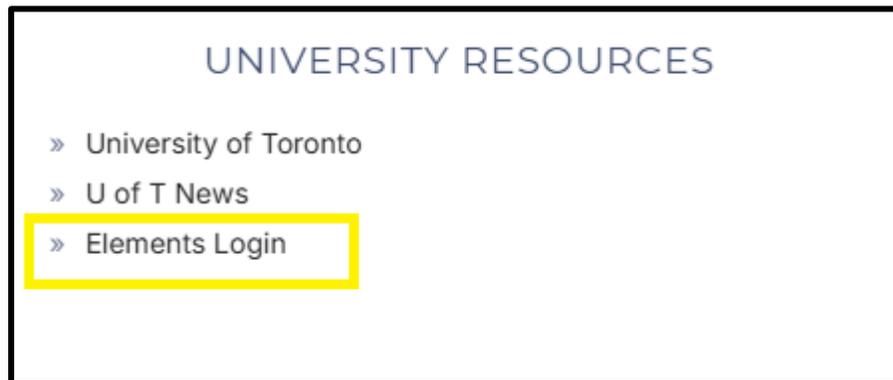
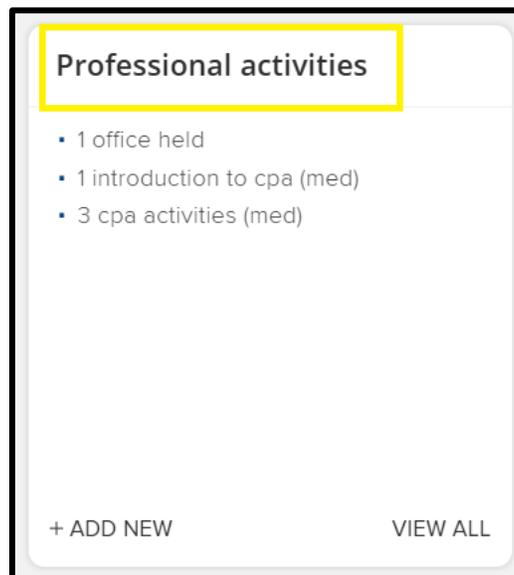


Elements Managing Privacy Settings on Infotypes

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



2. Click on the Professional Activities heading



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



Relationship privacy

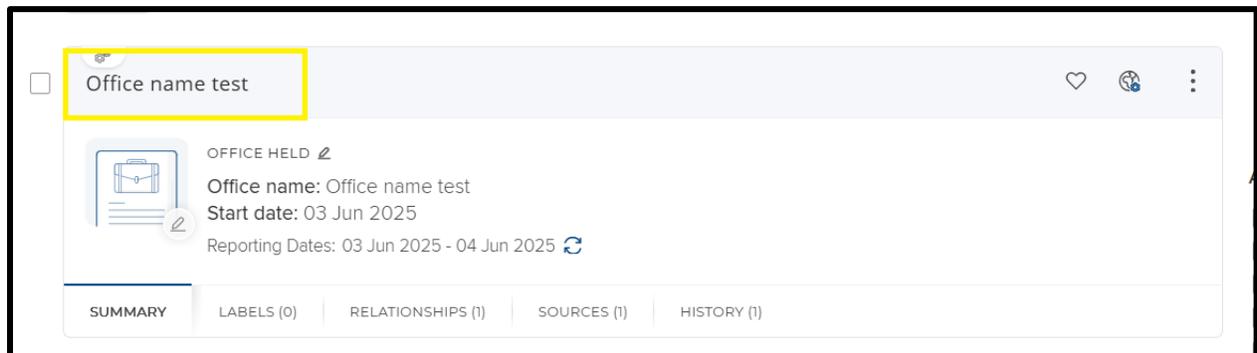
Public

Internal

Private

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

4. Click on the heading of the activity



Office name test

OFFICE HELD [↗](#)

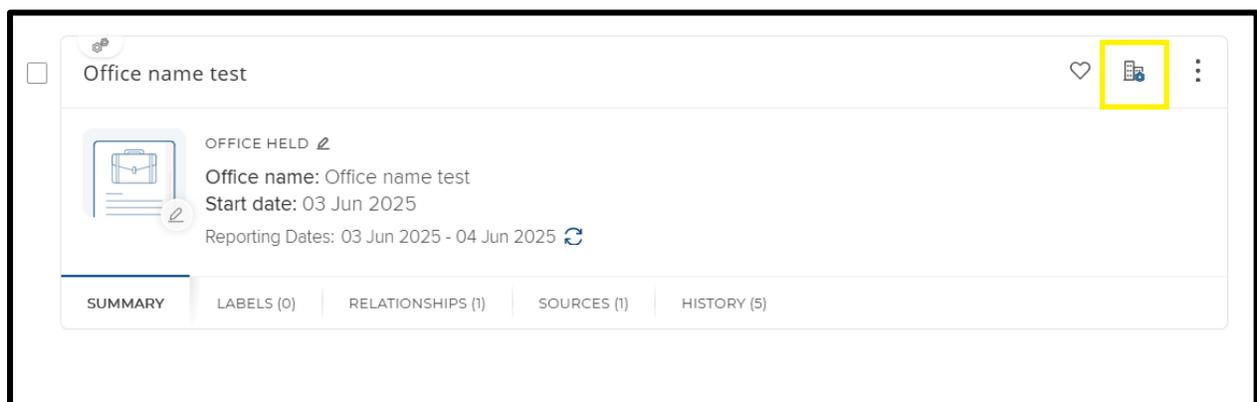
Office name: Office name test

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 name test

OFFICE HELD [↗](#)

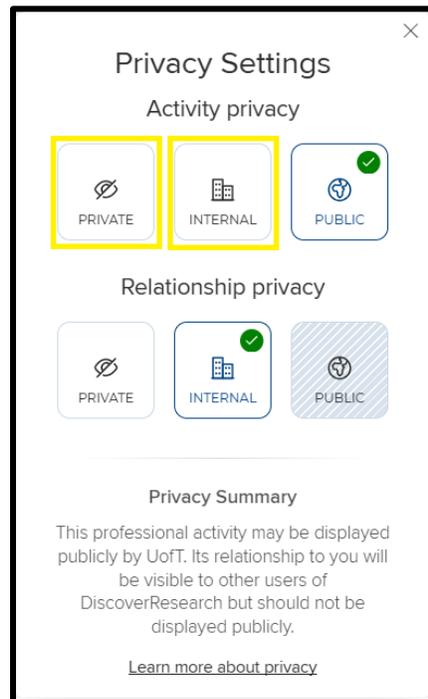
Office name: Office name test

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”



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



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

MY WORK

My professional activities

showing 1 - 1 out of 1

view: 10 per page sort by: Reporting date (newest first) focus on: summary

EXPORT

Office name test

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 (7)

Filters

Applied filters

Relationship privacy ×
[clear all filters](#)

Activity type

- Activity or Event Organizing
- Activity or Event Participation
- Award Application Assessment
- Committee Membership
- Community Service

Title

Reporting date

From To

Label

Favourite status

Any

Relationship privacy clear

- Public
- Internal
- Private

[RESET FILTERS](#)

END