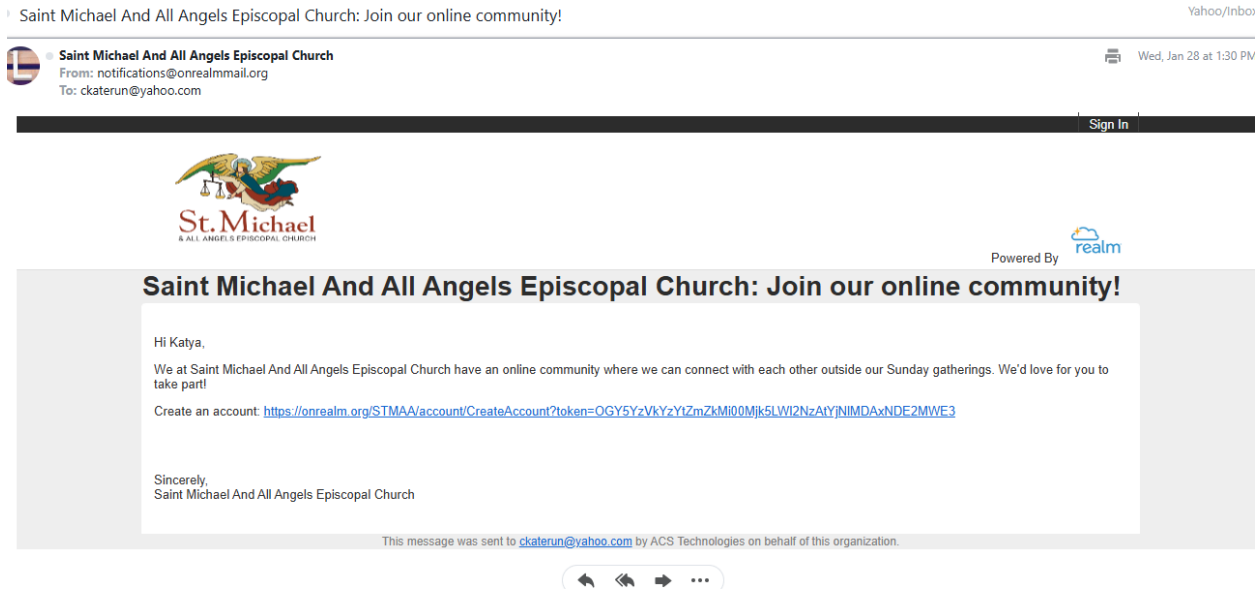


How to opt into your Realm profile

Email invitation looks like this. Click on the blue highlighted link to proceed.



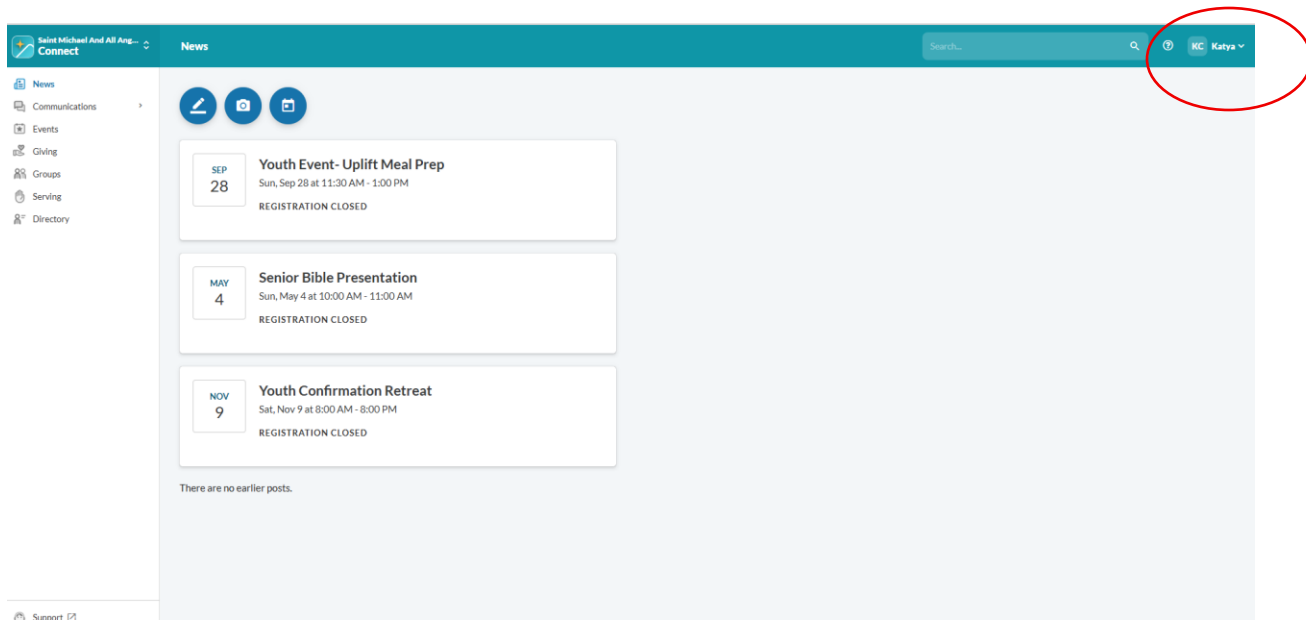
Create a password—do not let your phone create one.

(If you do, you won't know what your password is.)

The screenshot shows a "Create Account" page with the following elements:

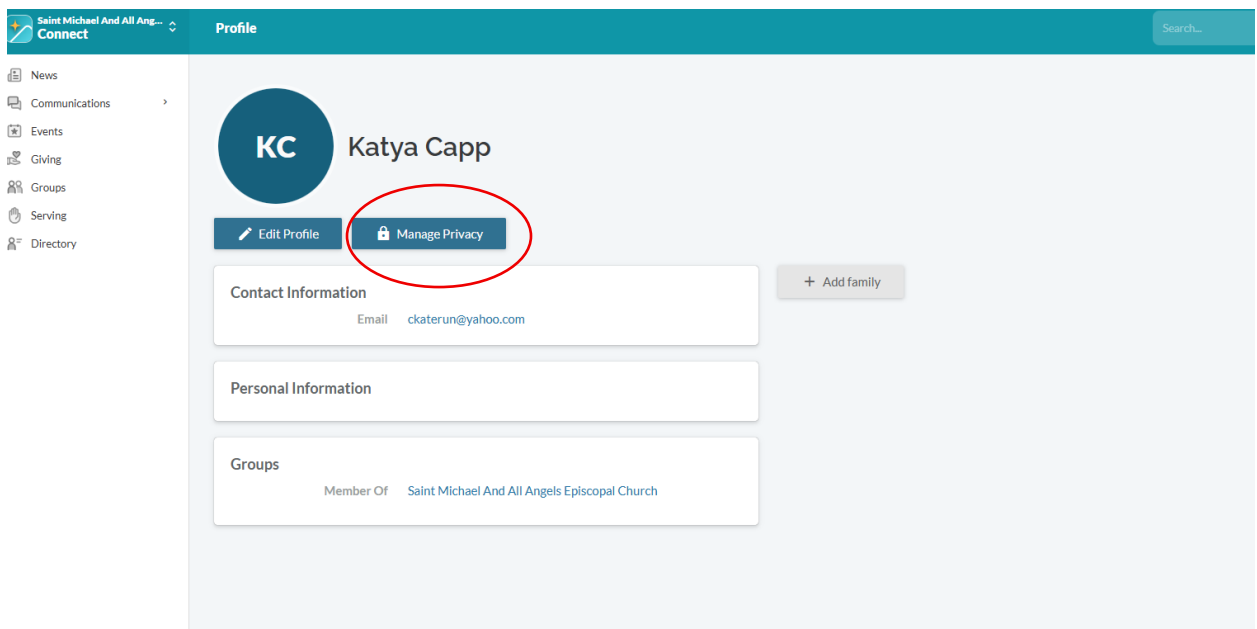
- Church logo: St. Michael & All Angels Episcopal Church
- Section: **Create Account**
- Field: **Create Password** (with an eye icon for visibility)
- Requirement text: "Your password must have at least 8 characters and meet 3 of these 5 requirements:"
- Checklist of requirements:
 - ✓ An uppercase letter
 - ✓ A lowercase letter
 - ✓ A symbol (!, @, #, \$, %, ^, and so on)
 - ✓ A number
 - ✓ 15 or more characters
- Requirement text: "Your password must not have:"
- Checklist of prohibited patterns:
 - ✓ Repeating characters
 - ✓ Sequences (abc, cba, 123 or 321)
 - ✓ Any part of your email address
- Link: [Why?](#)
- Field: **Confirm Password** (with an eye icon for visibility)

Screen it opens to when you log in:



In the upper righthand corner, click to access your profile. (identified by the red circle)

The next screen should look like this:




Click on the button identified by the red circle to enable others to see your contact information.

The next screen allows you to control who can access your information. We recommend that you choose **Anyone in the church**. You do have the option to restrict which information you want other parishioners to have access to. (see second circle below.)

Privacy

?

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

 Katya

i Your contact and personal information can be seen by users with permission to view profiles and:

- Anyone in the church
- Leaders & group/serving team members
- Leaders **i**
- Users with permission only
- Custom Privacy
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Cancel

Save

Click save.