Manage My Privacy Settings

This quick reference guide (QRG) provides instructions on how to manage your privacy settings in Workday. On this screen, you will choose if you consent or do not consent to allow your institution to share your information outside of your institution. Additionally, you will choose if you want or do not want your directory information to be public.

To manage your privacy settings, complete the following steps.

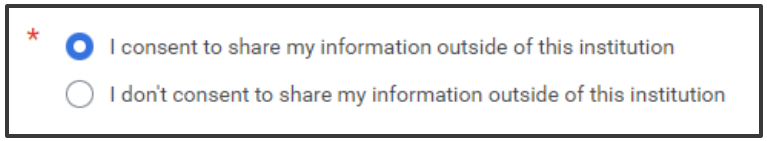
MANAGE MY PRIVACY SETTINGS

From the Workday Home page:

1. Type and select 'Manage My Privacy Settings' in the search bar.

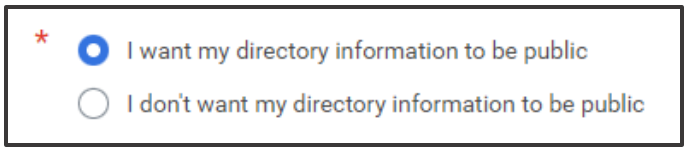
The *Manage My Privacy Settings* screen displays.

2. Click the **I consent,** or the **I don't consent**, radio button to choose if your institution can or cannot share your information outside of the institution.



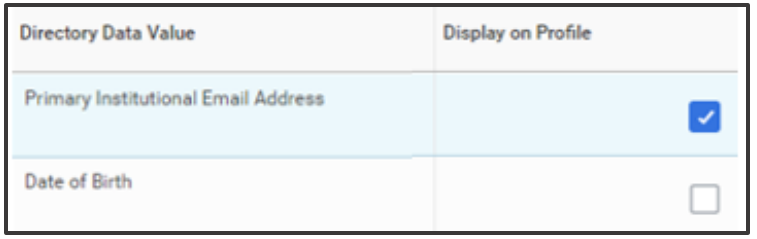
Note: Consent to share your information allows the institution to share limited information, such as your name, major, and honors. This consent does not allow the institution to share financial, grade, or class schedule information.

3. Click the **I want**, or the **I don't want**, radio button to choose if your directory information is or is not public.



Note: If you would like to be publicly recognized for awards, honors, or in institutional publications you will need to allow your directory information to be public.

4. (Optional) If you choose to make your directory information public you can make additional Directory Data visible by selecting the Display on Profile checkbox next to the information to display.



5. Click **OK**.
6. Click **Done**.