People System User Guide: Activating your account and Logging in

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1. Activating your account

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

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

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

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.
2. Resetting your 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.
3. Logging into the People System

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

2. Your username is your PUN.

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 ensuring 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

[Web page interface for logging in with fields for username and password]
4. Enabling 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

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

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

2. You can add up to three security questions to secure your account
7. Setting up secondary verification: mobile app authentication

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.
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.

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