People System User Guide: Activating your account and Log in

Contents:

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1. Activating your account

1. You will receive an email from Oracle **peoplesystemsupport@churchofengland.org** to activate your account

Welcome to the Church of England People System

Your Church of England People System account is ready.

To get started, click activate your account below. Please take note of your username -

You will be asked to create a password which must conform to the security rules, these are explained on the resulting screen.

Once you have created your password you will be taken to a further screen where you will be asked to enter a passcode. This passcode will be emailed to you separately, please check your junk folder if you do not receive this. When you enter the passcode and click the **verify** link your account will be ready and you will be able to continue to the account log in page.

Once logged in, we ask that you take the time to check your personal details.

Please contact peoplesystemsupport@churchofengland.org if you are experiencing issues logging in or require any changes to your details.

Activate your account

Details

If the activate your account link doesn't work, please copy and paste the following URL into the address bar of your browser:

https://idcs-d43693b93c8a4fd09b202f8a44420b28.identity.oraclecloud.com:443/ui/v1/resetpwd?token=L7TnbTAO6qTiAIktWgWTHCrTRP8ojwz6I3Ayo3UFNOE%3D

Important: This link will expire on Tuesday, March 28, 2023 4:05:44 PM BST.

If you don't recognise this message, contact your system administrator at peoplesystemsupport@churchofengland.org.

Ref:- 010001

2. Please take note of your username which is your Personal User Number (PUN).

3. Click Activate you account to be taken to the People System Log in Page.

You can also paste the link into a web browser to access the log in page

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2. Resetting your password

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MA00358943

Reset your password
Set a password for your user account.

New Password

Confirm New Password

Reset Password

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david.hardwick@churchofengland.org

Reset your password
Set a password for your user account.

New Password
••••••••••

- The password must have at least 10 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- The password must have at least 1 special characters.
- Cannot repeat last 10 passwords

Confirm New Password

Reset Password

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Congratulations!
Your password has been reset. Please login using your new password.

1. Clicking the '**Activate your account**' link in the email will take you to where you can create your password.

2. As the composition of your password satisfies the security criteria the bullets will turn green.

3. When all criteria are met, please click '**Reset Password**'.

4. Once you have successfully reset your password, you will receive an email to Log into the People System.

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3. Logging into the People System

You are almost there...

Your Church of England People System account is almost ready. If you have not already done so, please take a note of your username · PUN

The next step is to activate your Two-Factor Authentication which happens when you log on to the system for the first time. Two-Factor Authentication is an important security step in assuring that the Church of England is putting the right safeguards in place for your personal data.

Please follow the link below to complete the log in process.

Please contact peoplesystemsupport@churchofengland.org if you are experiencing issues logging in.

Login to the People System

Details

Important: If you don't recognise this message or if you haven't received any password communication, contact your system administrator at peoplesystemsupport@churchofengland.org

Ref:- 010005

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People System Account Sign In

User Name

Password

Sign In

Need help signing in? Click here

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1. Click the "Login to the People System button from the email.

2. Your username is your PUN.

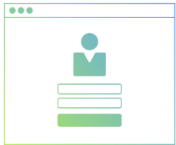## 4. Enabling secure verification

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Enable Secure Verification

Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.
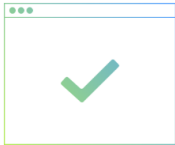
Password   Proof   Secure Access

Click below to enable secure verification methods for your account.

Enable Secure Verification

What is Secure Verification?

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Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

✉ Email

Or, setup a new Secure Verification method to be added as a default method.

Mobile App   Security Questions

What is Secure Verification?

1. You will be prompted to enable secure verification to secure your account.

2. You have a choice of 3 methods for secure verification. The first one you choose will be your default. In this instance email was selected first.

3. It is recommended that you add an additional authentication method, however this is not mandatory. **Slide 6** demonstrates setting up security questions and **Slide 7** shows the Authenticator app.

4. If you have opted to use a single method go to the next slide.

5. Logging in with email verification only

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FR00228226

Select Your Default Secure Verification Method

You have already set up one or more recovery methods. We will use these same methods for Secure Verification.

✉ | Email

An email that contains a verification code has been sent to ▓▓▓▓▓@churchofengland.org.

Code

Enter code

Verify Email Address

Or, setup a new Secure Verification method to be added as a default method.

📱 | Mobile App   🛡 | Security Questions

Your People System One-Time Passcode

P   Oracle <peoplesystemsupport@churchofengland.c
     To ● Dave Foskett   Tue 07/03/2023 10:54

😊 | ↩ Reply | ↩ Reply All | → Forward | 📑 | ⋯

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hello,

215964 is the one-time passcode for your People System account. This passcode is valid for 60 minutes.

Details

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your system administrator at PeopleSystemSupport@churchofengland.org.

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✉

Successfully Enrolled

Your email address. ▓▓▓▓▓churchofengland.org , has been set as your default.

Done

Additional Secure Verification Methods

It is recommended that you set up an additional method. This ensures that you have a backup.

📱 **Mobile App**
Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.

🛡 **Security Questions**
Provide answers to pre-registered questions to verify your identity.

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1. Having chosen email verification, you will be taken to the above screen and receive an email containing a code. Enter the code and then select 'Verify Email Address'

2. You will now be taken to this screen. Click 'Done' and you will be through to your homepage.

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Select a Method   What are the differences? ?

| 📱 Mobile App | 🛡 Security Questions |

Enter Security Questions

Provide an answer for each question set.

Question 1

Select a question ▾

🔍

What is the first concert you attended?
What's your mother's maiden name?
Where'd you go the first time you flew?
What is your favourite book?
What's your dream job?
What's your first pet's name?

Answer

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Select a Method   What are the differences? ?

| 📱 Mobile App | 🛡 Security Questions |

Enter Security Questions

Provide an answer for each question set.

Question 1

Select a question ▾

Answer

••••••••••••

Hint

Enter a hint (optional)

Question 2

Select a question ▾

Answer

Enter an answer

Hint

Enter a hint (optional)

Question 3

Select a question ▾

Answer

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1. Select your preferred security questions from the drop down list

2. You can add up to three security questions to secure your account

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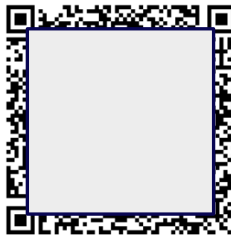
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Select a Method

What are the differences?

| 📱 Mobile App | ❓ Security Questions |

Download and Configure the Mobile App

1. Download the **Oracle Mobile Authenticator App** from the app store

2. Open the App, tap **Add Account**, and then scan the QR code below.

☑ Offline Mode or Use Another Authenticator App

Can't Scan QR code?
Enter key manually

3. Enter the passcode generated by the App.

1. You can download the Oracle Mobile Authenticator App from the App store

2. If you would like to use the Microsoft Authenticator app check the box,

3. Open your authenticator app on your phone and scan the QR code to add your People System account to your app.

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📱

Successfully Enrolled

**David's Phone-1** is enrolled.

Done

Additional Secure Verification Methods

It is recommended that you set up an additional method. This ensures that you have a backup.

📱 **Mobile App**
Install the Mobile Authenticator App and use the generated passcode or approve requests through push notifications.

❓ **Security Questions**
Provide answers to pre-registered questions to verify your identity.

4. Successfully scanning the QR code will take you to this screen confirming your phone has been added to your account.

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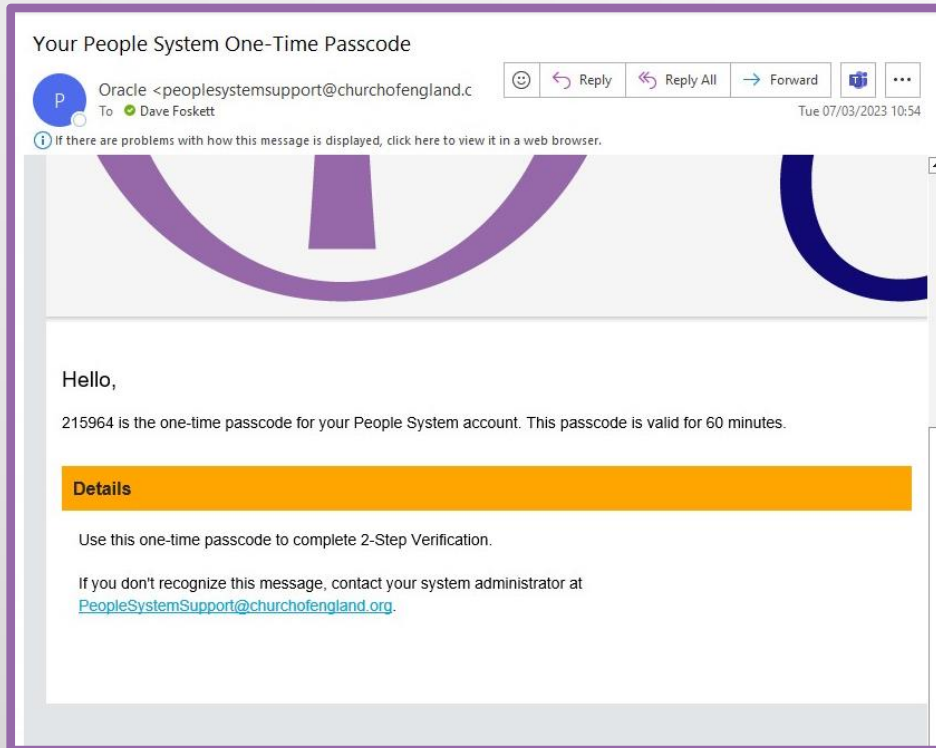
When you select 'Done' you will receive an email with a one-time Passcode.
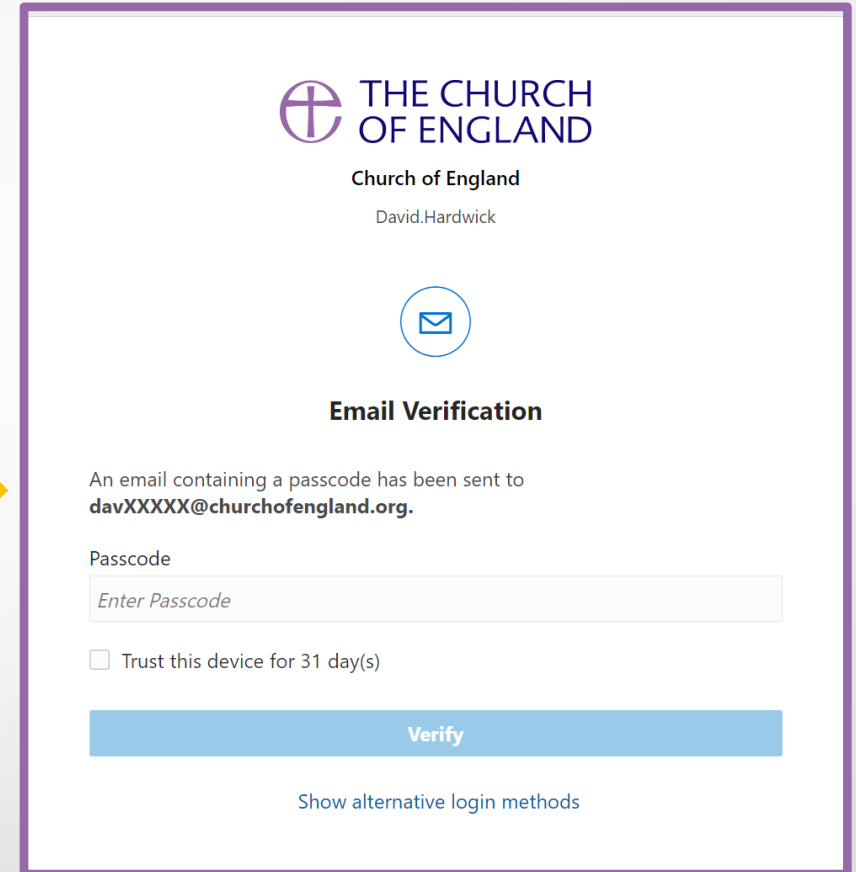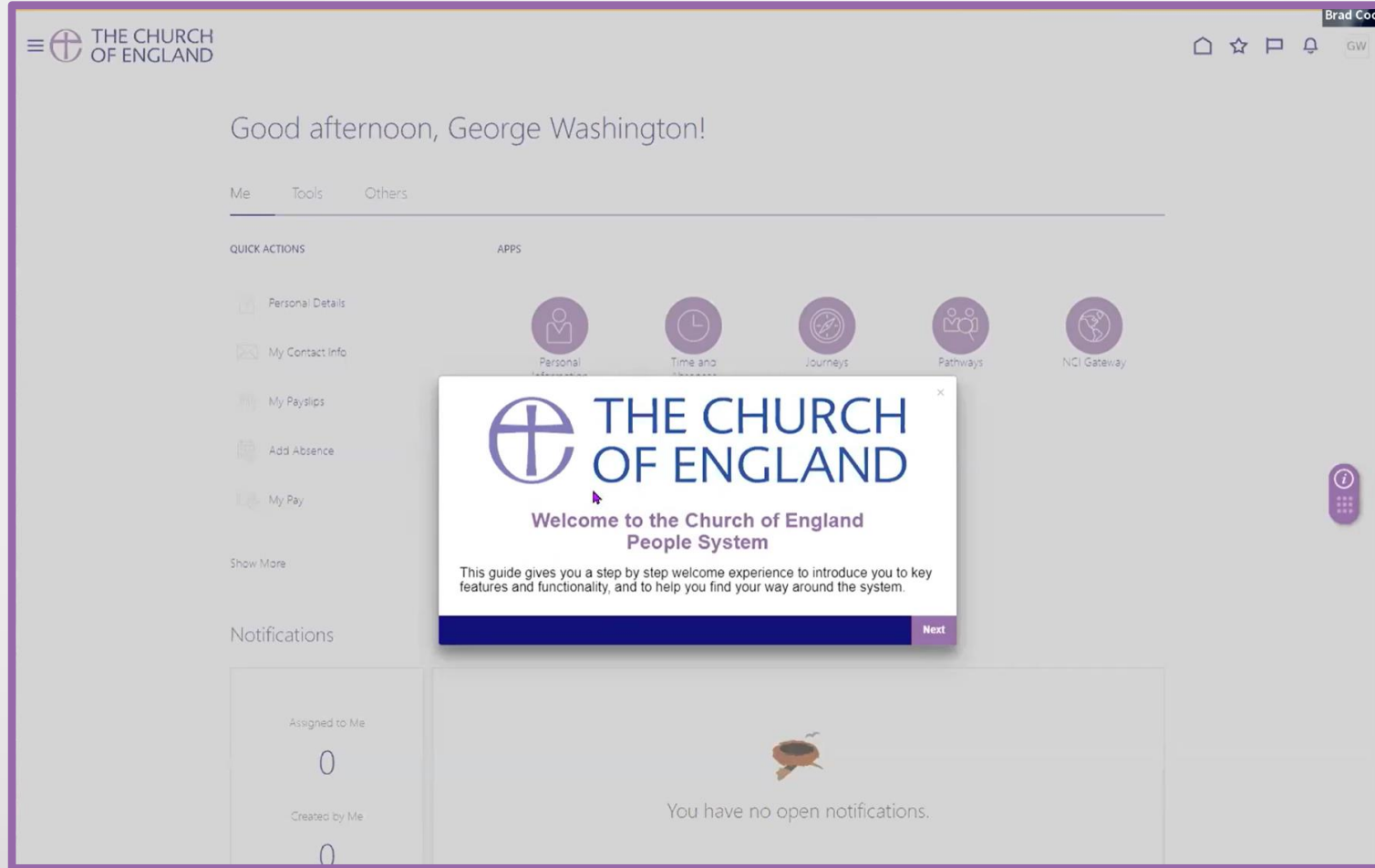

2. Use this one time passcode to verify your email.

Tip: Tick the 'Trust this device for 31 day(s)' box

9. Welcome to your homepage

Congratulations, you are now logged in to the People System.