

Registering for a Portal Account

To register for an account on our new Southwark Web Portal, you'll need to have a pre-registered email address on our database along with an eligible role in the Diocese.

The Portal home page can be found here:

<https://portal.southwark.anglican.org/>

and looks like this:

Southwark Web Portal

A red rectangular button with rounded corners and a thin blue border, containing the text "Login" in white.A red rectangular button with rounded corners and a thin blue border, containing the text "Register" in white.

Click on the Register button and enter the requested details along with a password of your choosing.

Create a new account

First Name	Joe
Last Name	Bloggs
Email	joe@southwark.com
Password
Confirm Password

[Register](#)

After clicking the Register button, you should see a confirmation page

Thank you!

If your email address is pre-registered on our database, you should receive a confirmation link within the next few minutes.

If you don't receive an email but think your email address is on our database, please [contact us](#).

But if you don't have a pre-registered email address and an eligible role, you'll see this instead:

We're sorry but it doesn't look like your account has been pre-registered on our database.

Please [contact us](#).

Thank you.

If you were successful, you'll also receive an email from the Portal asking you to confirm your application. If you don't see an email from Portal, you may wish to check your Junk Folder.

Click on the link in the email and you'll be greeted with confirmation that your account has been set up.

Thank you!

Your email address has been confirmed and you may now [login](#)

Click the 'log in' link and you'll be directed to the extra security page

Please enter your Authentication Code

You can get a code via email by clicking here

[Send me a code via email.](#)

Log in

As this is the first time you are logging in, click on the blue 'Send me a code via email' link and, once again, check you inbox for an email containing the one-time code which you should enter into the box, like this:

Enter the code from your email below.

Log in

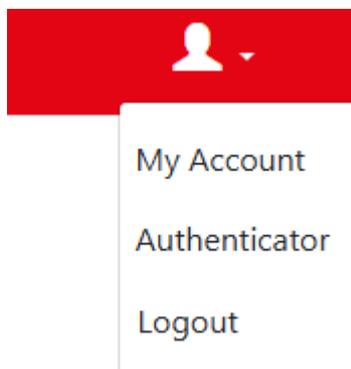
If all is well, when you press 'Log in', you'll be taken back to the Portal's home page from where you can access the information available to you via the Dashboards menu at the top left.



Southwark Web Portal

If you have any problems at all, please contact the diocesan office.

If you'd like to use an Authenticator app next time you log in, such as those provided by Microsoft and Google, please click the profile icon in the top right and click the Authenticator link. This will save you having to wait for an authentication email when you log in.



Please refer to the separate 'Setting up Authenticator in the Portal' guide.