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