

## Financial Guideline 2018/2019 - 07

### Community & Comprehensive and Voluntary Secondary schools

## Charities Regulator- New Digital Platform

### 1. Introduction

The Charities Act 2009 requires all schools to register with the Charities Regulator. The Charities Regulator has launched a new digital platform, including a new registration application system. The new registration application system has been designed to assist the Charities Regulator to make decisions on applications more efficiently and includes specific forms for schools. The main objective has been pre-populated in these forms using section 9 of the Education Act 1998 and the forms are more user friendly e.g. addresses will pre-populate if a partial address or the Eircode is entered in the search field.

### 2. Schools that have not registered with the Charities Regulator

Schools that have not registered with the Charities Regulator should register **without further delay**. A PIN code is no longer required to create an account with the Charities Regulator. The school must simply create a new user account by selecting the “Log In” button on Charities Regulator website and then click on the “Sign Up” option. Once all user details have been submitted an email will be sent to the email address that has been provided. This email contains a verification link. The school should click on the link, log in, select the appropriate form and make the application.

### 3. Schools that had created an account with the Charities Regulator but the application for charitable status was in progress/under query

As the school’s application was in progress/under query it was not possible to migrate the application to the new registration system. The school will therefore need to create a new user account by selecting the “Log In” button on Charities Regulator website and then click on the “Sign Up” option. Once all user details have been submitted an email will be sent to the email address that has been provided. This email contains a verification link. The school should click on the link, log in, complete and re-submit the application.

### 4. Schools that have registered with the Charities Regulator and have received their “Registered Charity Number” (RCN) from the Charities Regulator

To access “MyAccount”, the school is required to reset the password on their first login and update their user profile on the new system. The school should enter the username/email address which was used for logging into the old system and follow the instructions. Once you are successfully logged in, your *MyAccount* home page will be displayed.

Please note that all correspondence to and from the Charities Regulator in relation to the school must now be conducted through the “Messages” option in MyAccount. Therefore, schools are required to log in regularly to check for messages and updates.

Further information or clarification on any of the issues raised in this guideline can be obtained from the Charities Regulator on 01 6331500.

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