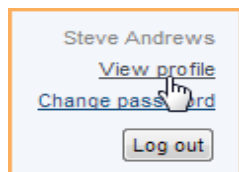# Cooperative Professionals Guild

How to Update Your Member Profile and Change Your Privacy Settings.

Here are two quick ways to learn how to update your member profile and change your privacy settings:

1. Watch WildApricot's [Self-Service video on YouTube:](#) minutes 3:34-5:15.

2. Read the following edited excerpts from WildApricot's New Member Guide.
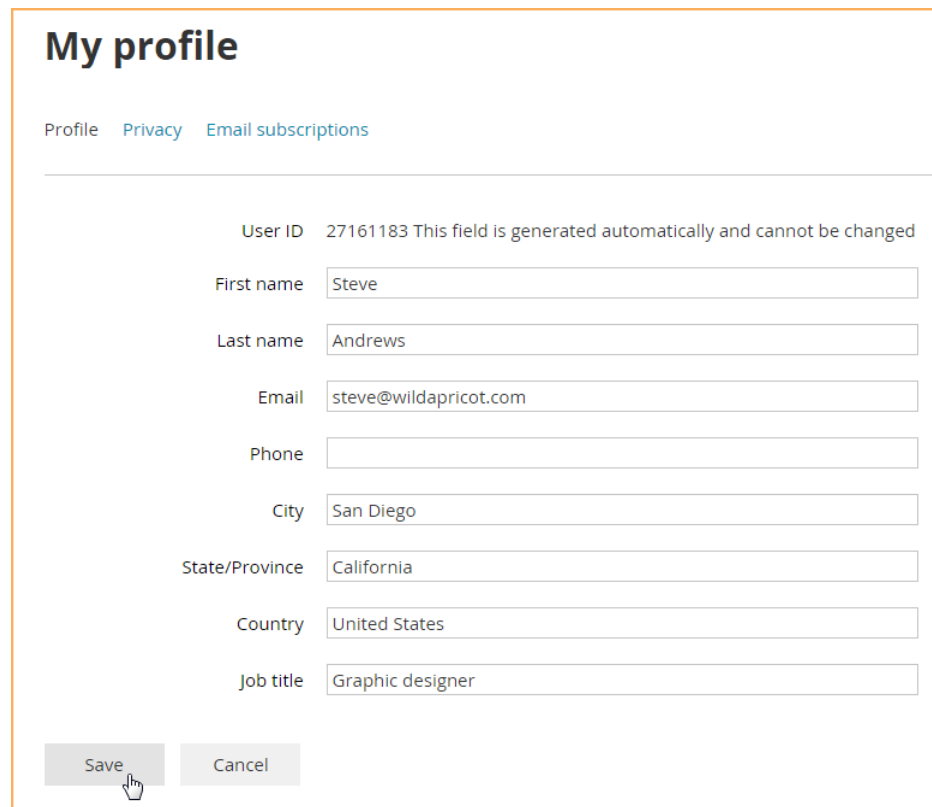
Updating your profile

Depending on how your Wild Apricot site is set up, information about you may be visible to other members or the general public on member directories, forum posts, and blog entries. You update your personal information from your member profile and control what information is visible to other members and the public.

 Once you are logged into your Wild Apricot account, a link will appear to your member profile. Depending on how your Wild Apricot site was set up, the link will appear as your name or as **View profile**.

From the **My profile** screen that appears, click the **Edit profile** button to update your personal information.

After you've made your changes, click the **Save** button to save them.

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Changing your privacy settings

You can control which information from your member profile will appear to the public and other members on member directories, forum posts, and blog entries, and whether your member photo albums (if enabled) are visible to other members and non-members. Your Wild Apricot site administrator can choose your initial privacy settings, and optionally, lock them so you can't change them.

To change your initial privacy settings, click the **Privacy** tab within your member profile then click the **Edit profile** button.

To change the privacy level for an item, click the circle under the appropriate column to limit access to anybody, members only, or no one.

If you uncheck the **Show profile to others** option, you won't appear in any member directories.   Once you are finished changing your privacy settings, click the **Save** button.