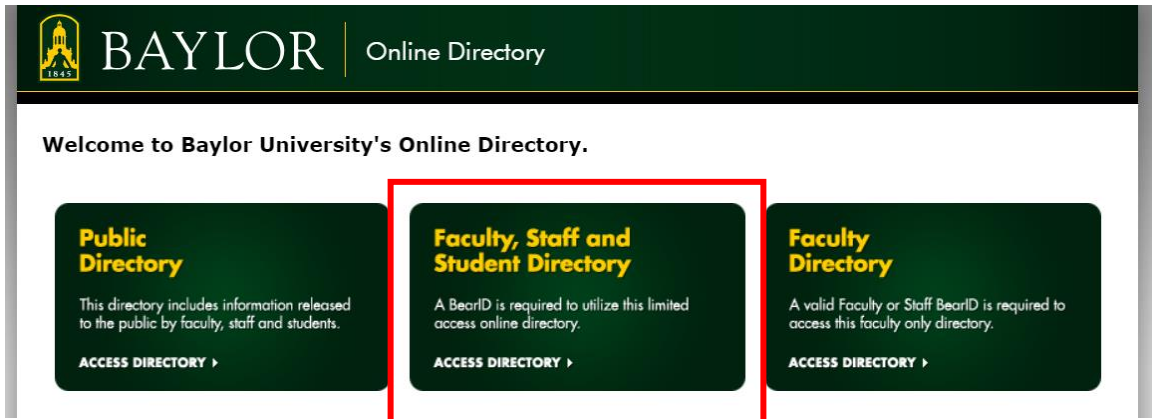
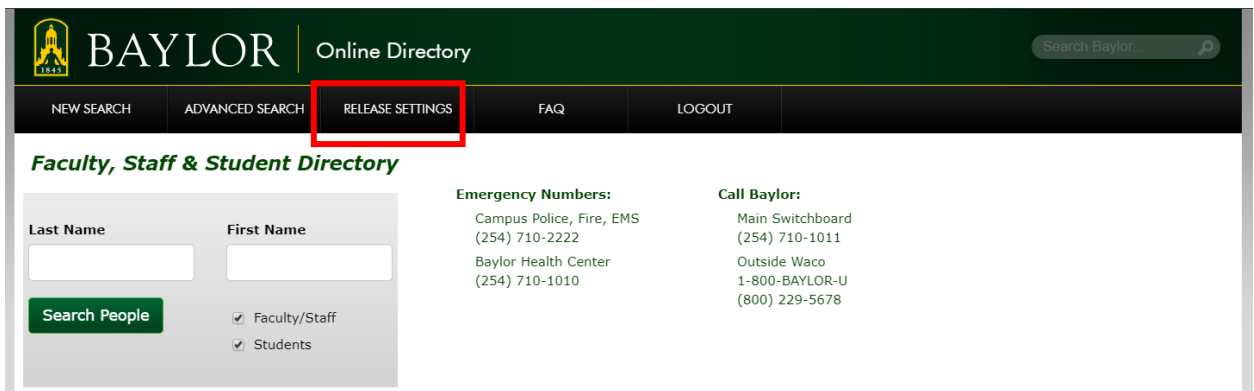


Updating Student Directory Privacy Settings

- 1) Go to the Baylor directory (<https://www.baylor.edu/directory/>)
- 2) Select Faculty, Staff, and Student Directory, where you'll be prompted to log in with your BearID



- 3) Go to Release Settings



- 4) Change your information security settings (ex: personal phone number, home address) to the setting you're comfortable with.
 - a. General means anyone online can see it
 - b. Faculty, Staff, and Students can see the info after logging in with their BearID
 - c. Private means nobody can see your info
- 5) Click Update Settings at the top of the page

A screenshot of the 'Info Release Settings' panel. The panel has a dark green header with the text 'Info Release Settings'. Below the header, there are three options for information release settings: 'General Public' (Available to the world.), 'Faculty, Staff and Students' (Viewable by anyone with a Bear ID.), and 'Private' (Completely restricted.). At the bottom of the panel, there is a section titled 'How to edit your information' which states: 'Updating your campus P.O. Box, office location, phone number, or other information can be completed using BearWeb or by emailing Human Resources at askHR@baylor.edu.'