for registering to the Church of England Portal system.

You have registered with the following details:

- First name: Request
- Last name: Allen
- Email address: requestallen@bce.ac.org

Activate your account [https://www.coeportal.org](https://www.coeportal.org)

See more about [www.coeportal.org](http://www.coeportal.org).

6. Click on the link

Validation successful
Thank you, you have successfully validated your registration and your account is now activated!

Sign in to the Portal

Developed by Windrose
7. You can then sign into the Portal

8. Complete the screen

9. Click on **edit your services**
10. Put a tick against the items that you want to appear on the portal screen

11. Click on **Done**

12. If you click on **Contact Management System** you go to
13. Click on **Request CMS Access** and follow the instructions

   i.e.

   Select Diocese = Leicester

   Ignore Parish

   Complete Postcode e.g. LE1 5PZ

14. You will receive an email asking you to confirm your email address

15. Await email to say that your request has been approved

16. Log-in again (Remember me **DOES** work)

17. Click on the CMS square and you should now have access to the Database