HOW TO
Update your Realm account
&
Database Update Instructions

Logging into Your Realm Account

Step 1: Open a web browser and go to <u>onrealm.org</u> ✓

Step 2: Click **Sign In** at the bottom of the page. ✓

Step 3: Enter your **email address** and **password.** ✓

Step 4: Click Sign In.
- If you forgot your password, click **Forgot your password?** and follow the prompts to reset it. ✓

Updating Your Profile Information

Step 1: Once logged in, click on your **name** in the top right corner.

Step 2: Select **My Profile** from the dropdown menu.

Step 3: Click **Edit Profile** (usually found near your name or personal information section).

Step 4: Update any fields such as phone number, email, address, or personal details.

Step 5: Click **Save** to apply changes.

Adding a Profile Picture

Step 1: In the **My Profile section**, click on the **camera icon** or existing profile picture. ✓

Step 2: Click **Upload Photo** and select a picture from your device. ✓

Step 3: Adjust the image if needed, then click **Save.** ✓

Updating Privacy Settings

Step 1: In the **My Profile** section, find and click on **Manage Privacy.**

Step 2: Opt into the online directory.

Step 3: Choose which information you want to share with:

- Everyone (all Realm users in your church)
- My Groups + Leaders (only those in groups you're part of)
- Church Staff Only (restricted to administrative staff)
- Users with Permission only (fully private, visible only to you and staff where required)

Step 4: Click **Save Privacy Settings** to confirm your choices.