

Your Digital Footprint in DiscoverResearch

Your profile is completely in your control. You can log into [Elements](#), the backend to [DiscoverResearch](#), to hide certain pieces and/or completely remove your profile with a quick toggle.

To make your entire profile public or private:

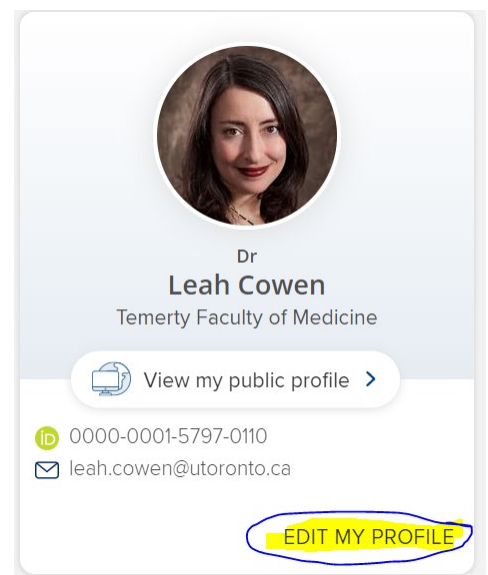
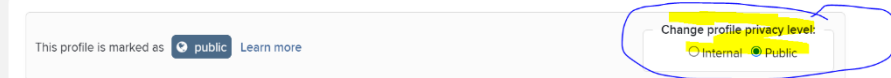
Start by logging into [Elements](#). From there, click on **Edit My Profile** beneath your picture.

From there, adjust the **Change profile privacy level** toggle to your desired setting.

[Elements](#) will sync with the public [DiscoverResearch](#) site in about **five minutes**. Make sure to refresh your [DiscoverResearch](#) browser to see the change.

You can always change this again in the future.

Dr Leah Cowen (Edit mode)



To make certain pieces of your public profile internal:

You can also use [Elements](#) to keep a public profile and manage what content is displayed publically.



To change the privacy level of sections/items, just click on the privacy button next to the item and adjust accordingly.



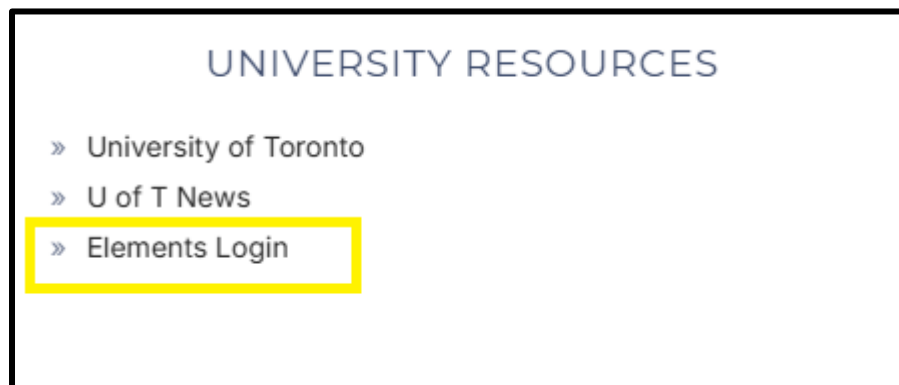
Make sure to click **Save** to keep the privacy change.

[Elements](#) will sync with the public [DiscoverResearch](#) site in about **five minutes**. Make sure to refresh your [DiscoverResearch](#) browser to see the changes.

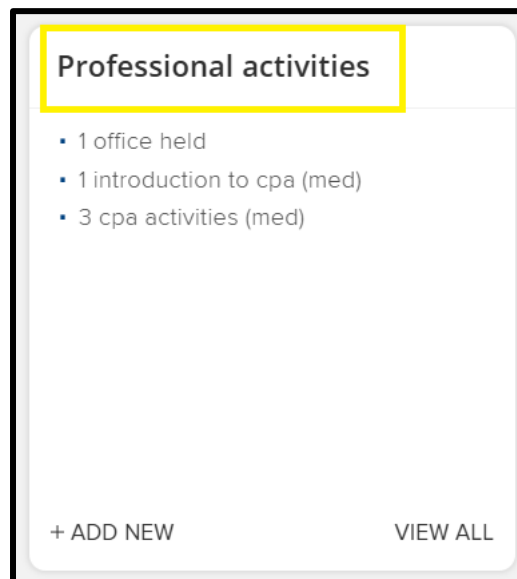
Elements Managing Privacy Settings on Infotypes

1. Log into your Elements Profile on the Discover Research page.

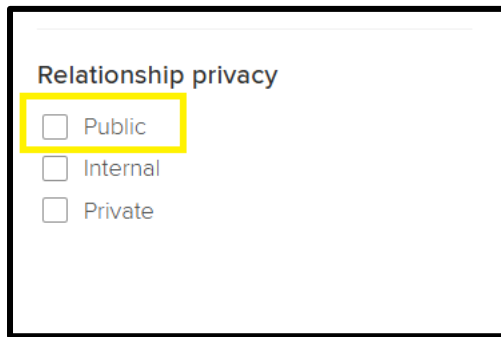
<https://discover.research.utoronto.ca/>



2. Click on the Professional Activities heading



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



Relationship privacy

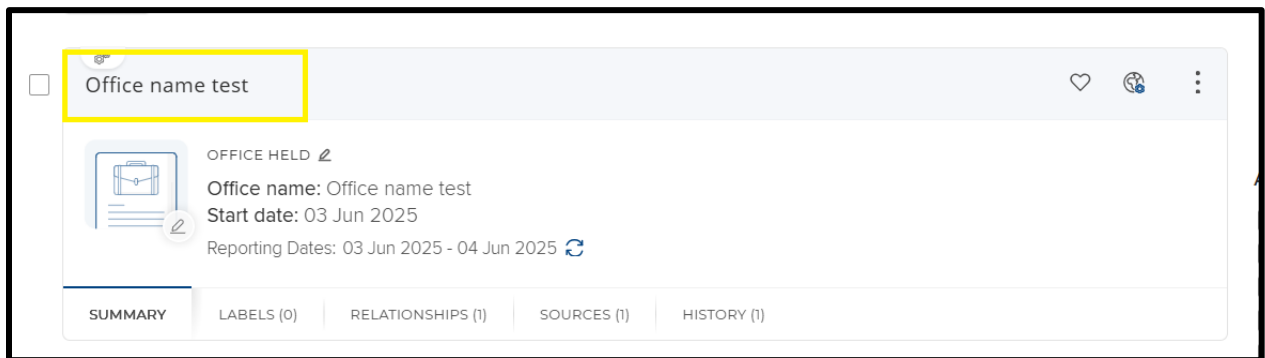
☒ Public

☐ 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

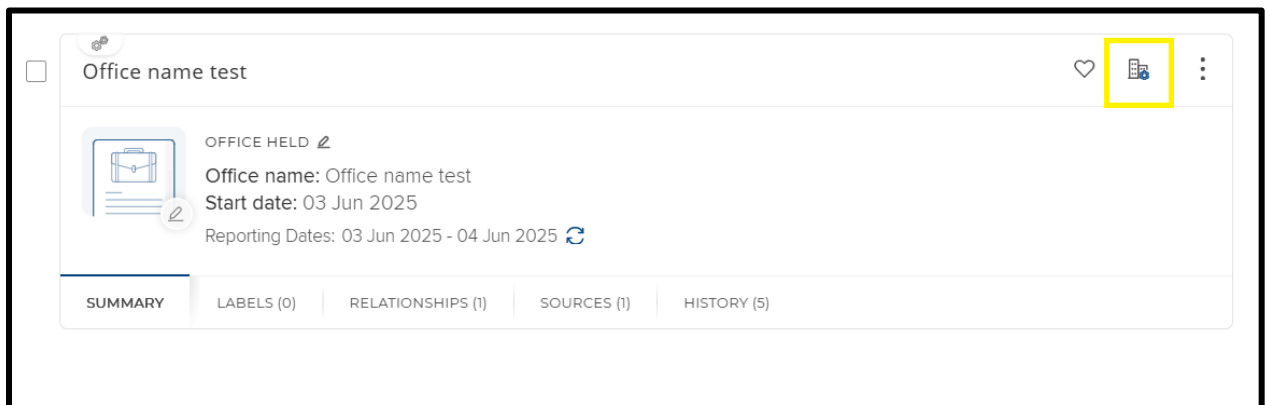
Office name: Office name test

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”

Privacy Settings

Activity privacy

PRIVATE

INTERNAL

PUBLIC

Relationship privacy

PRIVATE

INTERNAL

PUBLIC

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 name test

Office name test

Start date: 03 Jun 2025

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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.

MY WORK

My professional activities

+

view: 10 per page

showing 1 - 1 out of 1

sort by: Reporting date (newest first)

EXPORT

focus on: summary

☐

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

Public

Internal

Private

RESET FILTERS

END