

**HOW TO** 

# MANAGE YOUR PRIVACY SETTINGS

NAIS Connect is an online community platform that helps you keep in touch with your colleagues. Independent school administrators, faculty, and staff from across the country are finding new ideas, exchanging advice about school processes, and sharing everyday tips. As part of the NAIS community, all individuals at your school have full access. We encourage you to review your profile settings and begin expanding your network.

# HERE'S HOW TO GET STARTED

1

### **VISIT**

http://connect.nais.org and sign in using your NAIS website username and password. 2

## SELECT

the image box in the top right corner, then click "Profile." 3

# **CLICK**

"Privacy Settings" on the "My Account" tab. 4

#### UPDATE

your preference for each item, then click "Save Changes."

TIP: By default, most of the fields in your profile can be viewed by NAIS Members. You have the option to change any field to be viewable to the public, your NAIS Connect contacts only, or just yourself.





