

# Accessing and Changing Your Privacy Settings from the “My Account” Tab of Your Profile

The screenshot shows the NASP Member profile page. At the top, there is a navigation bar with links for Home, Member Exchange, Communities, Member Directory, Browse, Participate, and How-Tos. A search bar is also present. The main content area is titled "NASP Member" and includes a profile picture, a "1 new messages" notification, and a navigation menu with tabs for My Profile, My Connections, My Contributions, and My Account. The My Account dropdown menu is open, and "Privacy Settings" is highlighted with a red circle. Other options in the menu include Inbox, Email Preferences, RSS Feeds, Community Notifications, and Discussion Signature. Below the menu, there are sections for "Import From LinkedIn", "Bio", "Professional Interests", "Job History", "Honors and Awards", and "Education".

Step 1: Click on “My Account”, then select “Privacy Settings” from the drop-down menu. For information on accessing your profile, please see the how-to titled, “Accessing Your NASP Communities Profile”.

The screenshot shows the NASP Member privacy settings page. The navigation bar is the same as in the previous screenshot. The main content area is titled "NASP Member" and includes a profile picture, a "1 new messages" notification, and a navigation menu with tabs for My Profile, My Connections, My Contributions, and My Account. The My Account dropdown menu is open, and "Privacy Settings" is highlighted with a red circle. Below the menu, there is a section for "Import From LinkedIn" and a section for "Privacy Settings". The Privacy Settings section includes a heading "Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile." and a radio button selection for "I would like to be included in the member directory and community rosters: Yes". The "Yes" radio button is selected and highlighted with a red circle. Below this, there are several dropdown menus for "Picture", "My Networks", "Company Information", "Job Title and Department", "City, State, Zip", and "Country", all set to "Members Only".

Step 2: You can choose whether or not to be included in the NASP Communities Member Directory and community rosters by leaving the blue button at the top of your screen as “Yes”, or by clicking the white space to the right of the word “Yes” to move your selection to “No.”

Education	Members Only
Job History	Members Only
My Documents	Members Only
Digital Ribbon	Public
Honors and Awards	Members Only
Professional Groups and Associations	Members Only
Professional Interests	Members Only
Social Media Sites	Members Only
Twitter Tweets	Members Only
vCard Download	Members Only
Presentation	Public
Past Volunteer Experience	Members Only

Save Changes to update your privacy settings.

Save Changes

Step 3: Choose information from your profile, and the audience for which you'd like that information to be visible. For example, you might want your company information to be visible only to your contacts, but your professional interests to be visible to the public.

Don't forget to click the blue "Save Changes" button at the bottom of the page to make your selections final!