OVERVIEW

Faculty members can determine whether their profile is available for others to view on Elements and the Discovery Module. An Elements profile can be made public so that it is searchable by any one via the Discovery Module, but faculty also have the capability to limit the visibility of individual activities.

MANAGING PROFILE PRIVACY LEVEL

Two overall profile privacy levels are available – Internal and Public. By default, LSU’s Elements profiles are set to Public.

- **Internal** – Elements profile is viewable by other LSU faculty members, but the profile will NOT be published on the Discovery Module.
- **Public** – Elements profile is viewable by other LSU faculty members and the profile is published on the Discovery Module.

To change your overall privacy level, follow the steps below:

- Click on **EDIT MY PROFILE**.
- Click the desired privacy level next to “Change profile level:”.

MANAGING THE PRIVACY OF ABOUT SECTION FIELDS

The about section of your LSU Elements profiles contains your Overview, Research interests, Teaching summary, Availability, Fields of Research, Experience, Education, Language competencies, Addresses and Media. The privacy level of information in each of these fields can be set on an individual basis.

- Fields in the About section default to public. To change a field’s privacy to private, click the **public** button.
• Click the Privacy dropdown menu.

![Privacy dropdown menu]

• Select **Private**.

• Click **Save**.

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**MANAGING THE PRIVACY OF PUBLICATIONS, PROFESSIONAL ACTIVITIES, TEACHING ACTIVITIES AND GRANTS**

The privacy of your publications, professional activities, teaching activities and grants can be managed on an individual basis. There is a privacy setting for the visibility of each object and the relationship to that object. Your profile is linked to each of your objects by one or more relationships. The relationship privacy setting allows you to manage who can see that relationship.

• To update the privacy visibility setting for an activity, click on the Manage privacy settings icon.

![Manage privacy settings icon]
• The Privacy Settings window for that specific activity will appear.

• Click on PRIVATE, INTERNAL OR PUBLIC under the Activity privacy. Note: only activities set to PUBLIC will display on the Discovery Module.