St Albans MyDiocese Data Entry Portal

How to create your data entry account on the St Albans MyDiocese Data Entry Portal

Go to: https://portal.stalbans.anglican.org/ which will take you to the page shown below.

Note: Please ensure your web browser is up to date. This portal will not work with old versions of browsers like IE 8/9. If you have trouble using one browser please download another like Google Chrome or Firefox and try again using that browser.

Here you can login with your registered email address (the one we have on record for you) and password.

If you are trying to login for the first time please click on the white "Request password" panel.

You will then be invited to enter an email address, this **must** be the one which you have previously submitted to us along with your other contact details for the diocesan database.

This email address **must** be one which is solely for **your own use**, and not shared with someone else who might also be in the diocesan database who has given the same email address.
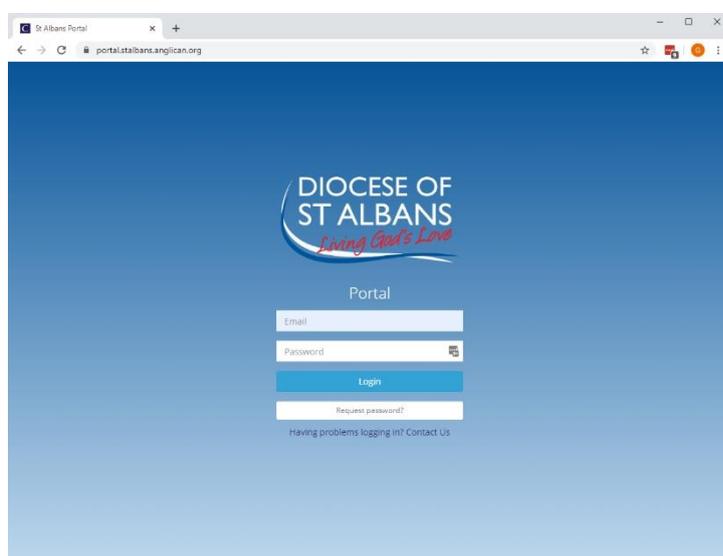
If it is shared this process will not work.

If you encounter difficulties at this point, please click on "Contact Us" which will enable you to report the problem to the IT people directly, who will endeavour to resolve the issue or email portal support.

Please enter your registered email address and then click on the blue "Request Password" panel.

Provided that the e-mail address is valid, in our database and unique to you then an e-mail will be sent to you and a message will appear on the screen to confirm this as shown in the image.

Please click on the blue "Return to login" panel to go back to the Log-in Screen. Meanwhile, log-in to your e-mail account and look for the e-mail from "The Diocese of Albans - myDiocese Forgotten Password". The e-mail will contain the message:

Dear (your name)

Your password for the myDiocese data collection system is: **********

Please make a note of your password for future reference.

Enter your e-mail address, and your password (it may be easier to copy and paste this from the text of the e-mail received from the system). Click on "Login".

This will then take you through to your Welcome page including your menu items on the web-portal.

The home page also has several graphs showing your parish mission statistics for the last few years.
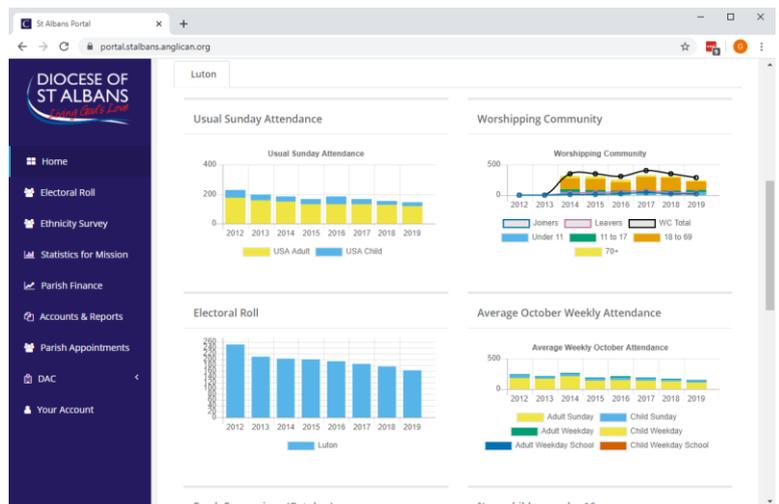

The graphs are **interactive** so clicking on a 'legend' item will stop it displaying so aid you in viewing the other figures.

> **Note:** The graphs will contain all the updated data so if you spot any errors or if you have any comments to make please send them to: portal support.

This Welcome page is where Financial Returns, Mission Statistics and DAC Faculty applications can be made and viewed. It is also where many of the Parish Appointments can be kept up to date if you have the correct permissions.

Please then select "Parish Finance" from the left-hand margin menu to begin to submit the annual Return of Parish Finance for your parish.
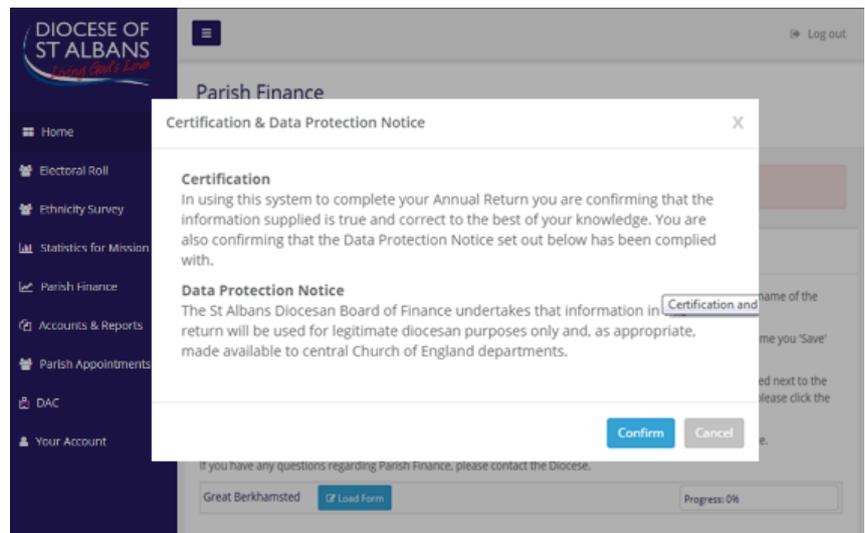
Note: The first time that you use the "Web portal" system, you will have to read the Data Protection Notice and confirm that you have done so.
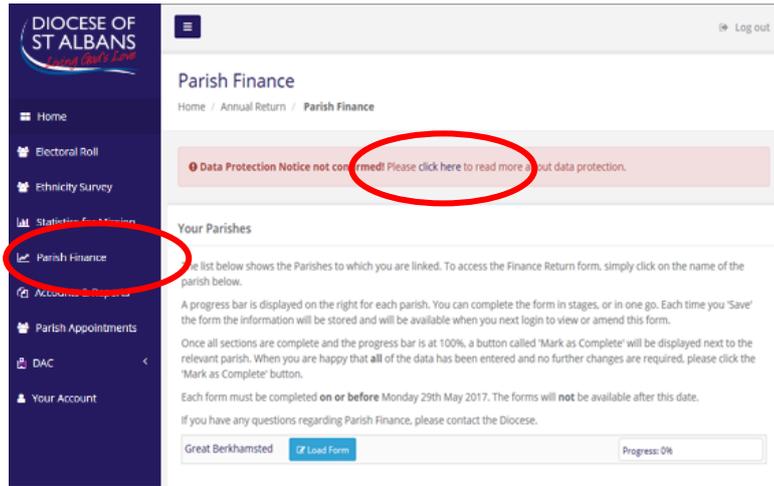
Please select the link on the words "click here" in the centre of the message as shown above.

After you have read the certification notice, please click "confirm" if you agree with the statements.

"Data Protection Notice Confirmed" will appear at the top of the Parish Finance form as shown below.

You will notice the "Logout" text near to the top right corner. This text appears in the same position on all of the pages and enables you to log-out from where-ever you are. Please use this to exit the portal, do not just close the window.

You will also see at the top of the page a section title and "bread crumb trail" which displays where you are within the structure of the pages within the portal. The "Home" button will take you back to the main menu page.

As you complete each page when entering your figures, click "Next" to move on and your figures will be saved, or click save and logout if you have no more figures to enter at this time. Click "Previous" to go back to any page already filled in.

You will be able to return and update the portal at any time until you finish and click on "Mark as Complete". The form will then be closed to you. If you do wish to re-enter an incorrect figure after it is closed then please contact Sue Luckhurst at sluckhurst@stalbans.anglican.org who will be able to help.

Please make every effort to complete the form by the closing date in order that we have time to prepare the submission to the church commissioners. If you need help do let Sue know.