Updating Student Directory Privacy Settings

- 1) Go to the Baylor directory (https://www.baylor.edu/directory/)
- 2) Select Faculty, Staff, and Student Directory, where you'll be prompted to log in with your BearID

BAYLOR Online Directory								
Welcome to Baylor University's Online Directory.								
Public Directory	Faculty, Staff and Student Directory	Faculty Directory						
This directory includes information released to the public by faculty, staff and students. ACCESS DIRECTORY >	A BearlD is required to utilize this limited access online directory.	A valid Faculty or Staff BearlD is required to access this faculty only directory.						

3) Go to Release Settings

BAYLOR Online Directory						
NEW SEARCH	ADVANCED SEARCH	RELEASE SETTINGS	FAQ	LOGOUT		
Faculty, Staf	ff & Student D	irectory	mergency Numbers:	Call Baylor:		
Last Name	First Name		Campus Police, Fire, EMS (254) 710-2222	Main Switchboard (254) 710-1011		
			Baylor Health Center (254) 710-1010	Outside Waco 1-800-BAYLOR-U		
Search People	✓ Faculty/St	taff		(800) 229-5678		
	 Students 					

- 4) Change your information security settings (ex: personal phone number, home address) to the setting you're comfortable with. Info Release Settings
 - a. General means anyone online can see it
 - b. Faculty, Staff, and Students can see the info after logging in with their BearID
 - c. Private means nobody can see your info
- 5) Click Update Settings at the top of the page

General Public

Available to the world.

Faculty, Staff and Students Viewable by anyone with a Bear ID.

Faculty and Staff

Only available to faculty and staff.

Private

Completely restricted.

How to edit your information

Updating your campus P.O. Box, office location, phone number, or other information can be completed using BearWeb or by emailing Human Resources at askHR@baylor.edu.

