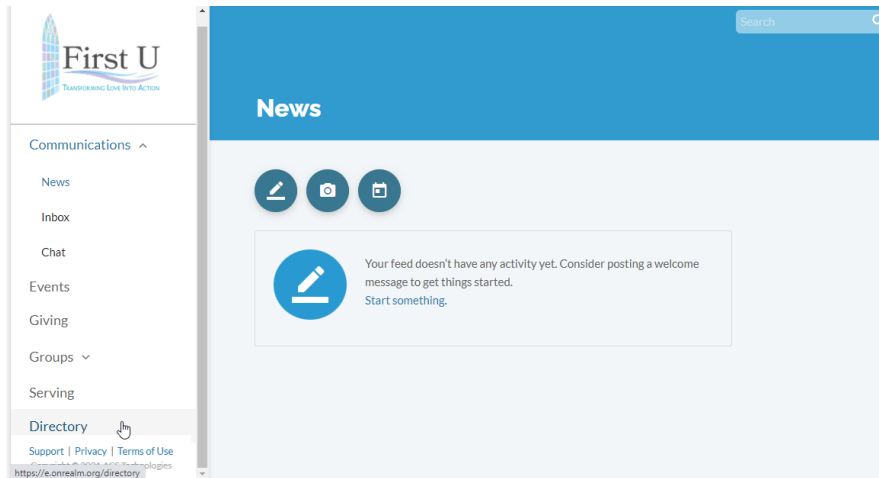


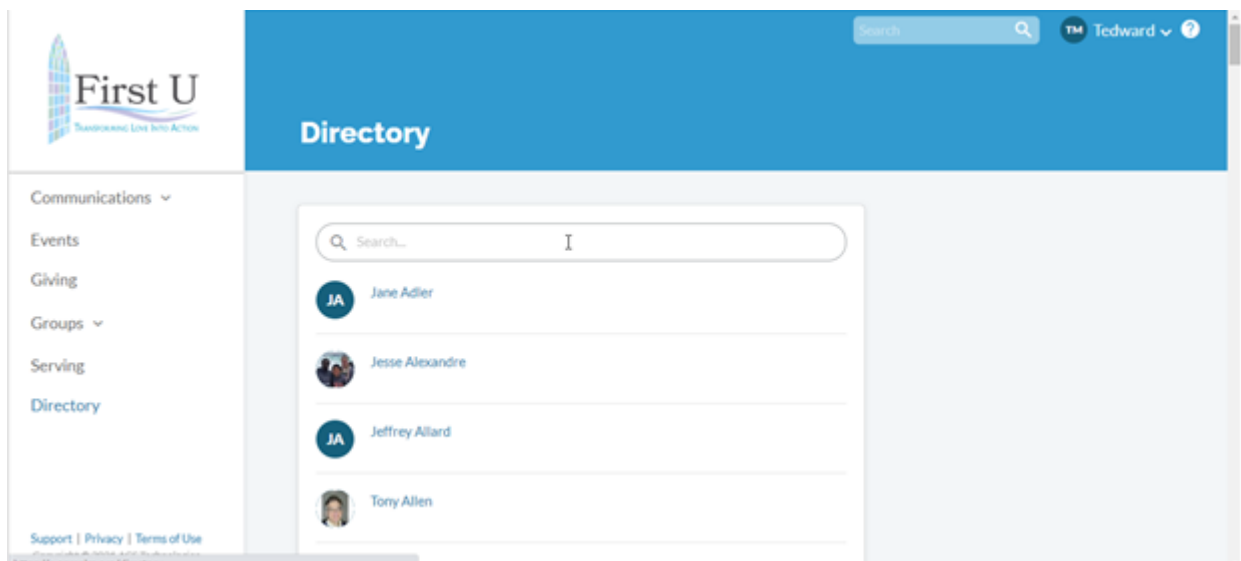
Directions for uploading photos to the Directory in REALM

Once you have established a login and password and you sign in at www.onrealm.org you will be taken to a page that looks like this:

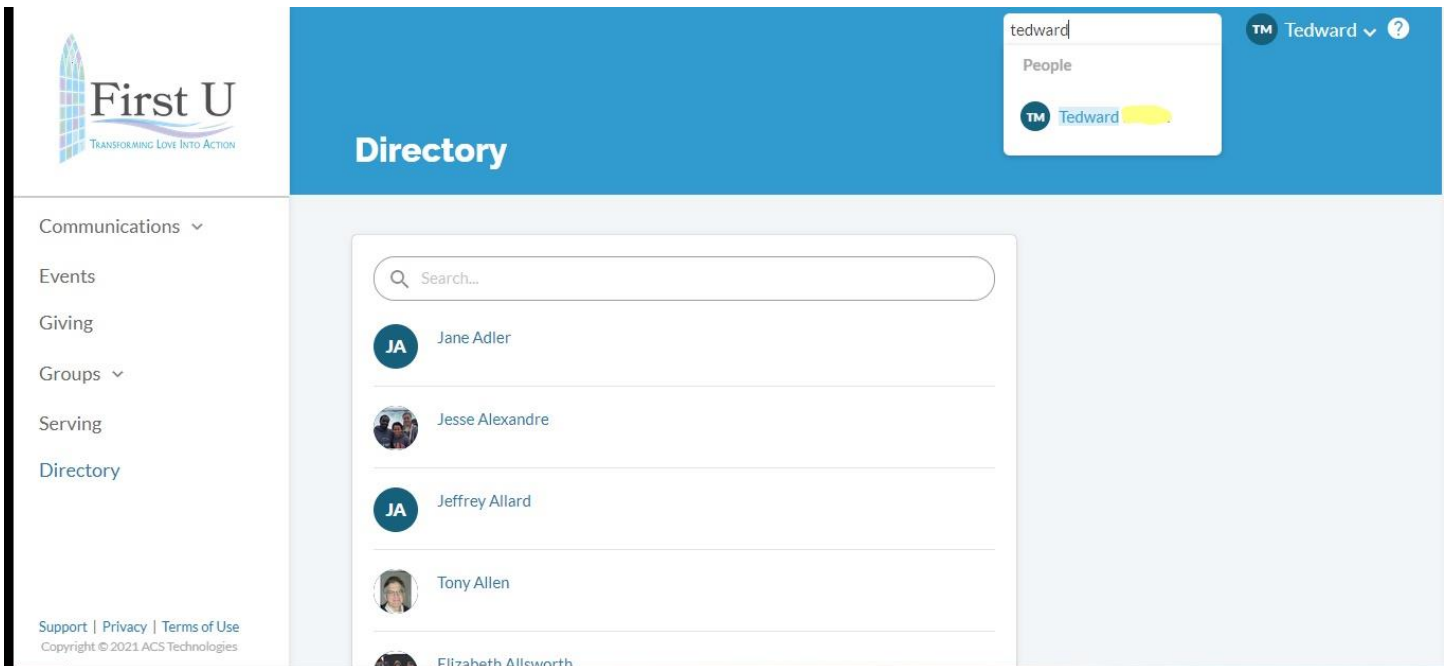


Click on “Directory” on the left-hand side. If your screen is too small to show the Directory option, then collapse the “Communications” option and the Directory option will appear at the bottom of the list.

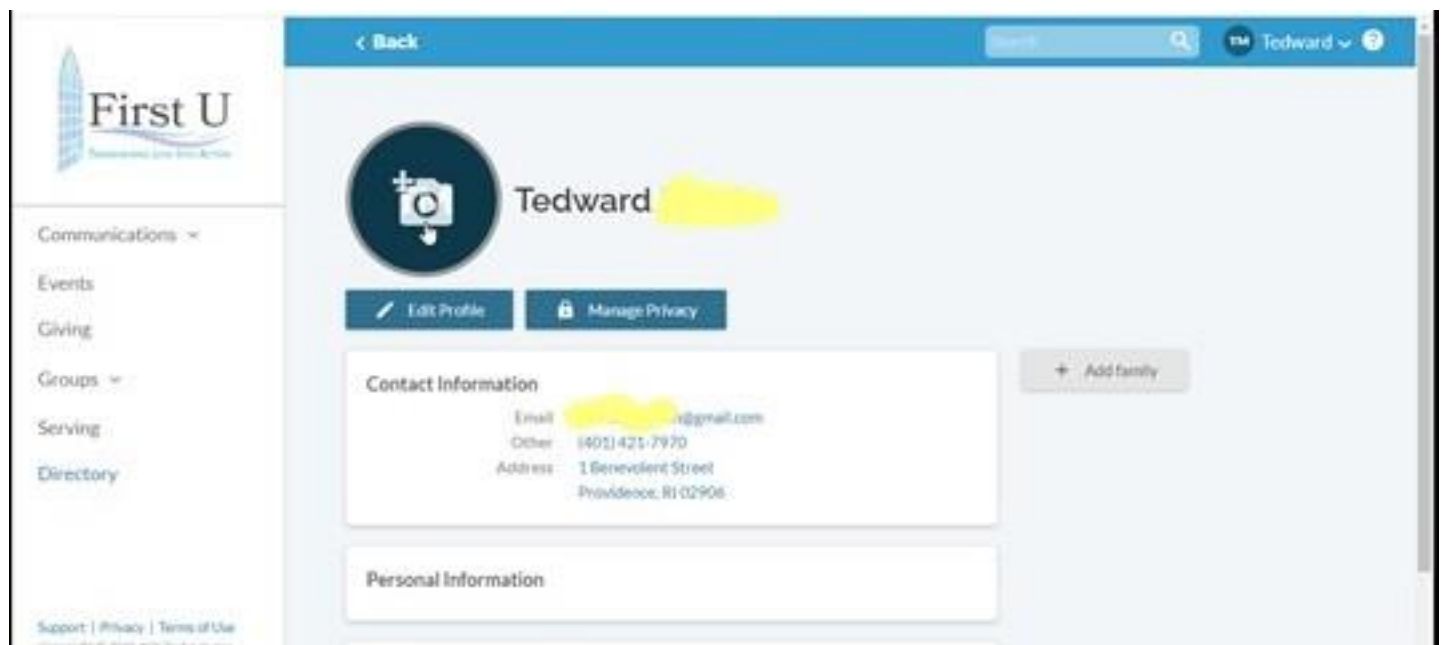
By clicking on “Directory”, you will be taken to this page:



Type your name in the Search bar at the top of the page. Hit enter and then click on “You” in the directory listing.



Your information will then show. If you want to upload a picture of yourself, click on the camera icon that appears and it will direct you to select a photo from your computer. You can also click on the “Edit Profile” button if you want to change any of the information in your profile.



Once you are finished, move to the upper right-hand corner where your name is listed and click on the down arrow. Click on “Sign Out” and your session will be ended.

The screenshot displays a user profile page for 'TM Tedward' on the First U website. The page layout includes a top navigation bar with a 'Back' button, a search bar, and the user's name 'TM Tedward' with a dropdown menu. The dropdown menu contains the following options: 'My Profile', 'Manage Privacy', 'Manage Account', 'Notification Settings', and 'Sign Out'. The main content area features a profile card with a circular profile picture containing 'TM' and the name 'Tedward'. Below the profile picture are two buttons: 'Edit Profile' and 'Manage Privacy'. The 'Contact Information' section lists the following details: Email (redacted), Other (401) 421-7970, and Address (1 Benevolent Street, Providence, RI 02906). There is also an 'Add family' button. The left sidebar contains navigation links for 'Communications', 'Events', 'Giving', 'Groups', 'Serving', and 'Directory'. The footer includes 'Support | Privacy | Terms of Use' and 'Copyright © 2021 ACS Technologies'.

When you want to sign back into REALM, go to www.onrealm.org. (You may want to bookmark this site.)