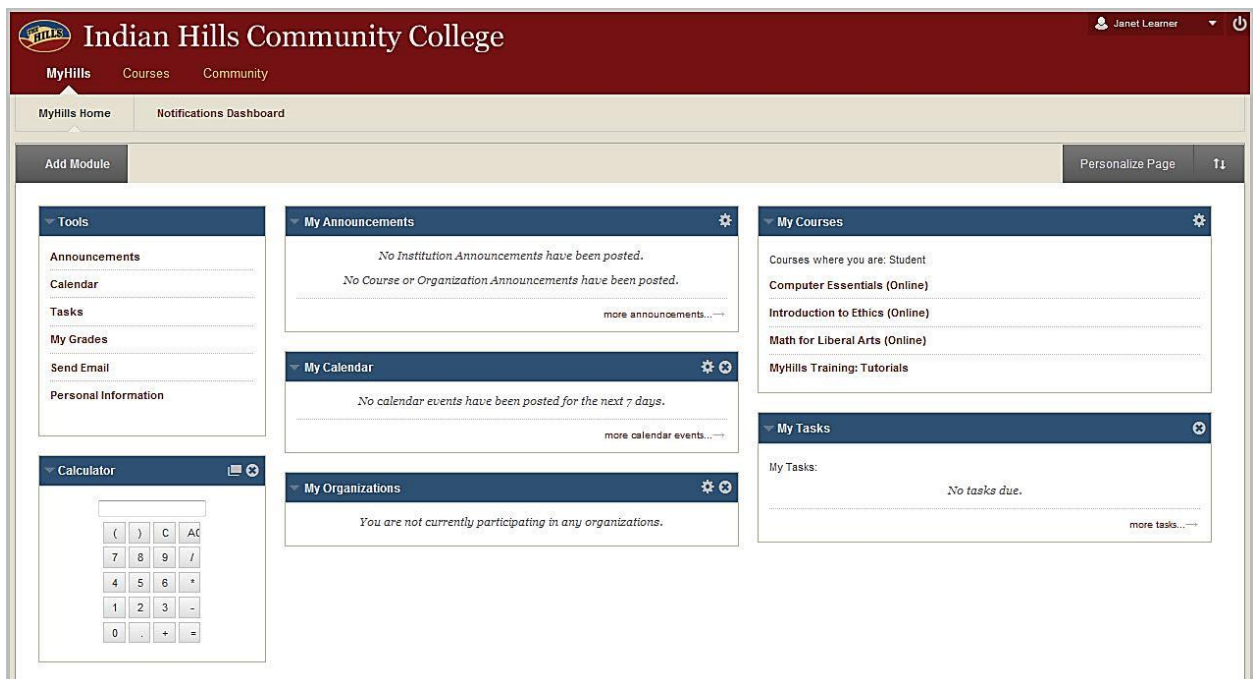


Computer Tutorial: Set Your Privacy Options in MyHills

Purpose: To demonstrate to students how to set their privacy options.

After logging in, you should see your personal “MyHills Home Page.”

Note: For information on how to log in to MyHills, please see the tutorial “Log In to MyHills.”
For information on how to navigate your MyHills Home page, please see the tutorial “Navigate and Manage Your MyHills Home Page.”

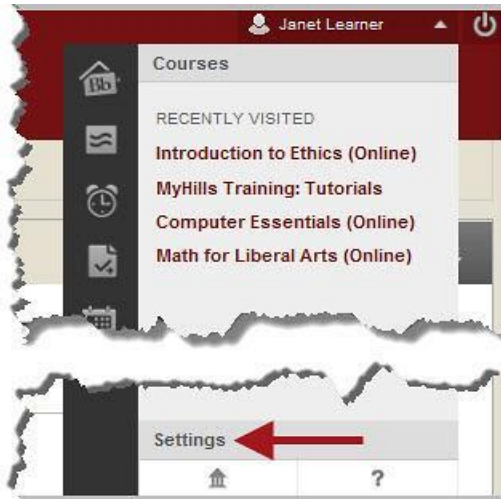


The screenshot shows the MyHills Home Page for Janet Learner. The page has a dark red header with the Indian Hills Community College logo and navigation links for MyHills, Courses, and Community. Below the header, there are tabs for MyHills Home and Notifications Dashboard. The main content area is divided into several sections: Tools (with links for Announcements, Calendar, Tasks, My Grades, Send Email, and Personal Information), My Announcements (showing no announcements), My Calendar (showing no events for the next 7 days), My Courses (listing Computer Essentials, Introduction to Ethics, and Math for Liberal Arts), My Organizations (showing no current organizations), and My Tasks (showing no tasks due). A calculator is also visible in the Tools section. The user's name, Janet Learner, is displayed in the top right corner.

In the upper-right corner, click the arrow next to your name to open an additional menu.



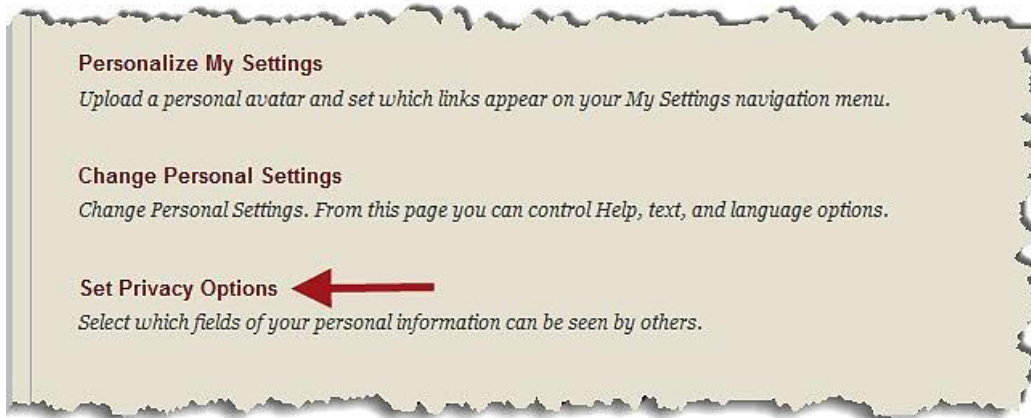
Click **“Settings,”** which is located toward the bottom of the menu.



Then, click **“Personal Information.”**



On the Personal Information page, click **“Set Privacy Options.”**



On the “Set Privacy Options” page, you may choose what personal information to make viewable by other MyHills users. Click in the check box next to the information you would like to have displayed to other users.

Note: Your name will automatically be listed in the Roster and on other applicable pages for any courses, clubs, or organizations in which you are enrolled. However, other personal information, such as your email address or phone number, will only be shared if you choose to share it by checking the options shown below.



If you would like your personal information included in the “User Directory,” check the box next to “List my information in the User Directory.”

Note: The “User Directory” makes your information available to anyone logged into MyHills.



By default, members of organizations and clubs in which you are enrolled may email you. If you do **not** want to allow student members to email you, check the box next to the organization(s) and/or club(s) from which you do not want student email. The leader of the organization and/or club will still be able to email you.

Note: Often, it is necessary for classmates to email you, such as when working in groups. Therefore, please do not check the boxes next to any courses, as students in those courses would no longer be allowed to email you.



3. Email Options

Students in courses and organizations in which you are enrolled may email you unless you choose to options, depending on the settings chosen by your system administrator.

Do not allow students to email me

- MyHills Training: Tutorials
- Math for Liberal Arts (Online)
- Computer Essentials (Online)
- Introduction to Ethics (Online)

By default, your name is displayed in the “Roster” of clubs and organizations of which you are enrolled, unless you choose to make it private. Check the box next to the organization(s) and/or club(s) for which you do not want to be included in the roster.

Note: Please do not remove yourself from the roster of any courses, as it can cause complications for both you and other students when working in groups.



4. Roster Options

Your name is displayed in the Roster of courses and organizations in which you are enrolled unless

Do not display my name in the roster

- MyHills Training: Tutorials
- Math for Liberal Arts (Online)
- Computer Essentials (Online)
- Introduction to Ethics (Online)

Once you have made your selections, click "Submit."



You will be taken back to your "Personal Information" page. A **green** "Success" message will appear at the top of the page.



Congratulations! You now know how to edit your personal information!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk