



How to Join Realm Connect

Instructions for Windows Computers

Ready to log in to Realm Connect and discover new ways to connect with Highland?
Follow the steps below to create an account and become acquainted with the platform!

Please note that there is no application to install on your computer or laptop – Realm Connect is accessed through your normal web browser on these devices. For instructions on installing the application on your **Apple** or **Android** device, please see the other instruction sheets.

Step-by-Step Instructions

Haven't created an account yet? Start here!

1. Find your invitation email.

You should have received an email invitation from **Highland Presbyterian Church** asking you to join **Realm Connect**. If you do not see it, check your Spam or Junk folder. The invitation must be opened within 90 days – if you need another invitation, please contact the church office.

2. Open the invitation link.

Click the link in the email to accept Highland's invitation.

3. Create your Realm account.

Follow the prompts to confirm your information and create your Realm account. Your username is typically the email address where you received your invitation. Your password **must be at least 8 characters long** and meet **3 of these 5 criteria**: uppercase letter, lowercase letter, number, special character, or 15+ characters. Avoid using 3 or more characters from your email/username, repeating characters (aaa), or sequences (123, abc).

After creating an account, familiarize yourself with the platform:

1. Open Realm Connect in your browser and sign in to your account.

Visit <https://onrealm.org> to log in to your account. Realm works with current versions of Microsoft Edge, Google Chrome, and Firefox.

Enter the same email address and password you used when creating your Realm account and click **Sign In**.

ACST
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Sign In

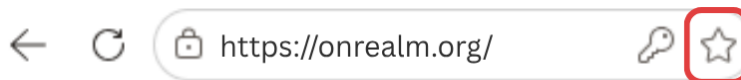
Email Address *

Password *

Sign In

2. Save the page for later.

Add the Realm Connect page to your browser's bookmarks for easy access later. In most browsers, you can do this by selecting the star to the far right of the search bar.



3. Explore the main menu.

Use the main menu to the left to view church news, messages, events, groups, giving information, and the church directory. Based on the access available to you, you may see additional categories.

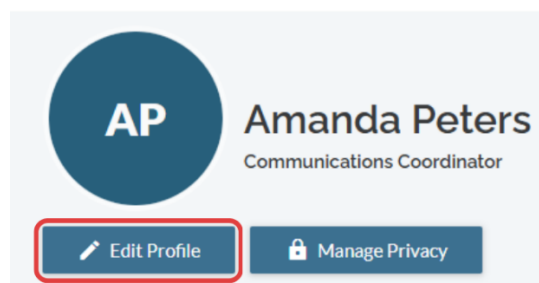
4. Review your profile.

Select your name or profile picture in the upper right corner and choose **My Profile** from the dropdown.



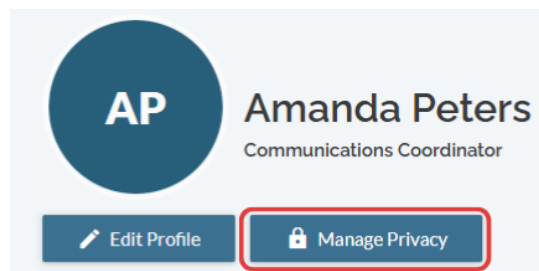
Confirm that your email address, phone number, address, and photo are accurate. If your profile shows an older photo of you, please upload a new one!

If you need to make any changes, click **Edit Profile**, update the appropriate fields, and click **Save**.



5. Choose your privacy and security settings.

Click **Manage Privacy** and review your security and privacy settings. Make any needed changes and click **Save** when you're done.



6. Sign out on shared computers.

If you are using a public or shared computer, be sure to sign out when you are finished. Do not allow the browser to save your password.

Still need assistance?

Please email help@highlandpc.org