



Our church has moved to a new kind of church record keeping solution called Realm®. It primarily serves the administrative needs of our staff, but it also offers some exciting opportunities to support the way you are involved in our church. Not only will this improve work life for our ministry staff, it will make it easier for our church family to connect with each other, keep up with what's going on, and grow as a connected community of believers.

## **Logging Into Realm®**

If you have not yet logged on to Realm®, please call the office and ask for a Realm® invitation to be sent to your email address. You will have 24 hours from the time you receive the email invitation to log on to Realm® for the first time, where you will create a user name and password.

## **Creating a Realm® Password**

1. Your Realm® password must be 8 or more characters long. There is no maximum limit on length. The longer a password, the more secure it is. Each additional character makes it exponentially harder to crack.
2. Your Realm® password must meet all 3 of the following 4 additional requirements:
  - a) Contain at least 1 uppercase character.
  - b) Contain at least 1 lowercase character.
  - c) Contain at least 1 symbol (!,@,#,\$,%,&, etc.).
  - d) Contain at least 1 number.
3. Your password cannot:
  - a) Contain any 3-or-more-character sequence from your username or email. If, for instance, your username is JeffAnderson@jeffsemail.com, your password could not contain "jeff", "ander", etc.
  - b) Include 3 or more repeating characters (222, etc.)
  - c) Include 3 or more characters in sequence (123, 321, abc, etc.)

## **Forgotten Password**

If you enter the wrong password 5 times in a row, you cannot try again for 5 minutes. If you forget your password, click "Forgot your password?" and follow the instructions. You will be issued a temporary code which expires in 2 hours.

Following that, you will receive a validation email, and you **must** respond to that email in order to get into Realm®.

That's all there is to it! After that, you will be able to access Realm anytime you like. If you have any problems logging on, or missed the 24-hour deadline to get signed on, please call the church office (828-253-3316) for help. Ask for either Jan Griffin or Leslie McCreary.

## Logging Into Realm® (Cont.)

### Make Sure to Update Your Profile

Everyone in our church gets a unique profile. Your profile contains everything you want people in our church to know about you. Your profile also enables you to join a small group, RSVP to events, track your giving, update your contact information, change family details, set notification preferences, or replace that outdated personal and/or family photo.

By keeping your information current, you are helping our staff, group leaders, and our church community. Your Profile includes:

- Contact Information\* (e.g. name, address, email, phone)

- Photo

- Family Members

- Personal Information (e.g. marital status, birthday\*\*, etc.)

- Connected Social Media accounts

*\*You can decide later what data you want to hide online by setting your privacy preferences.*

*\*\*Feel free to enter your full birthday. The year and your age will not be displayed on your church directory profile.*