



## **Elements Managing Privacy Settings on Infotypes**

1. Log into your Elements Profile on the Discover Research page. https://discover.research.utoronto.ca/\_



2. Click on the Professional Activities heading

Professional activities	
<ul> <li>1 office held</li> <li>1 introduction to cpa (med)</li> <li>3 cpa activities (med)</li> </ul>	
+ ADD NEW	VIEW ALL





3. Scroll down the page until you see the "Relationship privacy" and click "Public"

Public Internal Private	
Internal Private	
Private	

The page will be updated with all records that are public.

4. Click on the heading of the activity

office name	e test	$\heartsuit$	<b></b>	:	
	OFFICE HELD ∠ Office name: Office name test Start date: 03 Jun 2025 Reporting Dates: 03 Jun 2025 - 04 Jun 2025 ₹				
SUMMARY	LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (1)				

5. Click on the "Manage Privacy Settings" button

office nam	e test	$\heartsuit$	 •	
	OFFICE HELD ∠ Office name: Office name test Start date: 03 Jun 2025 Reporting Dates: 03 Jun 2025 - 04 Jun 2025 ♂			
SUMMARY	LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (5)			

6. Change the Professional activity privacy setting to either "Private" or "Internal"





× Privacy Settings Activity privacy					
Ø     INTERNAL					
Relationship privacy					
Ø     INTERNAL					
Privacy Summary This professional activity may be displayed publicly by UofT. Its relationship to you will be visible to other users of DiscoverResearch but should not be displayed publicly. Learn more about privacy					

You will see that the privacy icon has been changed to match the privacy setting that you have selected.

Office nam	ie test	∽ 🧖 :
	OFFICE HELD 2 Office name: Office name test Start date: 03 Jun 2025 Reporting Dates: 03 Jun 2025 - 04 Jun 2025 😴	
SUMMARY	LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (5)	

If you reset the "Relationship privacy filter" to "private" your record will appear on this list.





showing 1 - 1 out of 1 view: 10 v per page sort by: Reporting di EXPORT focus on	ate (newest first)
e <sup>p</sup> Office name test	♡ 🧠 :
OFFICE HELD & Office name: Office name test Start date: 03 Jun 2025 Reporting Dates: 03 Jun 2025 C	Applied filters Relationship privacy clear all filte
SUMMARY LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (7)	Activity type Activity or Event Organizing Activity or Event Organizing Activity or Event Participation Award Application Assessment Community Service Title Title Reporting date From To Label Label Favourite status
	Relationship privacy g Public Internal Private

END