

# How to register for the Buildings Management Portal- Church Applicants

## Introduction

The new Buildings Management Portal (BMP) is accessed via another system, the CofE Portal, which gives you potential access to multiple different CofE systems. Even if the only CofE system you'll be using is the BMP, the CofE Portal requires you to set up an account before you'll be able to register for the BMP

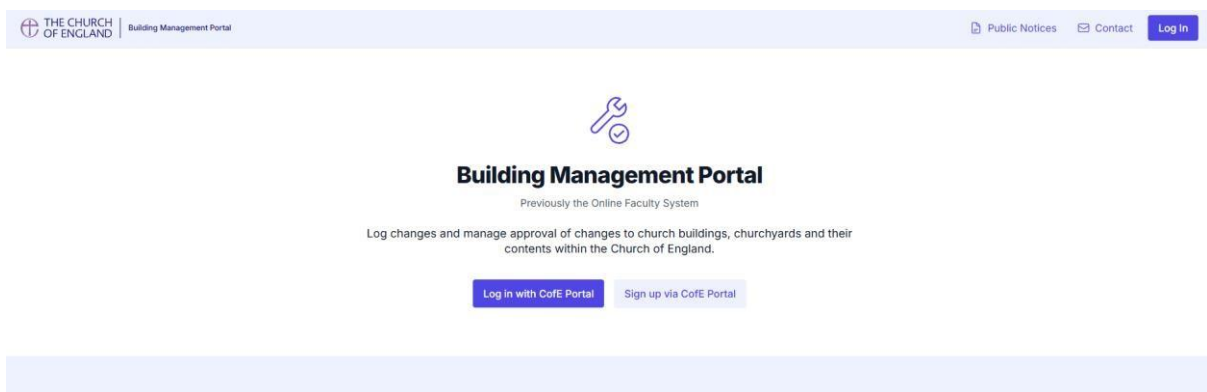
Some people will already have a CofE Portal Account- if you do Parish Returns, or access Parish Buying or a Church Near You, you likely have this already.

We would highly recommend viewing the video on how to sign up:

[https://player.vimeo.com/video/1185204091?badge=0&autoplay=0&player\\_id=0&app\\_id=58479](https://player.vimeo.com/video/1185204091?badge=0&autoplay=0&player_id=0&app_id=58479)

## Sign-up process

1. Navigate to the <https://buildings.churchofengland.org/> website. You will be met with the following screen:

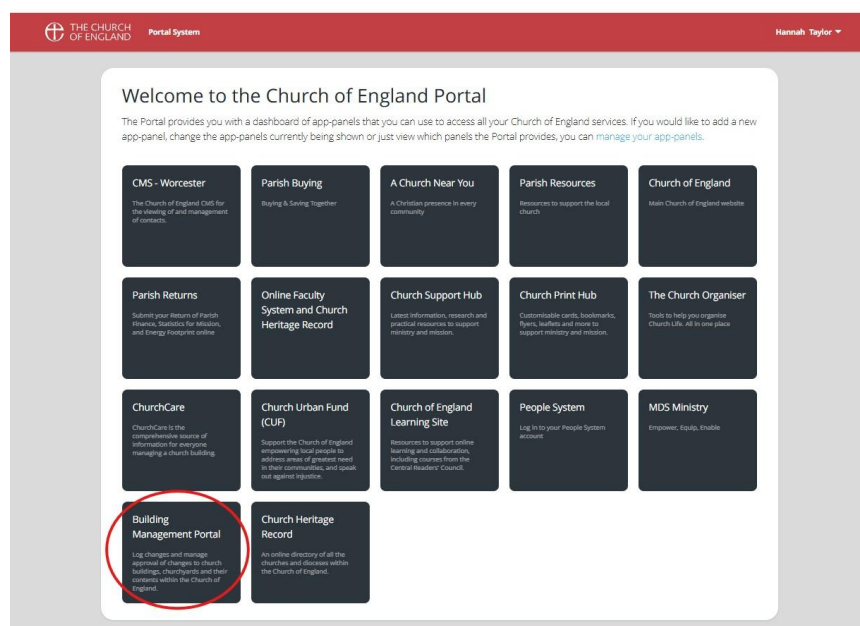


2. The next step depends on whether you have a CofE portal account already. This is the account you would use for Parish Buying, A Church Near you, Parish Returns, etc.
  - a. If you do not have a CofE Portal account, please click the box "Sign up via CofE portal", where you'll be prompted to register for a CofE Portal account. Proceed to [Section 3](#) of instructions.
  - b. If you already have a CofE portal account, the please click the box "Log in with CofE portal". Proceed to [Section 4](#) of instructions.
  - c. If you do not know whether you have a CofE portal account, you're best following the "Log in" option first and if that doesn't work, trying "sign up". Proceed to [Section 4](#) of instructions.
3. To register for a new CofE Portal account you'll be asked for your first name, surname, email address, and a password.

The registration form is titled "Register" and is set against a light gray background with a red header bar. It contains the following fields and elements:

- First name (text input)
- Last name (text input)
- Email (text input)
- ☐ Use username instead of email to sign in
- Password (text input)
- Confirmation text: "Password must be at least 12 characters and contain at least one uppercase character, one lowercase character, one number, and one special character."
- Confirm password (text input)
- ☐ I'm not a robot (with a reCAPTCHA logo)
- Register (red button)
- [Back to sign in page](#) (blue link)

- Complete the details and tick the "I'm not a robot" box, and then click the "Register" button.
- The system then takes you through how to register fully, including how to sign up for 2-factor authentication. If you need more assistance signing up, please view the video here, from 00:38 onwards: [https://player.vimeo.com/video/1185204091?badge=0&autoplay=0&player\\_id=0&app\\_id=58479](https://player.vimeo.com/video/1185204091?badge=0&autoplay=0&player_id=0&app_id=58479)
- Once you have successfully registered, you'll be met with a screen like this:



- Click on the "Building Management Portal" card, highlighted in the red circle on the image above.
- You'll be taken to the Portal sign-up screen. It will already know your name, and you'll need to select your diocese and your role:

**THE CHURCH OF ENGLAND**  
Building Management Portal

Applications

**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

**David Chandler**  
No diocese assigned

Account settings

- f. Select your Diocese as “Derby”
- g. Select your Role as “Applicant”. Another box will then appear that asks you to select your church

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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**  
Lincoln

**Role**  
Applicant

**Church**  
Please select

Submit for review

Cancel

**David Chandler**  
No diocese assigned

Account settings

- h. Now you need to add your church. The list will not populate with all churches in the Diocese, so **you'll need to type your church into the box**. The name needs to be the “official” name of the church. For example, “Crooked Spire” would not come up, it will need to be entered as ‘Chesterfield: St Mary and All Saints.’

- i. Once you have selected your church, you'll see it appear as a small box with your church in blue text as in the image below.



The image shows a web form for selecting a church. At the top, the word "Church" is displayed. Below it is a dropdown menu. The selected option is "Bredon: St Giles (Worcester > Bredon)" in blue text, with a small 'x' icon to its right. Below the selected option, the text "Please select" is visible. To the right of the dropdown is a small downward arrow icon. Below the dropdown menu are two buttons: a blue button labeled "Submit for review" and a white button with a grey border labeled "Cancel".

- j. When you have added your church successfully, click "Submit for review".

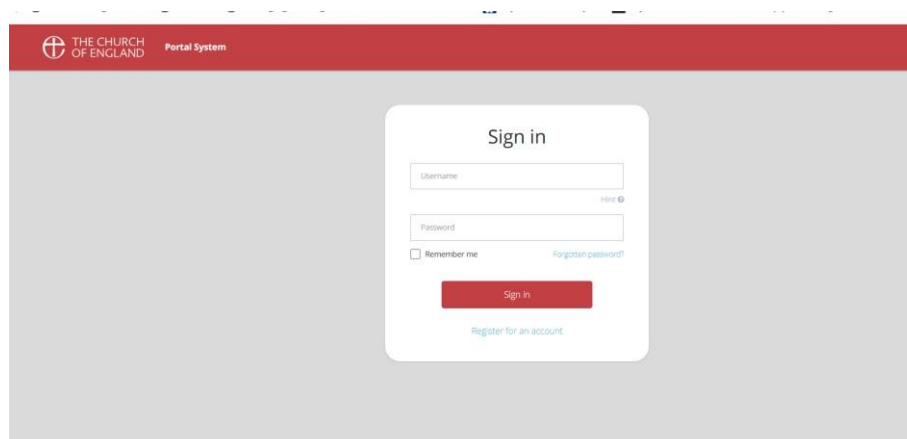
**Note: when first signing up for the system you'll only be able to add one church- you can select other churches once you have successfully registered.**

**You have now successfully registered. Further instructions are only for reference for users who needed them as established in Section 1.**

#### 4. If you click on "Log in with CofE portal" one of two things will happen.

If you have already been using other CofE portal applications and are already logged in, clicking this option will take you straight to sign up for the BMP. If this happens, proceed to [Section 3.e](#)

Otherwise, the CofE portal will ask you to log-in on a screen that looks like this:



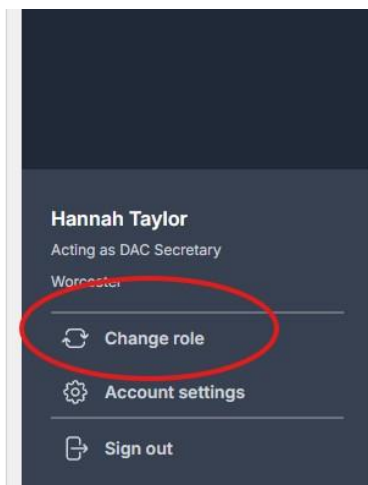
The image shows a web page for the CofE portal. At the top, there is a red header bar with the CofE logo and the text "THE CHURCH OF ENGLAND Portal System". Below the header is a grey background. In the center, there is a white box with the title "Sign in". Inside the box, there are two input fields: "Username" and "Password". To the right of the "Password" field is a small "Show" icon. Below the input fields is a checkbox labeled "Remember me" and a link labeled "forgot password?". At the bottom of the box is a red button labeled "Sign in" and a link labeled "Register for an account".

Provide your log-in details and click "sign in". Proceed to section 3c.

If you do not recognise this screen then it's likely you do not have a CofE portal account and need to register for one. Proceed to [Section 3](#).

## How to add another church to your profile

When you log in, on the menu on the left is the option to “change role”



Click on this, and you'll be taken to a menu that allows you to “add another role” - click on this to add a role, and follow the steps to add additional churches to your profile.

