



MEMBER LOG IN INSTRUCTIONS

On October 15th you will receive an invitation to join Realm, Central's new communication tool. In preparation, we suggest you keep this page handy to assist you when logging into Realm the first time. Check your spam folder if you do not see the Realm email.

SETTING UP YOUR PASSWORD

On October 15, after you open your email, click on the link and follow the prompts to set up your Realm password. You will need to be on a computer or tablet the first time you log into Realm. After you set up your password you will be able to download the Realm Connect app and log into your mobile device.

(You will need to use one of the following browsers: Chrome, Firefox, and Microsoft Edge for Windows and Safari for Mac computers. Realm will not work on Internet Explorer.)

REVIEWING YOUR PROFILE

After you set up your password and log into Realm, you will need to update your profile information. To do this:

1. Click on your NAME in the blue area located in the upper right hand corner of your screen. Select MY PROFILE from the drop down menu.
2. Click on EDIT PROFILE and update your contact information. Make changes as needed and be sure to click on SAVE at the bottom of your screen.
3. While in the EDIT mode, click on PERSONAL INFORMATION and update as needed and SAVE.
4. Next select MANAGE PRIVACY and select who you want to see your contact information and personal information. **IMPORTANT:** To be included in the online directory, you need to select EVERYONE. Be sure to SAVE any changes. (Being in the online directory means that other Realm users at your church can see your profile listed when they click **Directory** in the main menu. Think of it like being in the printed directory booklet that we used to publish.)

To log in the future, the web address is <https://onrealm.org>. You can also save the Realm link to your favorites.

This information is to help you get started in Realm. If you need further assistance or have questions feel free to contact one of your Realm team members:

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