

Managing Privacy Settings (Video 4)

Content:

- How to check and edit your VIICTR profile search engine privacy settings

The settings of your VIICTR profile allows it to be indexed and searchable by all search engines by default. If you wish to limit who sees your profile, follow the instructions below. These instructions can also be used by a Proxy.

1. Login and go to your profile page. Faculty will click on the '*Edit My Profile*' link/Proxies will click on the '*Edit This Profile*' link from the menu on the left.

From this profile edit page, please note the table towards the center of the page, as well as the '*Privacy*' columnar entries toward the right of the page.

Note that these settings are granular and are specific to each item in each row. See the descriptions of these privacy settings under the table and below.

- **Only Me** - Only the logged in profile owner and authorized Proxies can see this information.
 - **Users** – Only currently logged in users of VIICTR profiles can see this information. Note that VIICTR.org is multi-institutional, so if you chose this privacy option, individuals with valid logons from other institutions still might be able to see this information.
 - **No Search** - With this setting “well behaved” search engines such as Google, Yahoo and Bing will not index this information, however, other, lesser known search engines that do not follow typical search engine exclusion rules still could.
 - **Public** – Your information will be indexed and searchable by Internet search engines. All individuals who search for you, by this information, may find you.
2. **To change the privacy setting for an individual privacy item**, click on an item in the table. This will take you to the next page. Note: The '*Edit Visibility*' link near the top of the page is the privacy setting for the selected item. If you click this link, you are then presented with a grid with four radio buttons (corresponding to the four privacy settings listed above).
 3. Click your preferred privacy setting. The change will be applied immediately.
 4. Repeat steps 2 and 3 for each item in which you wish to change the privacy setting.