Description: This quick guide provides instructions on how to manage your privacy settings.
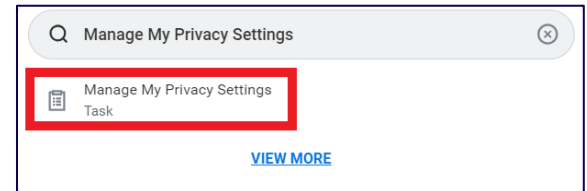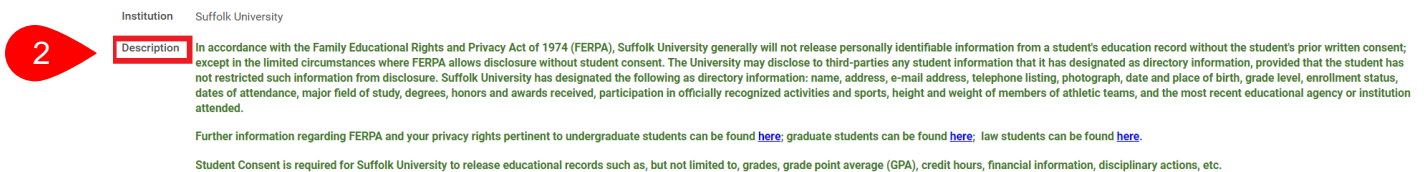
Applies to: Student
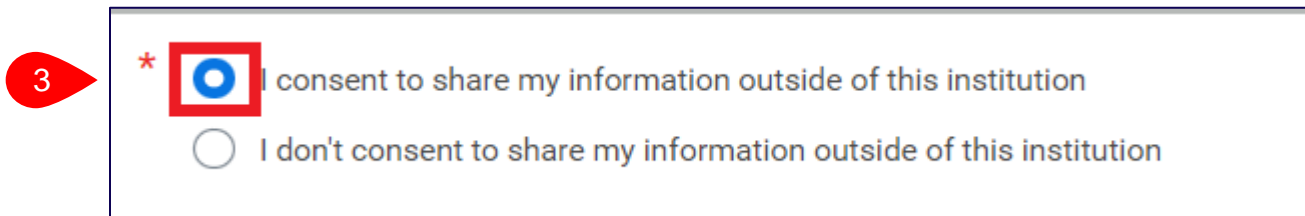
MANAGE MY PRIVACY SETTINGS

1. In the Search bar, type **Manage My Privacy Settings** and select the Manage My Privacy Settings Task.
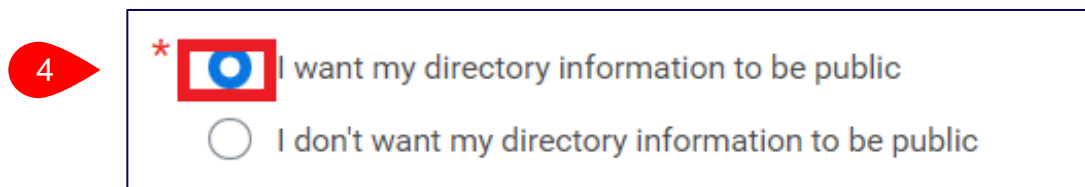

2. Review the Description Information.

3. Click on the **I consent to share my information outside of this institution** or **I don't consent to share my information outside of this institution** radio button to choose if Suffolk University can or cannot share your information outside of Suffolk University. Please note that it is defaulted to **I consent to share my information outside of this institution.**

4. Click on the **I want my directory information to be public** or **I don't want my directory information to be public** radio button to choose if your directory information is or is not public. Please note that it is defaulted to **I want my directory information to be public.**

5. If you choose to make your directory information public, you can make additional Directory Data visible by selecting the Display on Profile checkbox next to the information to display. As default, none of the Directory Data Values are selected. Also note that Name, Pronouns, Phonetic Pronunciation, Audio Pronunciation, Photo, Institution, and Social Media links are always public by default.

Directory Data Value	Display on Profile
Primary Institutional Address	☑
Primary Institutional Phone Number	☐
Primary Institutional Email Address	☐
Date of Birth	☐
Birth Country	☐
Birth Region	☐
Birth City	☐

6. Click **OK.** Click **Done.**