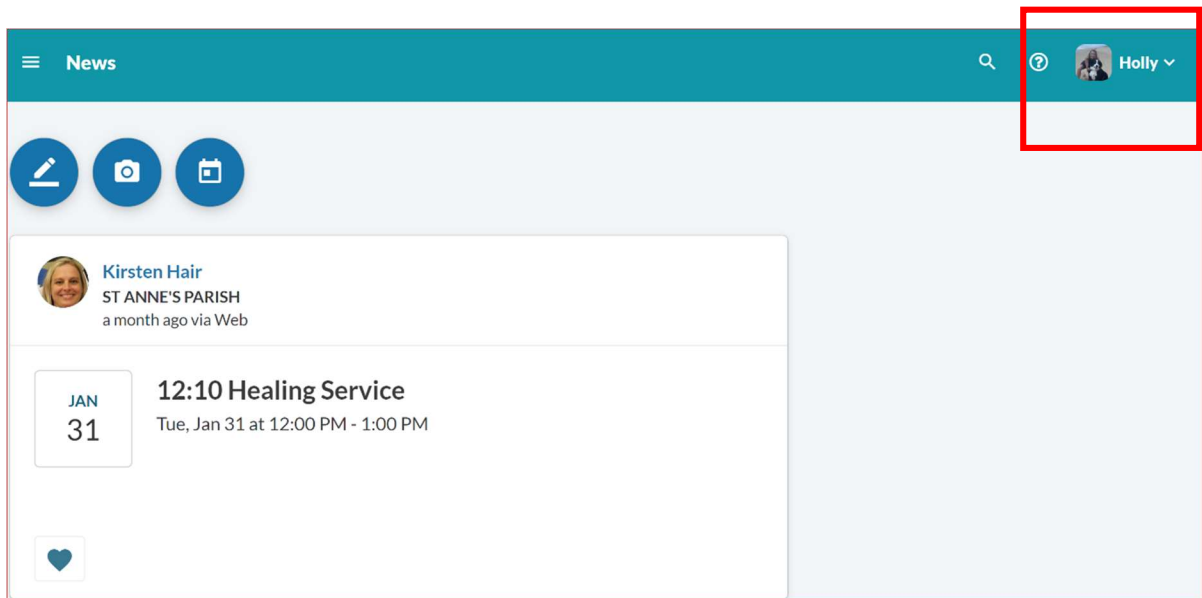




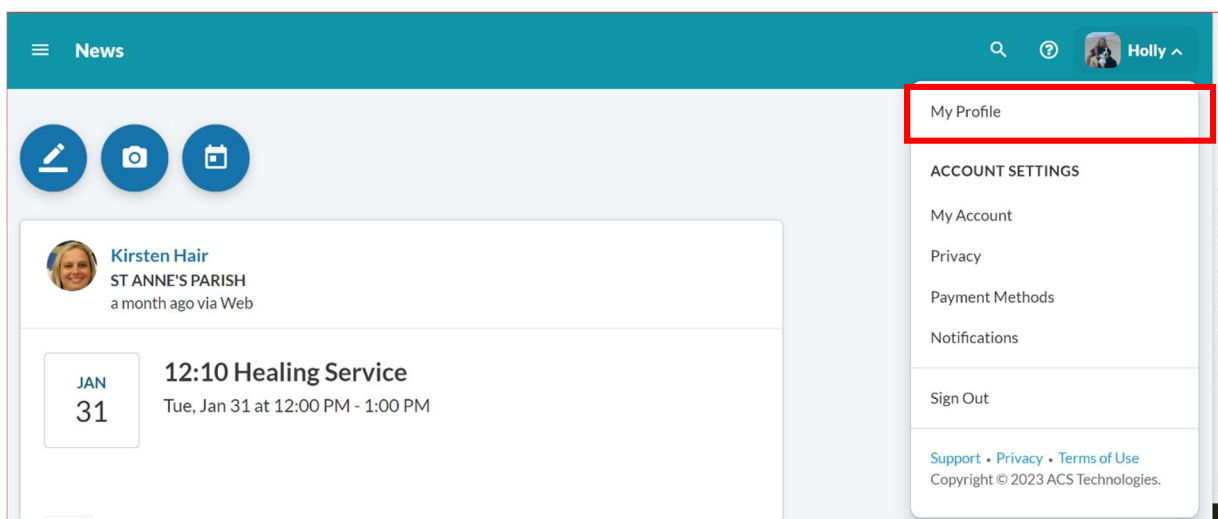
St Anne's Realm Documentation

How do I view and modify my Realm profile?

1. Once you log into Realm you will be brought to your home page News Feed that offers information for your activities within St. Anne's Ministry programs. To access your personal Realm Profile click on the down arrow next to your name on the righthand side of the screen



2. Once in the Profile menu click on "My Profile to Edit your personal information





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3. Once in the My Profile menu you have many options to edit details about you and/or your family. Click on the circle with your initials to select and upload a photo to your profile. To edit contact information or other details select the “Edit Profile” button. “Manage Privacy” allows you to decide on how you will share your profile information with others in Realm.

The screenshot displays the user profile interface. At the top, a teal header contains a menu icon, the word 'Profile', a search icon, a help icon, and a user dropdown menu showing 'HT Holly'. The main content area features a profile card with a circular profile picture containing the initials 'HT', the name 'Holly Test', and two buttons: 'Edit Profile' and 'Manage Privacy'. Below the profile card is a 'Contact Information' section with the following details:

Contact Information	
Primary Email	holly@learningcadence.com
Alternate Email	holly@learningcadence.com
Home	(410) 349-2098

To the right of the contact information is a '+ Add family' button.

4. Be sure to scroll down and click **SAVE** to make sure your changes are implemented!