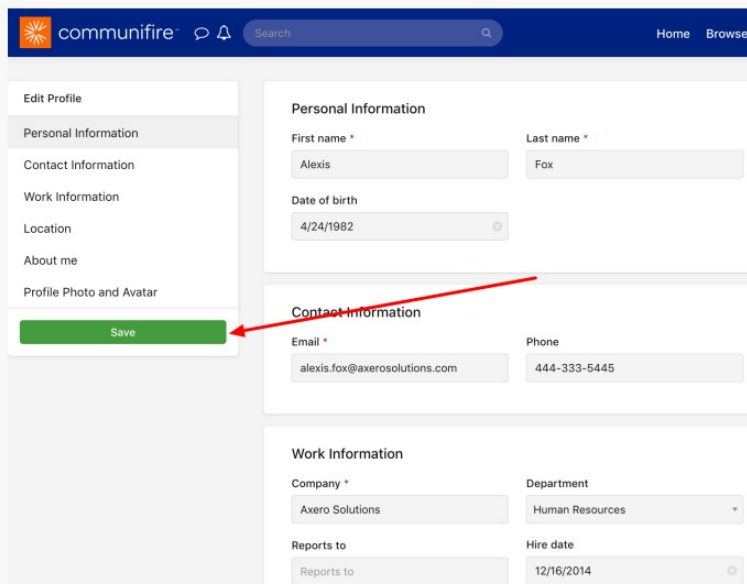
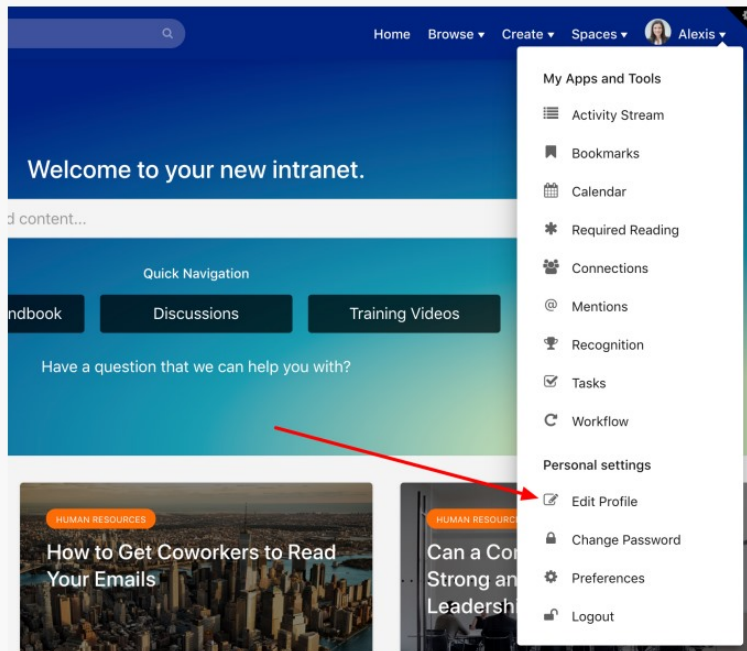


# Edit Profile

Version 8

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Your user profile provides an overview of your personal information. Your profile displays your profile photo, name, job title, department, work and contact information, and more. To edit your profile, click your name in the header > **Edit Profile**.



# How to Change Profile Field Visibility

By default, profile fields are visible to everyone in the intranet. Site admins can make certain profile fields visible to certain roles only - such as making sensitive data visible to only Human Resources employees. You can configure settings to allow people to set the visibility of their profile fields for themselves, allowing finer control over who can see what.

## Step 1: Turn on the profile field visibility feature

This step must be completed by a user with Control Panel access, such as a site administrator or moderator.

1. Go to **Control Panel > System > System Properties**.
2. Search for *EnableProfileFieldsCustomVisibility* and edit it.
3. Set the value to *true*.
4. Click **Save**.

## Step 2: Edit your profile and set visibility

1. From the homepage, click your name in the header, then click **Edit Profile**.
2. For a profile field, click the eye icon. You can set the visibility to:
  1. **Public**: People who aren't logged into the intranet can see this field on your profile. This option only appears if your intranet is open to the public.
  2. **Only Me**: Only you can see this field on your profile.
  3. **Community**: Anyone in the intranet can see this field on your profile.

Visibility changes are saved automatically.

tags : member