First Time Realm Users- Setting up Login and Password
(Using Screenshots for Assistance)

Step 1:

Click **here** to submit a request form to our St. Francis Realm support team. Please allow 48-72 hours for a response. If you need further assistance during normal business hours (M-F 9am-4pm) contact: (919) 847-8205

Ashley Watson

Toni Hammes

Dina DaRe

Step 2:

Once our support team processes your request you will receive an email from Realm to set up your password.

Please check your email, **including your spam/junk/Promotions folder**. You can also search your email account for "St. Francis" or "St. Francis Of Assisi: Create your Realm Login: Username & Password".

Once you click on the email, this is what the email will look like:

St. Francis Of Assisi: Create your Realm Login: Username & Password

Hi Test,

We at St. Francis Of Assisi have an online community where we can connect with each other outside our Sunday gatherings. Realm is a web-based church ministry tool which connects our entire church. Among its benefits, you can view what ministries you are in, join a new ministry, view your giving history and sign-up for upcoming parish events.

We encourage you to review your profile information, update your notification and privacy settings.

The Parishioner Guide to Getting Started with Realm can be found by clicking HERE. This guide will walk you through the process of setting up an account, updating your settings and notifications and viewing the groups that you're in, events and contributions. Additional resources can also be found on the parish Realm webpage: https://www.stfrancisraleigh.org/realm/. Please note that this guide is for the web version of Realm.

Step 3:

Please set up your Realm login and password using the create an account link provided in the email.

Once you click on the link, you will see the below screen. You will then need to create a password. A box will also pop up with the criteria for setting a password.

Register

Sign-up is easy, and it's free! Get started by completing the fields below.

Email Address

joey.rog1@gmail.com

Create Password (8 character min)

•••••••••• ✓

Confirm Password

[   ]

☐ I'm not a robot reCAPTCHA
Privacy - Terms

By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older.

Register

Once you click register, you will be instructed to check your email. The subject for the email will be "Verify Your Email". Please be sure to respond to that email as well since setting up your login is a two step process. This is what the email will look like.

ACS Technologies (ACST): Email Verification

Hi,

Thank you for joining our online church community!
Before you can sign in, please verify your email to complete your registration.

Verify your email: https://onrealm.org/ACST/account/Validate?user=joey.rog1%40gmail.com&token=KBrOqmG30ucipfA

Sincerely,
Realm Test Site

You have now set up your login and password.

Once you click the link, you will then see the below screen. Enter the password that you just created.

Once you click Sign in, the below screen will be displayed. Input your birth month and birth day. If your birthdate is not on file, but you have a phone number on file, it will ask for your phone number for confirmation.

Once you enter the information and click Verify Me, your login is set up and you are logged in.

A side note, if you enter the wrong information in here, or if the information does not match the information that is on file, you will not be allowed to create an account. Please email Realmadmin@stfrancisraleigh.org so that we can confirm your information.

To login in the future, please bookmark:
https://onrealm.org/StFrancisRaleigh/