

# Using the CMS – access for churchwardens

## Registering for access

First, you need to register for access to the CMS. This can take a number of days so please don't leave it till the last minute! **You must have your own access – you are NOT allowed to share login details with anyone else.**

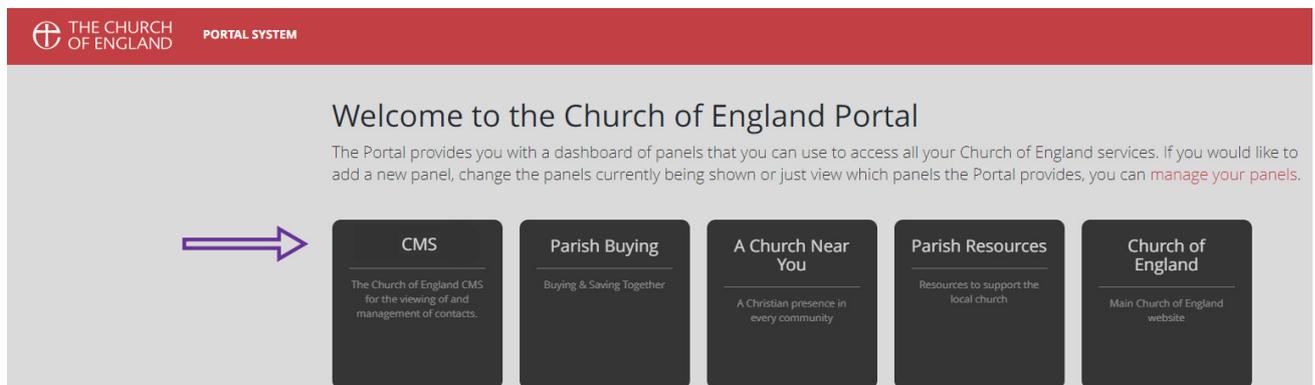
If you would like to request access to the CMS for this purpose, please:

Go to: <https://cofeportal.org/> and click on the 'Register for an account' link and enter your details, remembering to choose a password that conforms to their requirements, ie it must have eight characters including one capital letter and one number.

Once you have done this, an activation code will be sent to your email address and the email you receive will tell you how to activate your account.

Next, you will need to return to <https://cofeportal.org/> and sign in using your email address and password.

Then you should see the following buttons:



Click on the button that says CMS and you will be asked to select your diocese – choose Derby.

The system will now alert our CMS administrator who will check that you are a bona-fide churchwarden and entitled to view the system before granting you access (this is the bit that can take a few days depending on the administrator's availability).

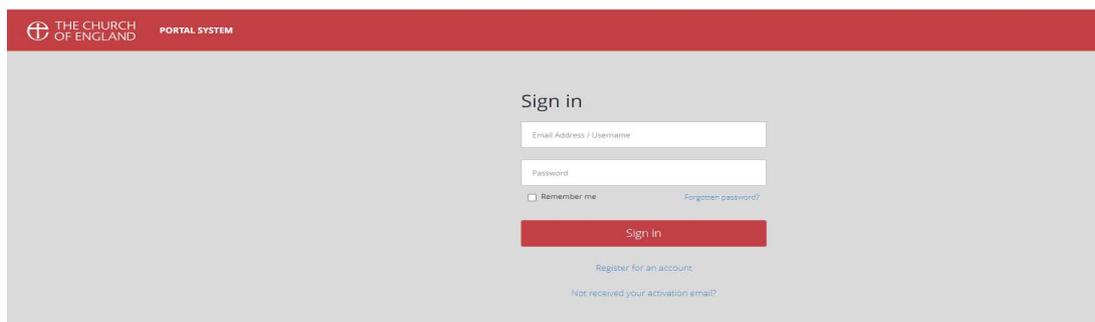
You should receive an email confirmation when you have been given access.

You will only need to complete this registration process once.

## How to search for cover on CMS – step-by-step guide

Once you have been granted access, go to:

<https://cofeportal.org/login>



and sign in with your email address and password.

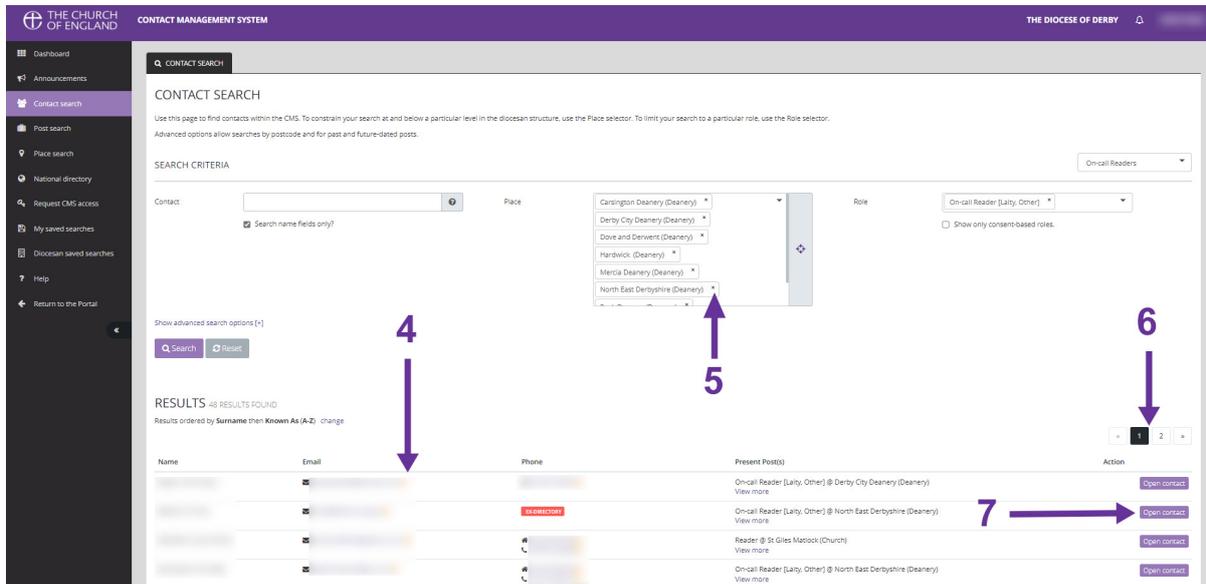


### 1. Click CMS – Derby

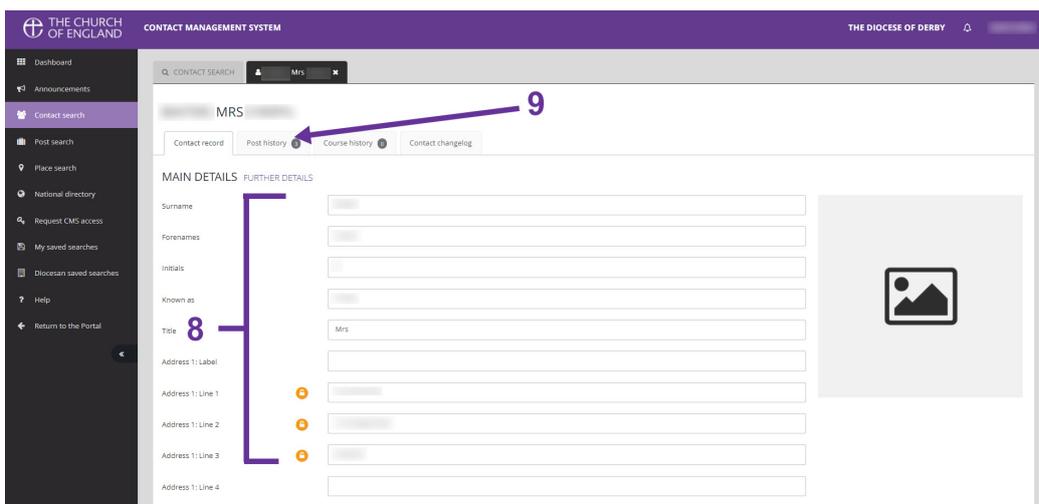


### 2. On the left, click 'Diocesan saved searches'

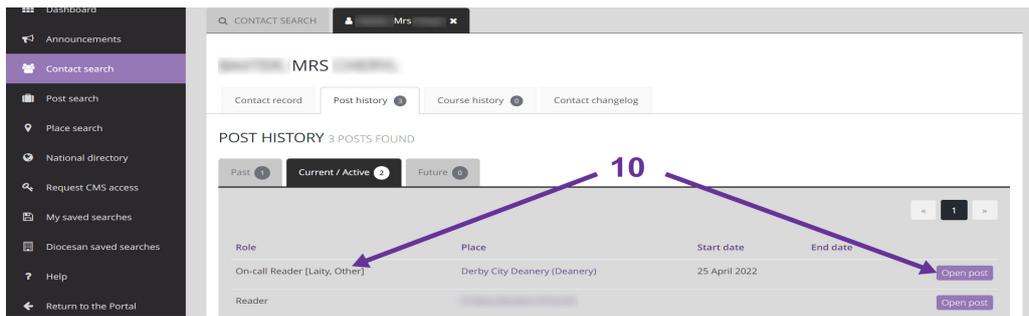
### 3. Scroll down to 'On-call Readers' (near the bottom of the list) and click the 'Load' button.



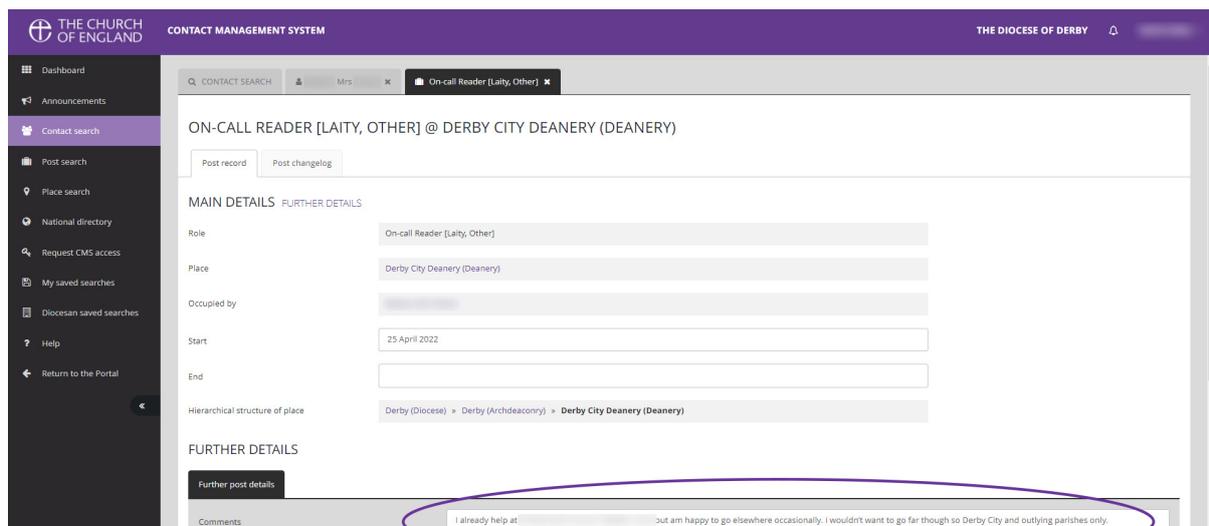
4. The screen will then show you a list of ALL the on-call readers.
5. If you want to refine the search by deanery, you can 'remove' the unwanted deaneries by clicking the 'x' next to the deanery/ies you want to omit from the search.
6. There may be more than one page in the list, so click the page numbers to move to other pages.
7. When you have found a reader you would like to see more about, click the 'open contact' button next to their details.



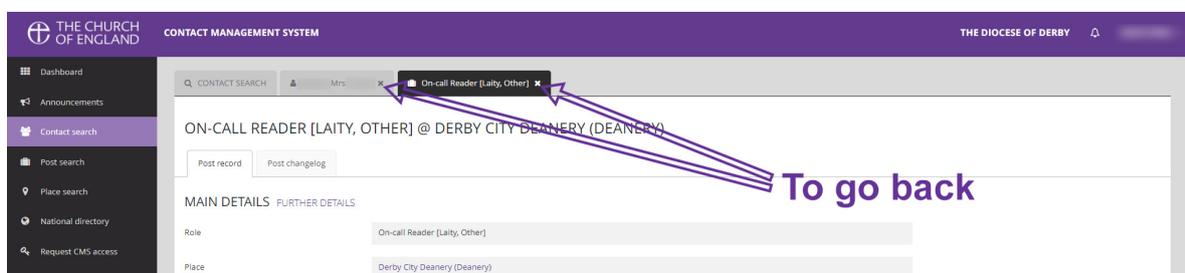
8. The screen will then show you that reader's basic details – but there may be more information for you. So,...
9. Click the tab that says 'Post history'



10. Find the row that says 'On-call reader' and click the 'Open post' button associated with it.



You can now see the on-call reader's specific details (if they have given any) in the 'Further details' area.



If you want to look at other on-call readers, DON'T use your browser's 'back' button, but close the two tabs shown so that only the 'Contact Search' tab remains.