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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=L7TnbTAO6qTiAiktWqWTHCrTRP8ojwz6I3Ayo3UFNOE%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

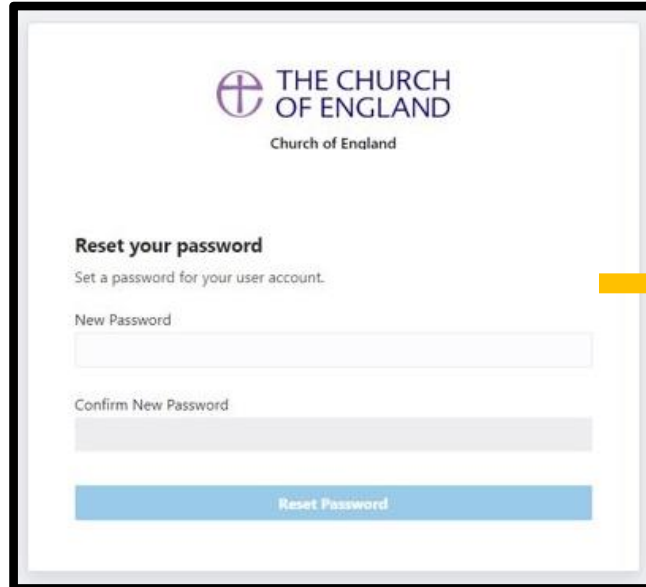
2. Please take note of your
username which is your
Personal Unique Number
(PUN).

Your Personal Unique Number
(PUN) is Alpha Numeric and
consists of 2 alphas followed
by 8 numbers. The 2 letters are
the first two letters of your first
name.

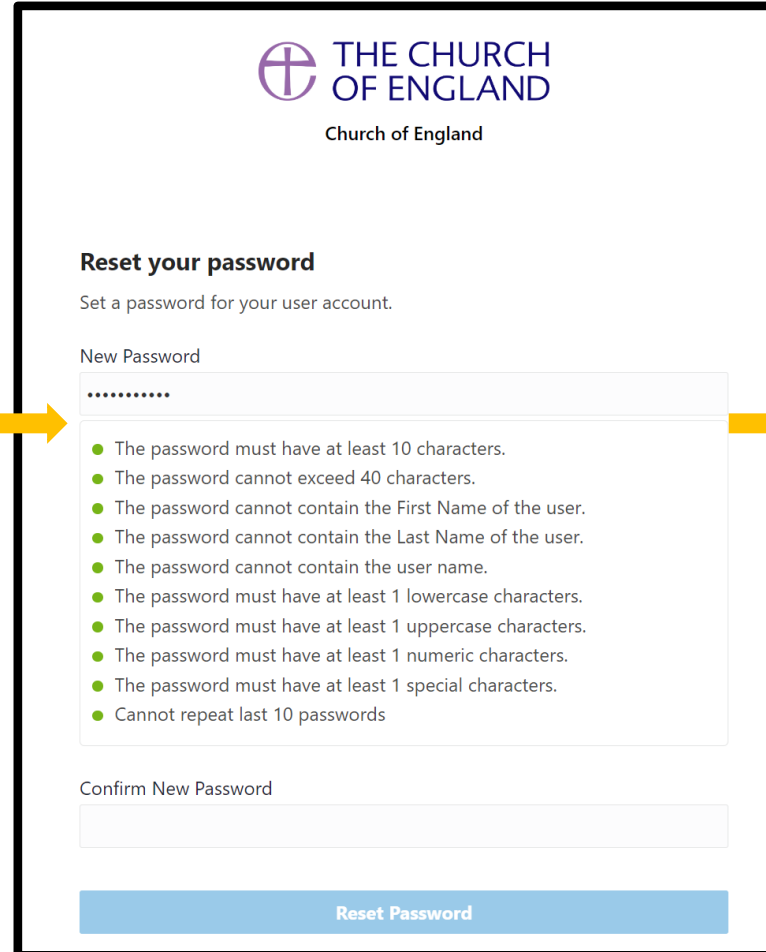
3. Click Activate you account
to be taken to the People
System Log in Page.

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

2. Resetting your password



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



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

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.

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



Church of England

People System Account Sign In

User Name

Password


Sign In

Need help signing in? [Click here](#)

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?](#)


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




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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

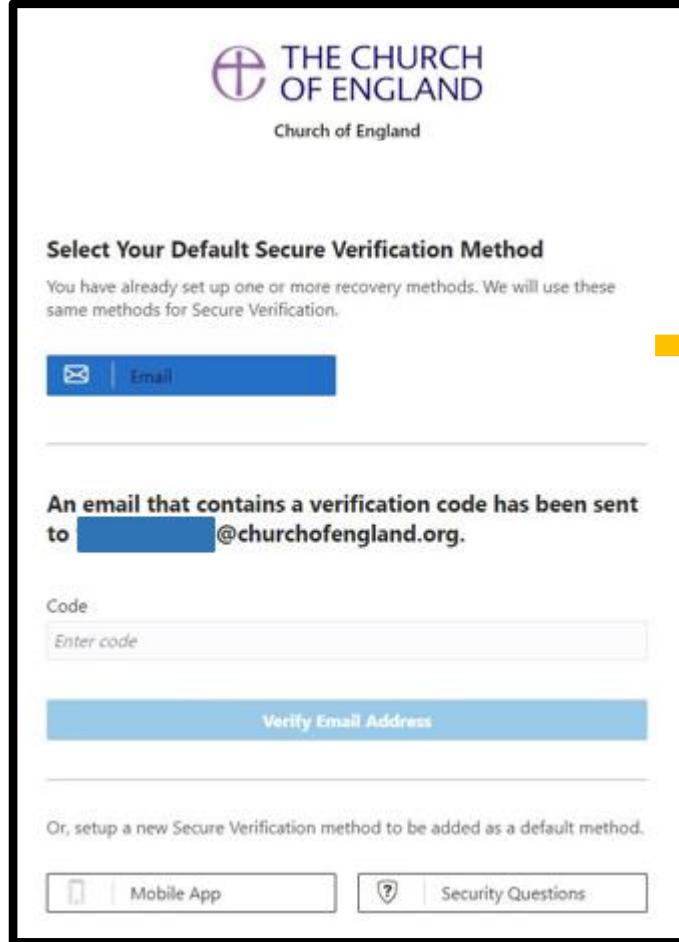
[What is Secure Verification?](#)

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.

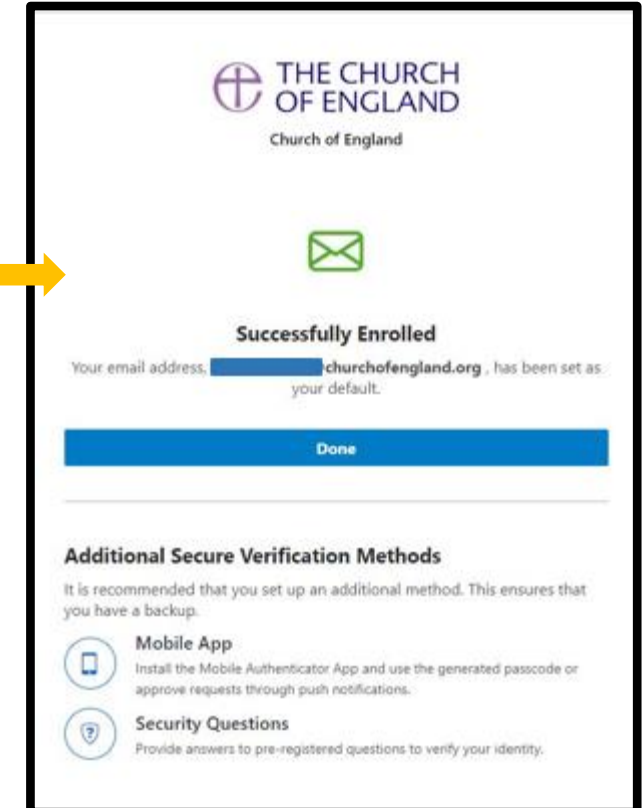
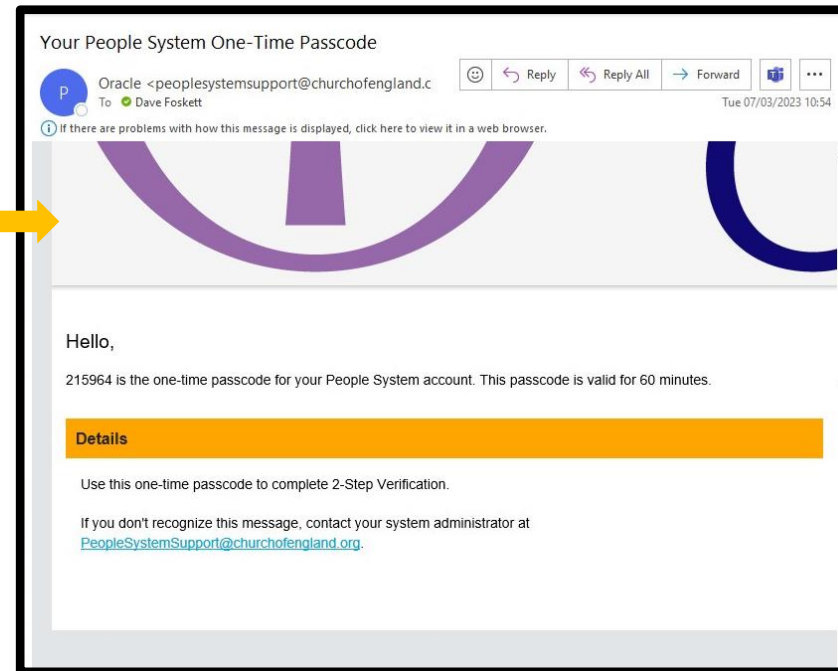
3. It is recommended that you add an additional authentication method, however this is not mandatory. [Slide 6](#) demonstrates setting up security questions and [Slide 7](#) shows the Authenticator app.

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

5. Logging in with email verification only

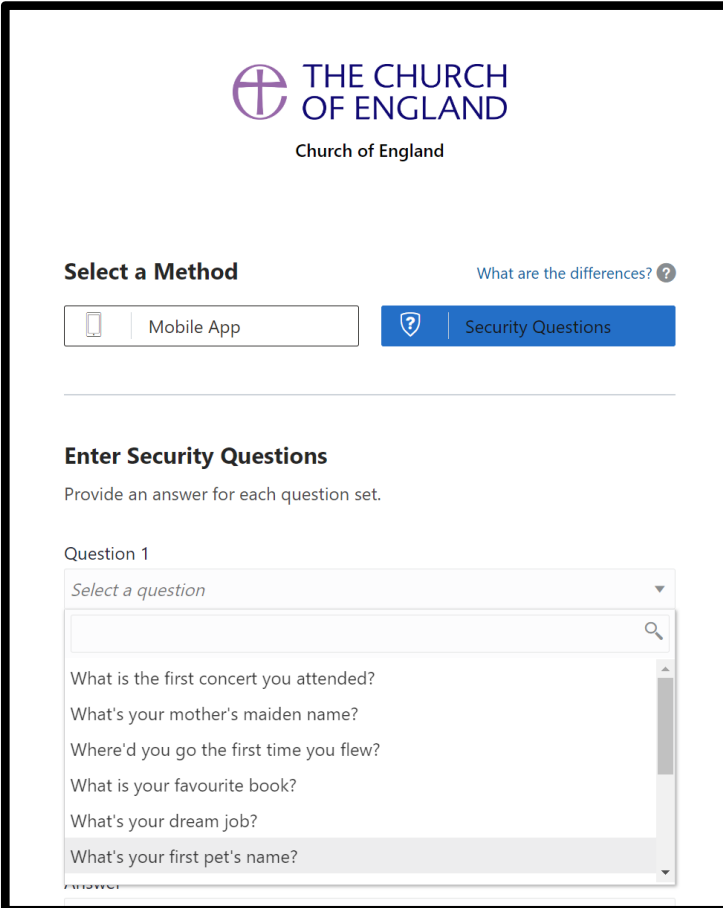



1. Having chosen email verification, you will be taken to the above screen and receive an email containing a code. Enter the code and then select 'Verify Email Address'



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

6. Setting up secondary verification: Security Questions



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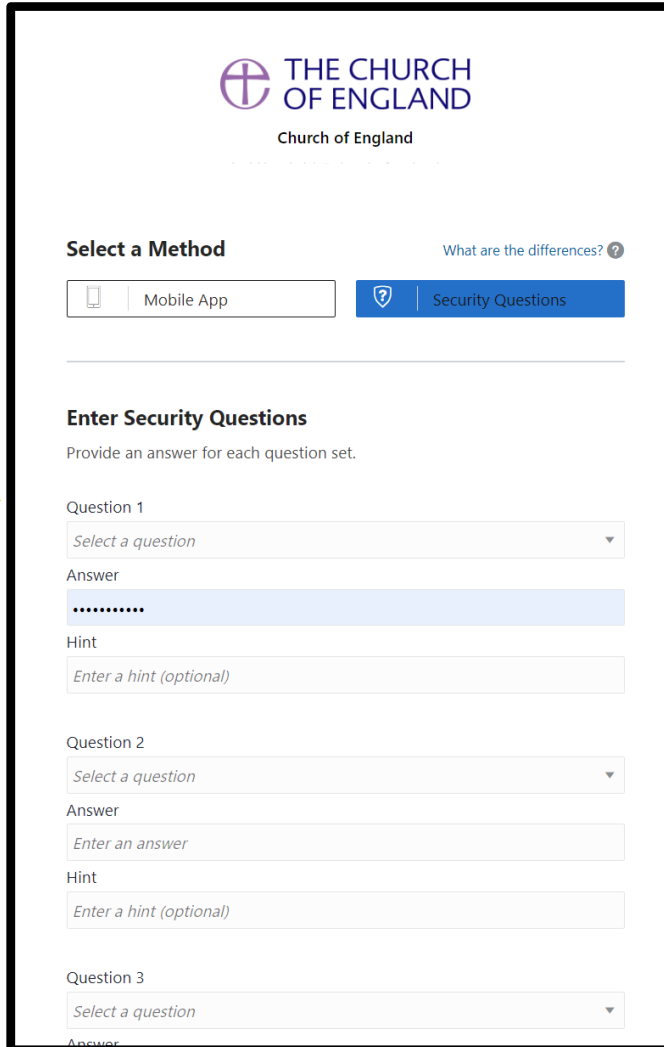
Select a Method [What are the differences?](#)


Enter Security Questions
Provide an answer for each question set.

Question 1

- 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?

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



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Select a Method [What are the differences?](#)

Enter Security Questions
Provide an answer for each question set.

Question 1

Answer

Hint

Question 2

Answer

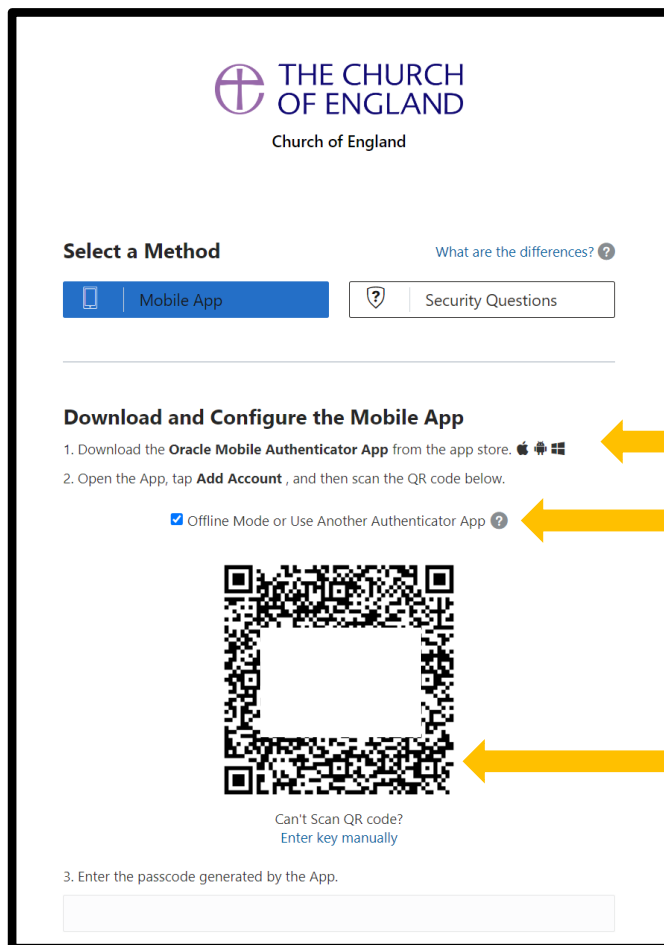
Hint

Question 3

Answer

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

7. Setting up secondary verification: mobile app authentication






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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 ?



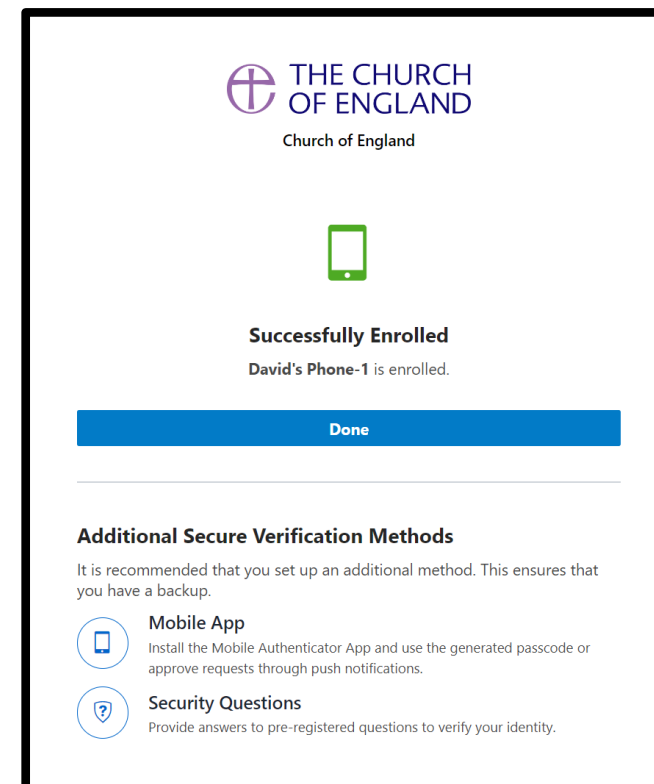
Can't Scan QR code?
[Enter key manually](#)

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

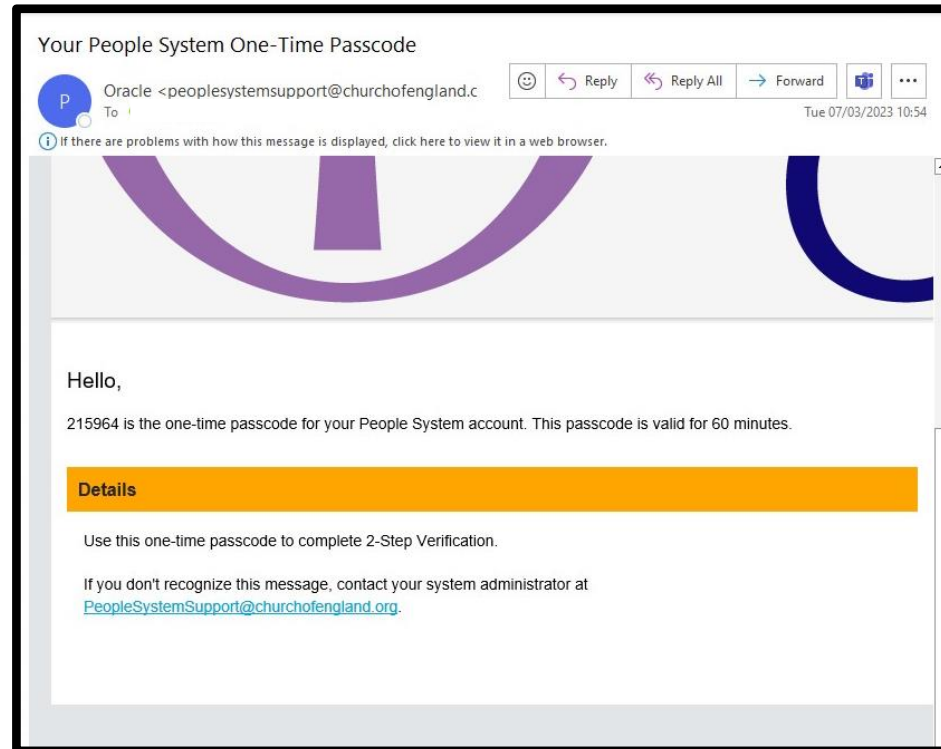
It is recommended that you set up an additional method. This ensures that you have a backup.

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

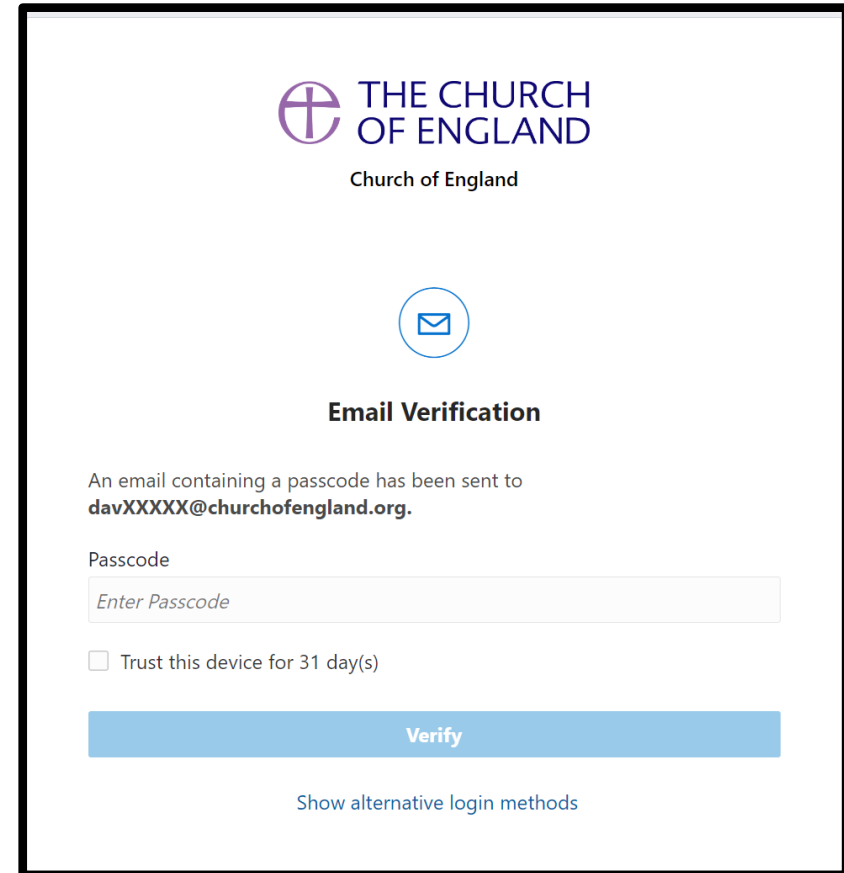
☐ **Security Questions**
Provide answers to pre-registered questions to verify your identity.

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

8. Email verification (one time passcode)



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



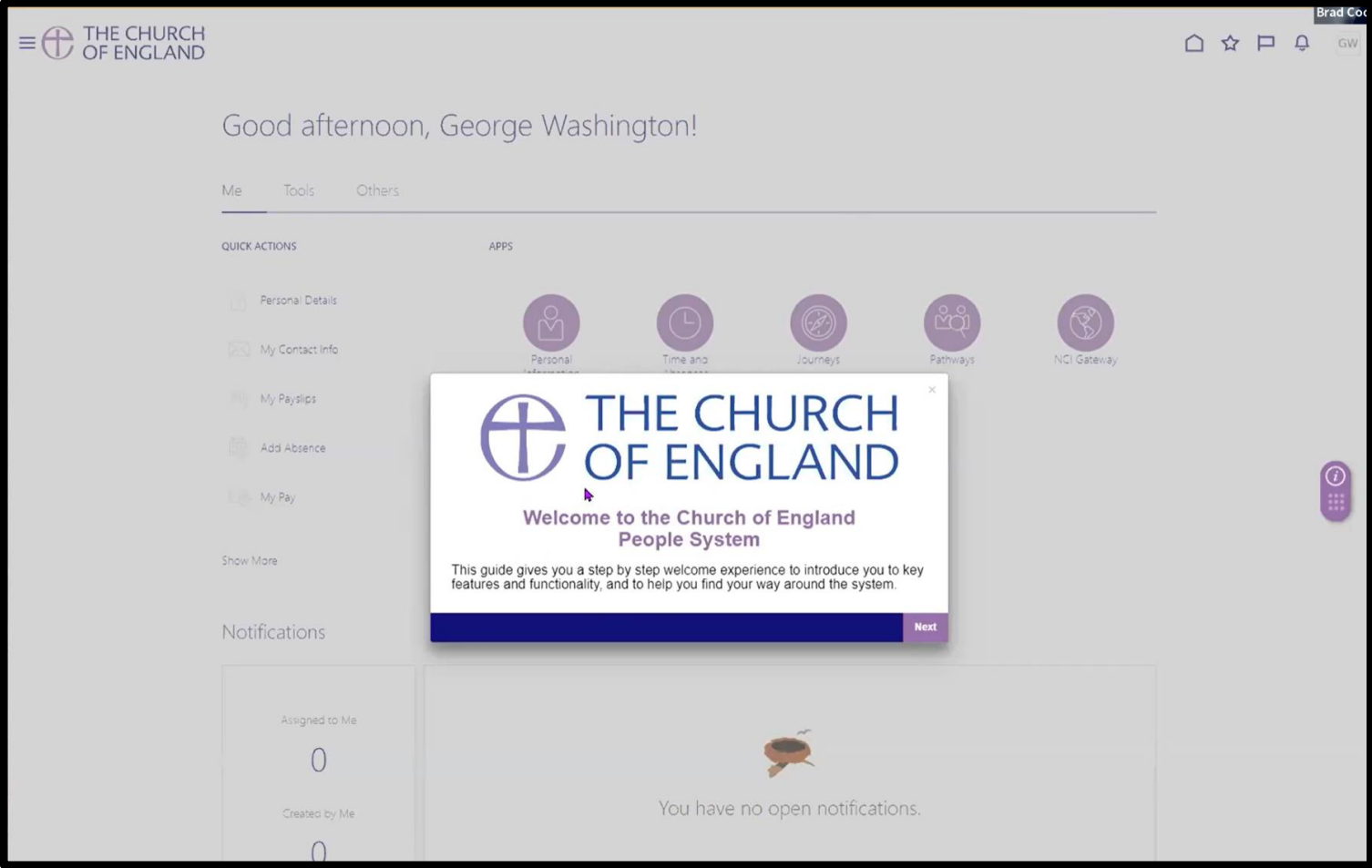
The screenshot shows a web-based email verification screen. At the top is the "THE CHURCH OF ENGLAND" logo. Below it is a blue envelope icon. The title "Email Verification" is centered. The text says "An email containing a passcode has been sent to **davXXXXX@churchofengland.org**." Below this is a text input field labeled "Enter Passcode". There is a checkbox labeled "Trust this device for 31 day(s)". At the bottom is a blue "Verify" button and a link "Show alternative login methods".

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.



If you have any difficulties with your login, please contact peoplesystemsupport@churchofengland.org