

# How to Use Realm (formerly MyHOH)

## What is the new version of MyHOH?

The updated version of MyHOH uses Realm Connect, an online system that allows you to better connect to other members, groups, and church leaders so you can effectively communicate and find information. Enrollment in the system allows you to edit and update your profile information, upload a picture, review contribution history or set up online giving, send emails to groups in which you participate, and much more.

For more information about Realm Connect, please contact Mark Schwister at [MarkS@hohchurch.org](mailto:MarkS@hohchurch.org), or by calling the church office at 651.227.6311

### How do I log in and utilize Realm? Follow the simple instructions below!

Realm Connect is a website that you can access from your computer browser such as Google Chrome, Firefox, Safari, or Microsoft Edge. *Using outdated browsers or those not supported will cause the website to function incorrectly and result in a poor user experience.*

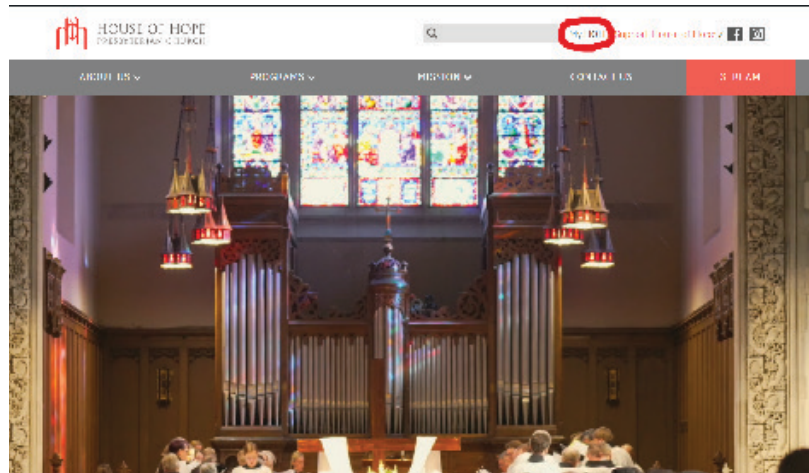
#### CAUTION:

*Operating Systems Some older operating systems cannot use the latest browser versions. If your operating system cannot use the latest version of your browser, update the operating system first. This will give you access to the best features in Realm and help ensure your security on the Internet. Out-of-date operating systems and browsers are far more vulnerable to attacks. Realm Connect no longer supports IE (Internet Explorer) for this reason.*

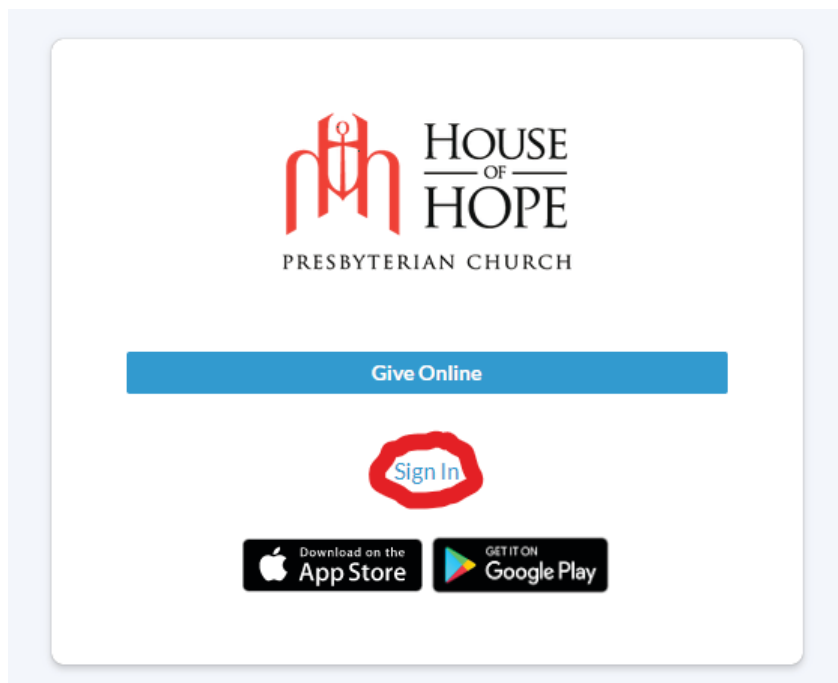
You can also download the Realm Connect app on your mobile device (It's recommended that if you are using your phone that you use the app and not your phone's browser, as the Connect website will probably not function correctly). To get the app, download from the [iTunes app store](#) or on [Google Play](#).

### Logging in from your computer (phone app instructions to follow at a later date)

- Begin by going to the HOH Church website [www.hohchurch.org](http://www.hohchurch.org) and clicking on "MyHOH" at the top as shown below (to bypass this step, enter the Realm Connect website directly into your browser address bar and save it as a bookmark: <https://onrealm.org>) **IMPORTANT: if you have the old login page bookmarked on your browser (secure.accessacs.com), you should delete it, as it no longer functions.**



- On the following page, click “**sign in**”:



- Followed by entering your login credentials as shown below:

A screenshot of the 'Sign In' page. The title 'Sign In' is at the top left in a large, bold, black font. Below it is the 'Email Address' label and a text input field containing 'johndoe@gmail.com'. Below that is the 'Password' label and a text input field with ten black dots and an eye icon on the right. A large blue button with the text 'Sign In' is centered below the password field. Underneath the button is a checked checkbox with the text 'Keep me logged in on this device'. Below the checkbox is the text 'Forgot your password?' in blue. In the center is the word 'OR'. At the bottom are two buttons: 'Continue with Google' with a blue 'g' icon and 'Continue with Apple' with a black Apple logo icon.

- You can request that the website remember your login information by checking the box shown below so that you do not have to enter it frequently. The eye icon in the password cell can be used to unmask the exact password information you have entered, in case there is an incorrect character.

The screenshot shows a 'Sign In' form with the following elements: a title 'Sign In', an 'Email Address' field containing 'johndoe@gmail.com', a 'Password' field with masked characters and an eye icon circled in red, a blue 'Sign In' button, a checked checkbox for 'Keep me logged in on this device' (also circled in red), a 'Forgot your password?' link, the word 'OR', and two social login buttons: 'Continue with Google' and 'Continue with Apple'.

(You may also log in using your Google or Apple ID, however we are not providing those instructions here.)

- In the event that you are logging in to Realm for the first time and your old password does not work, or you do not remember your current password, you can reset the password by clicking on the “**Forgot your password?**” link and then following the instructions provided in the email that is sent to you. See below:*

This screenshot is identical to the one above, but with the 'Forgot your password?' link highlighted by a red rectangle. The 'Keep me logged in on this device' checkbox is now unchecked.

- And here:

## Forgot Password

Enter the email associated with your account and we will send you an email with instructions on how to reset your password.

Email Address

[Send Email](#)

Oh wait, I remember it now!




[Sign In](#)


- Once you are logged in, your landing page will look something like this:

The House of Hope Presby...  
Connect

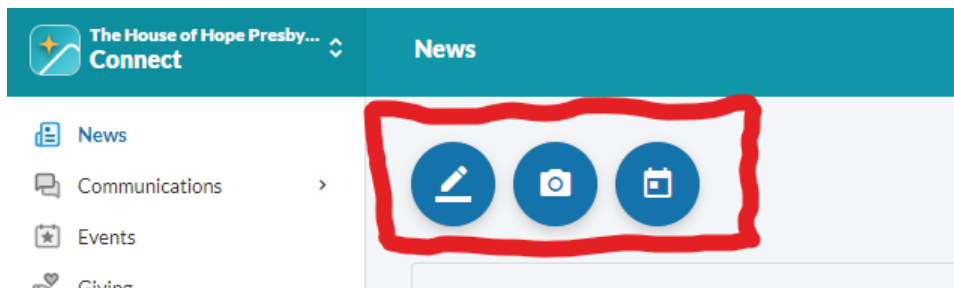
News

- News
- Communications
- Events
- Giving
- Groups
- Serving
- Directory

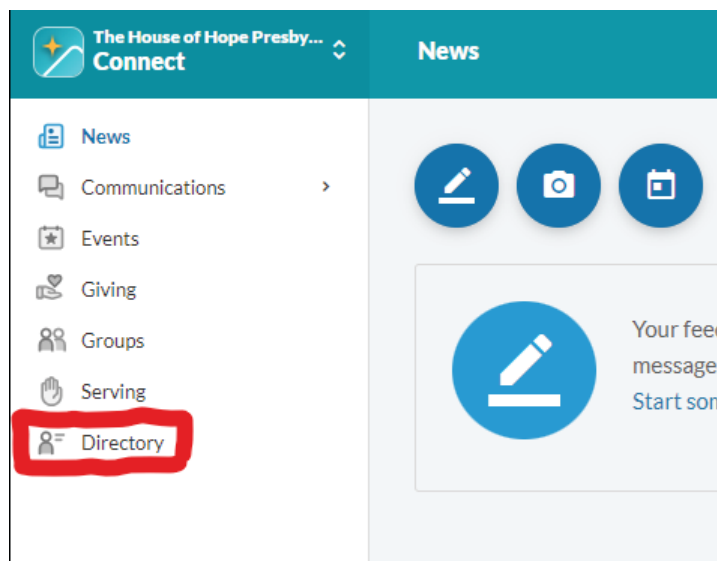
 Your feed doesn't have any activity yet. Consider posting a welcome message to get things started.  
Start something.

The main body of the page is a newsfeed, similar to what one sees on Facebook and other social media platforms. If you are a member of a certain HOH group and someone from within that group publishes a post of text, images, or schedules an event, that post would show up here, with the most recent post at the top. If you would want to make a post to a group, you would utilize one of those three blue buttons at the top of the page - **text post, image post, or event post**, respectively - selecting the group to which you are sending the communication.



***The left taskbar is your main navigation tool.  
We will go through the most pertinent features below.***


- **Clicking on “Directory”** in the left taskbar will take you to the online church directory, one of the most commonly used features of the platform.



***NOTE: only those individuals who are active church members and have opted in to publicizing their personal information will be visible in the directory.***

- News
- Communications
- Events
- Giving
- Groups
- Serving
- Directory


Search...



- Members are listed in alphabetical order by last name, or you can look up by name in the search field. Clicking on a name brings up the public details of the individual, including contact, personal info, and any groups of which the person is a member.

For example, below we see that the person is a member of Deacon Neighborhood Group 1, as well as a member of the general directory.

- News
- Communications
- Events
- Giving
- Groups
- Serving
- Directory
- Pathways



Chat

**Contact Information**

Email	[redacted]@gmail.com
Work	(651) 227-6311
Address	797 Summit Ave Saint Paul, MN 55105

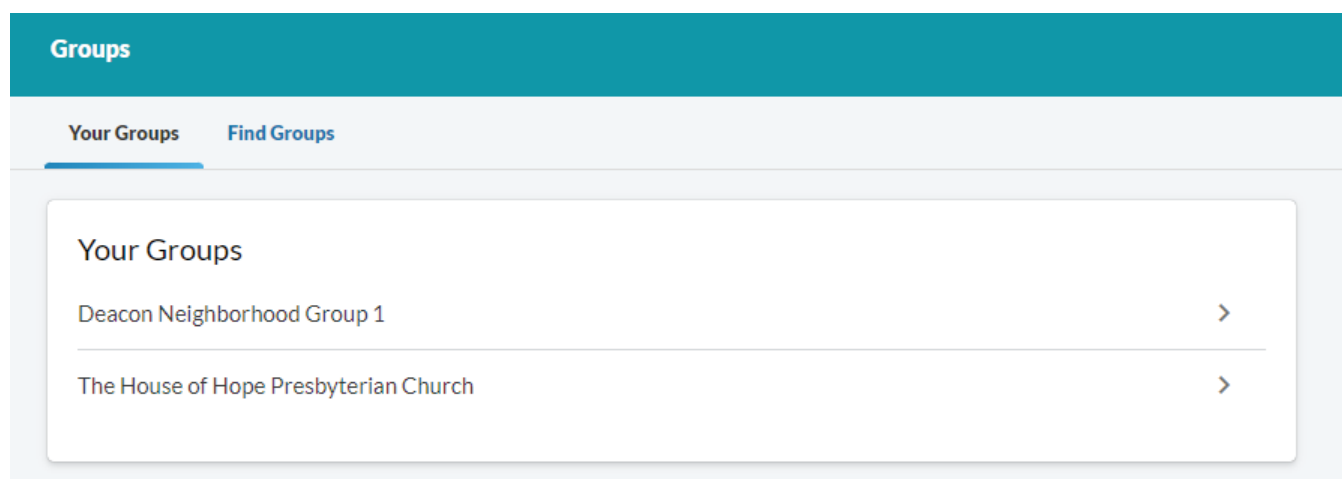
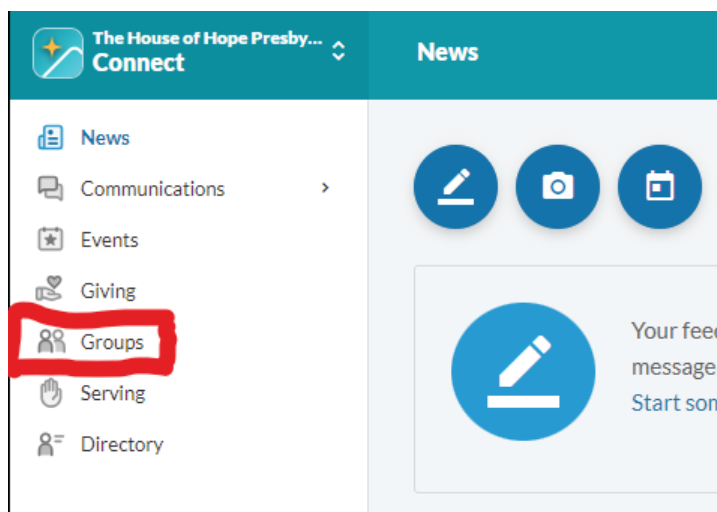
**Personal Information**

Birth Date	November 9th, 1934
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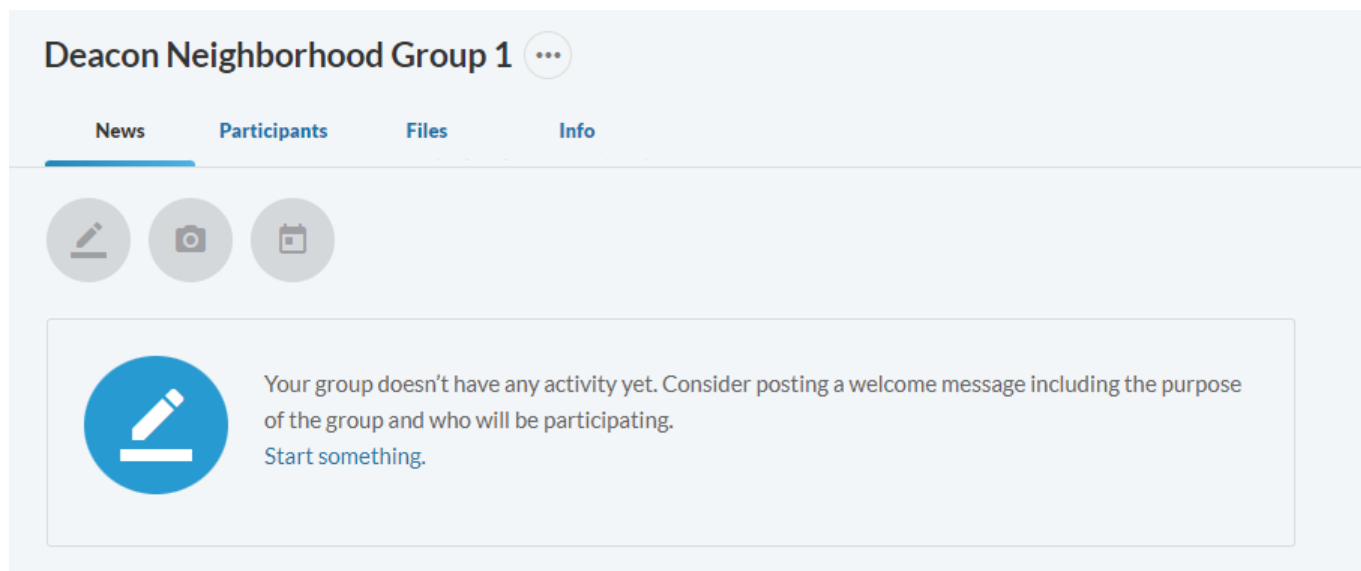
**Groups**

Member Of	Deacon Neighborhood Group 1, The House of Hope Presbyterian Church
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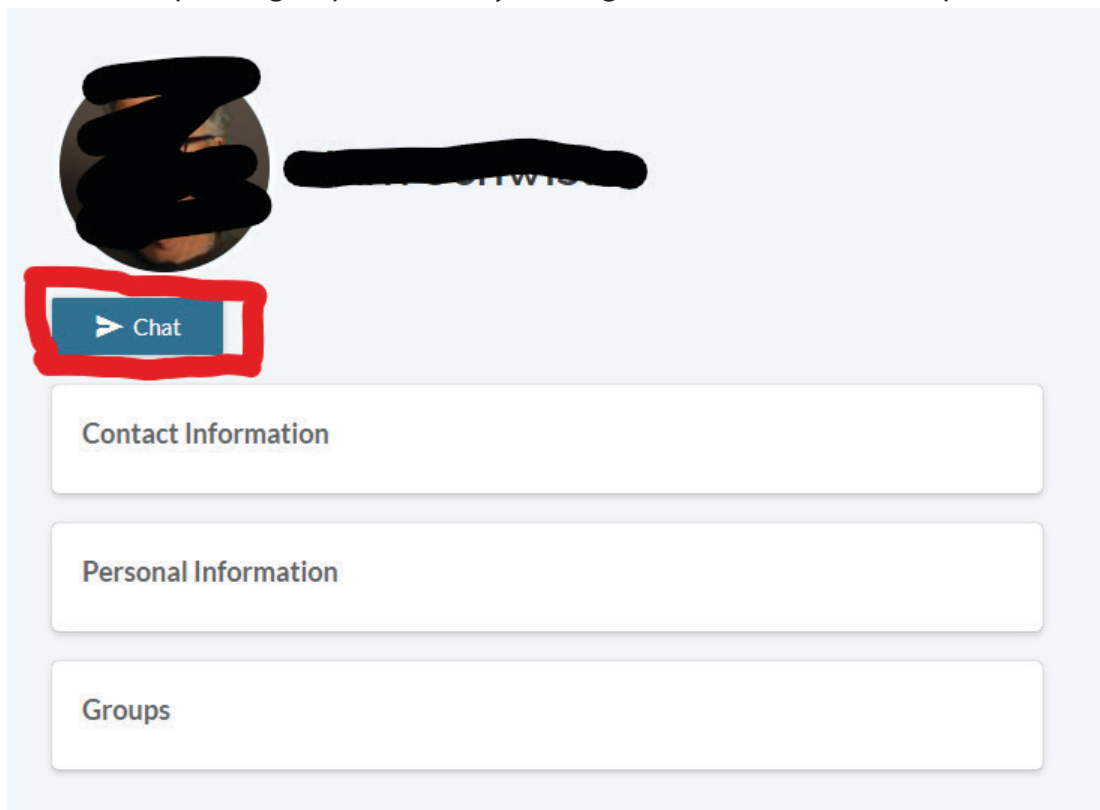
- **Clicking on “Groups”** in the left taskbar will take you to a page listing what groups of which you are a member. This information is double-represented on your profile page. (This is the “Your Groups” section. The “Find Groups” section will be explained shortly.)



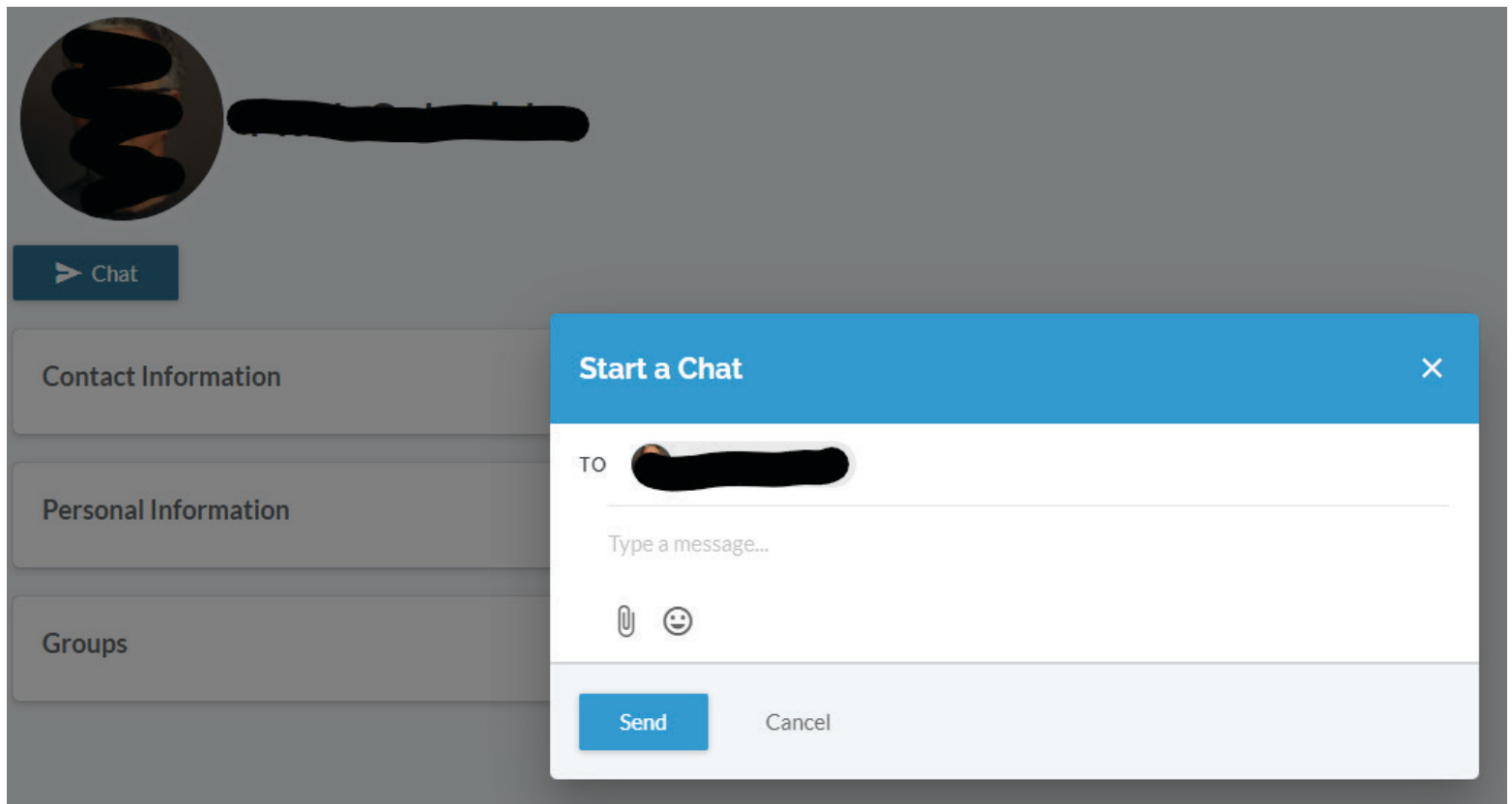
- If we click on a group: we first see the group news tab, which can be used to share messages to the group, schedule an event, etc. - these actions are visible only to other group participants. Other tabs: “participants” shows all current members of the group, documents important to your group would be kept in “files” for easy access, and “info” would give a brief description of the group itself.



In the participants tab, clicking on a group member's name send a message to a specific group member by clicking the chat button in their profile:



Which brings up the message window. File attachments are allowed for these messages, as well as emojis for personalization.



**NOTE: an email you send from within Realm is not sent from your personal email address, rather it is sent as a private message to another Realm user, like a text message, and they can only view it in Realm. Any replies would need to be sent from within Realm also. This distinction is important!**

- Back in the main Groups section is the “Find Groups” option, which allows you to browse to find a listed group, even if you are not currently a member. There you can request to join, or contact the group leader. The groups are organized in different sections as seen below, with sub-groups within each. This group structure is currently a work in progress.

**Your Groups** **Find Groups**

What type of group are you looking for?

**Class**  
Groups that converge for educational purposes.

**Community**  
Small groups that meet offsite for Bible study, prayer, and support.

**Leadership**  
Groups made up of leaders of other groups.

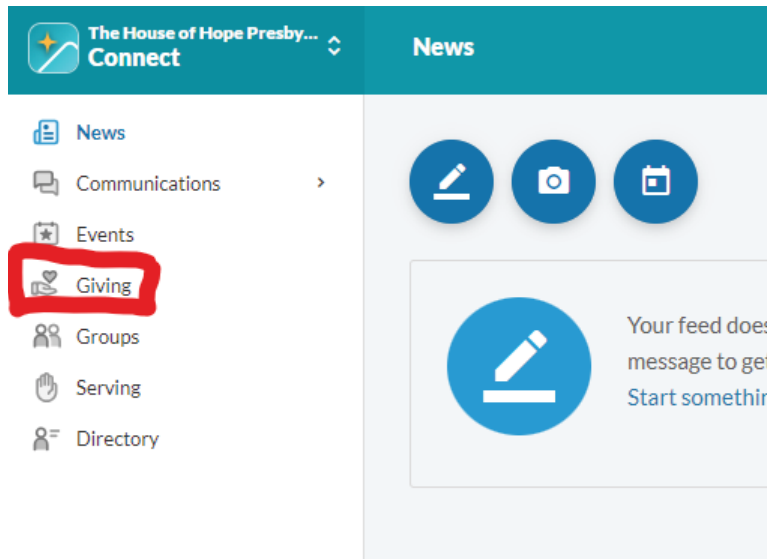
**Network**  
Groups that meet based on affinity or activity.

**Recovery**  
These groups work through issues of struggle and abuse.

**Service**  
Groups that get together to serve the church or community.

Class: CFM and Youth school classes  
Community: Bible studies, choirs, and other fellowship groups  
Leadership: Committees and Session-related groups  
Network: Neighborhood groups, mailing lists  
Recovery: AA, Al-Anon, and Capital City Grief Coalition groups  
Service: Stephen Ministry, Didier Seminar

- **Clicking on “Giving”** in the left taskbar will take you to a page where you can see personal gift history, schedule a one-time gift or a series of gifts, or print out a giving statement.



+ Give + Pledge Giving Scheduled [Filter] [Print]

Reset Filters Year to date Nondeductible

TOTAL AMOUNT	TOTAL GIFTS	NONDEDUCTIBLE
[REDACTED]	2	[REDACTED]

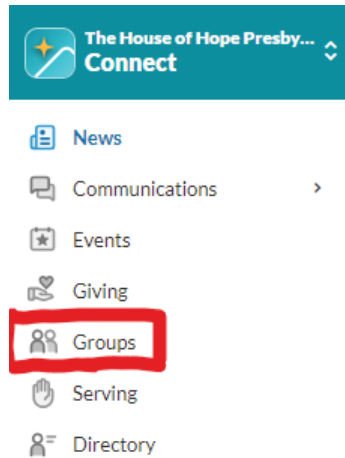
  

Gift Date	Gift Type/Ref#	Fund	Amount
03/27/2023	Online: Checking*** [REDACTED]	[REDACTED]	[REDACTED] ...
02/02/2023	Check [REDACTED]	[REDACTED]	[REDACTED] ...

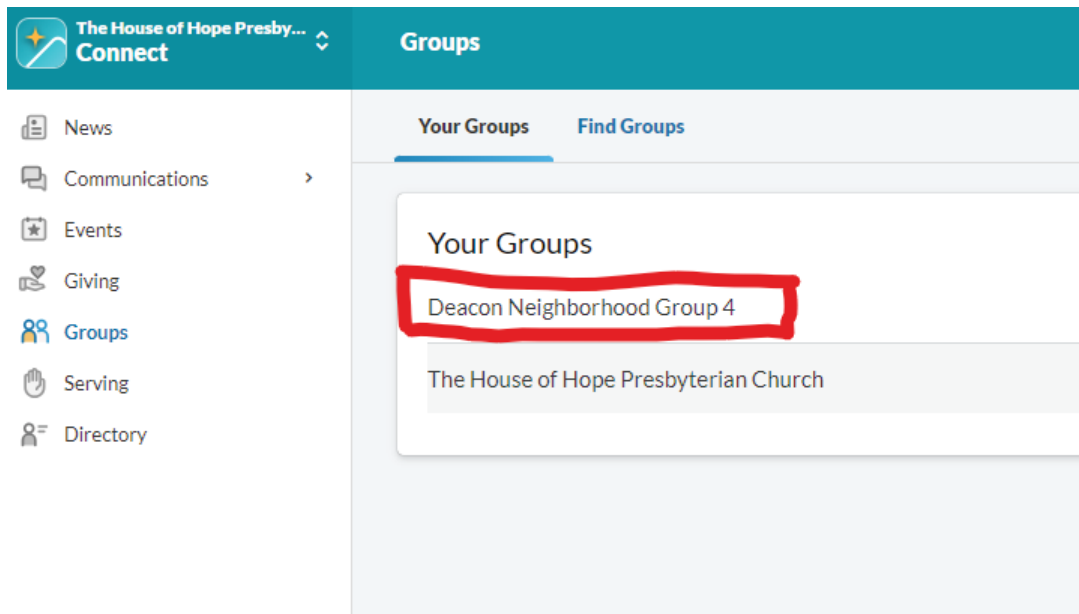
The remaining taskbar options that are available currently don't have a working structure but we anticipate developing them as we move forward: Communications, Events, Serving, and Pathways. These functions rely on heavy user engagement and participation to work best.

- **The following steps are specific to deacons and how they can access the neighborhood groups to which they have been assigned:**

Click on “Groups” in the left side taskbar:



In “Your Groups”, click on the Deacon Neighborhood Group of which you are a leader:



Click on "Participants":

The screenshot shows the 'Deacon Neighborhood Group 1' interface. At the top, there is a teal header with a back arrow and the word 'Groups'. Below this, the group name 'Deacon Neighborhood Group 1' is displayed with a three-dot menu icon. A navigation bar contains five tabs: 'News', 'Participants', 'Files', 'Attendance', and 'Info'. The 'Participants' tab is highlighted with a red rectangular box. Below the navigation bar, there are two buttons: 'Manage Participants' (with a group of people icon) and 'Send Communication' (with an envelope icon). Below these buttons, it says '35 current participants'. A list of participants is shown below, with two entries: 'Judy Anderson' (with initials 'JA' and 'Joined 8 days ago') and 'Vincent Anderson' (with initials 'VA' and 'Joined 8 days ago'). To the right of each name is a red 'no' symbol (a circle with a slash) for Judy and a blue envelope icon for Vincent.

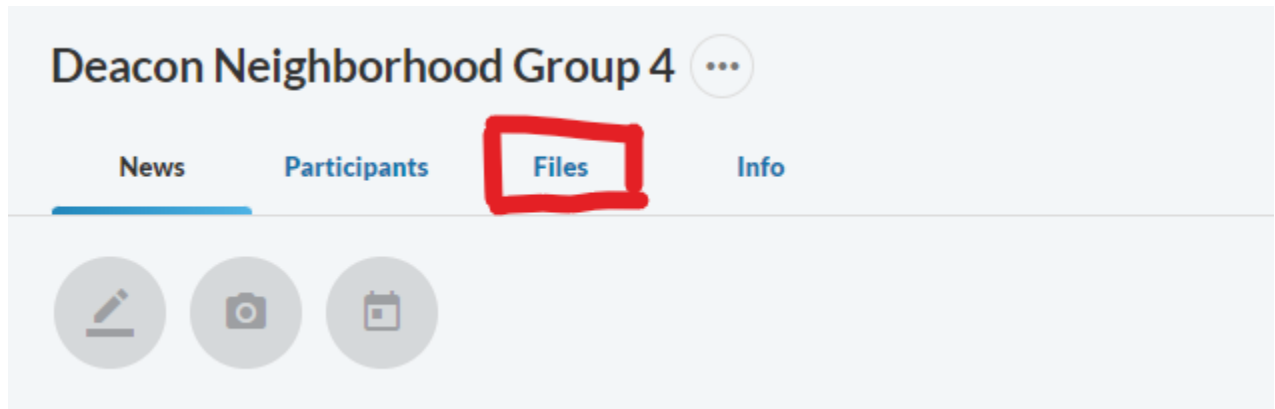
Click on "Send Communication" in which you can send to whole group through MyHOH that have current emails;

This screenshot is similar to the one above, showing the 'Deacon Neighborhood Group 1' interface. In this view, the 'Participants' tab is selected, and the 'Send Communication' button is highlighted with a red rectangular box. The rest of the interface, including the group name, navigation tabs, and participant list, remains the same as in the previous screenshot.

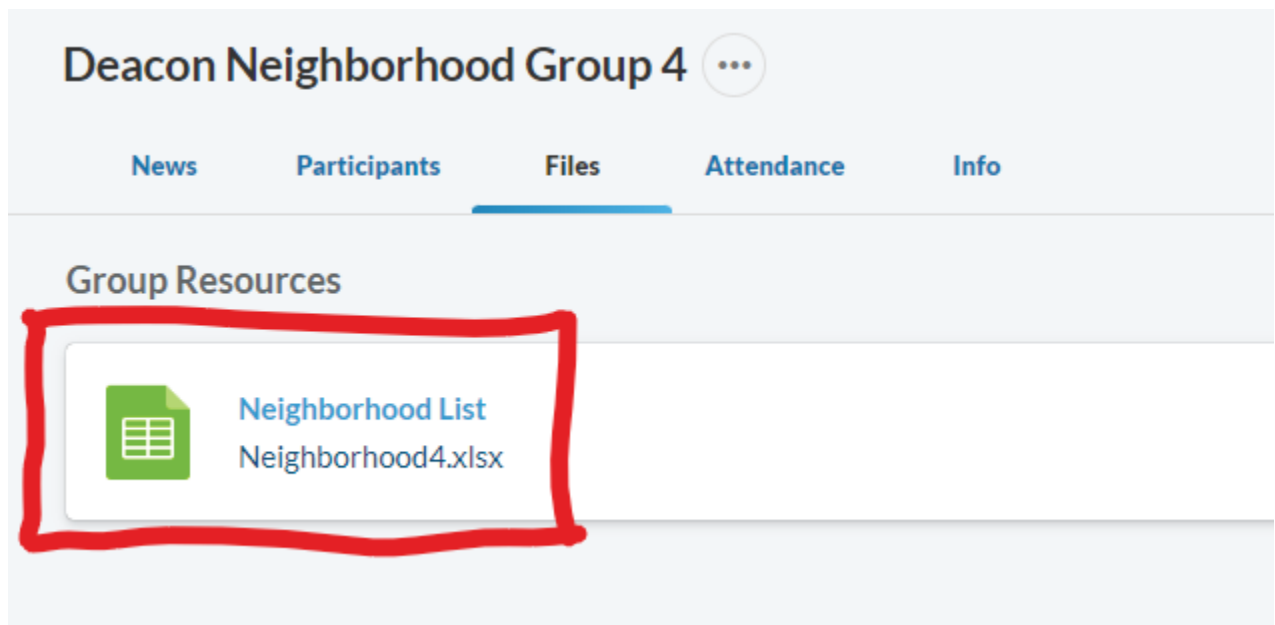
OR, click on individual names to access their contact information, as well as send individual messages.

You can also use an attached spreadsheet, and copy and paste email addresses into your own email client if you prefer to send from your comcast, gmail, or yahoo, etc. accounts instead of through MyHOH. How to access the spreadsheet is explained on the next page.

Click on "Files":



Click on the Excel file listed in Group Resources, which will download the file to your device for review.



### Notes regarding Deacon Neighborhood Lists:

- Lists are subject to change at any time due to church member moves, deletions, or additions to the congregation. The most current version of the list will always be online. Best practice is to always refer to the online version of the list.
- The neighborhood group of which a deacon is a leader is NOT necessarily the same group of which that deacon is a member. All deacons will have a group to which their household belongs, and a group of which they are a leader.