

SETTING UP YOUR REALM PROFILE

Logging into Realm for the first time:

- In your email, find your Realm invitation & click on "Create an Account" (the blue link). If you need a new invitation link, please email Savannah (see address below).
- Create a password, following the password requirements & then sign in.

Setting up your profile:

Access your personal profile from the top right corner:

- At top right corner of the screen, you will find your personal profile (it will have your name and a spot for a picture).
- Click on the dropdown arrow next & then find and click on "My Profile."

Updating your profile picture:

- Click on "Edit" (the pencil button) and then "new profile photo."
- Upload a photo – you can then center/adjust/crop your photo.
- When you are done editing your photo, click the blue "Save" button.

Other things you can edit on your profile page:

- Your address; phone number; email; pronouns; and birthday.

Managing Your privacy settings:

- To manage your privacy settings, click the blue "Manage Privacy" button.
- You can adjust your own privacy settings to whatever you feel comfortable with.

Here are some things to know about the privacy settings:

- The default setting is "Leaders and Groups Serving Team Members" – meaning only the people in your groups can see your information.
- The "Anyone in the Church" option – means that anyone at Northridge who has a Realm login can see your contact information.
- The "Customize Privacy" option – means that you can edit your privacy to whatever you want/feel comfortable with.
- When you are done editing, click the blue "Save" button.

Customizing Your Notifications:

- You will be receiving notifications from your newsfeed and the groups you are in.
- You can change when, how, and what notifications you receive.
- Click on the dropdown arrow next to your name/profile & find "Notifications."
- Click on the "Participant" option under it – this will get you to the page where you can change your notification preferences.
- For a daily summary of your notifications, click the "Daily Digest Email" button.
- To customize your notifications further, go to "What Notifications You Receive" & check your preferences.
- When you are done editing, click the blue "Save" button.

Churchwide Directory:

- Click on "Directory" on the left side of your screen to see the all-church directory.
- Use the search bar at the top to look up people & access their contact information.
- You can search for people by their first name; last name; or first & last name.

Need Help? Have Questions? Email Savannah Shivers

(savannahs@northridgepc.org) or the Realm Help Desk
(realmhelp@northridgepc.org).