

# Want to change your profile privacy settings?

For personal assistance, please feel free to contact the MLA Web Team at [webeditor@musiclibraryassoc.org](mailto:webeditor@musiclibraryassoc.org)

Go to [musiclibraryassoc.org](http://musiclibraryassoc.org), enter your MLA **username and password** in the left sidebar, and click the “**Sign In**” button. Once signed in, click the “**Manage Profile**” link found in the left sidebar.

The screenshot shows the MLA website header with the logo and navigation links: Home, Our Profession, Our Organization, Get Involved, For Members, Publications, Support MLA, and Help. Below the header is a search bar and a sidebar with the heading "MY PROFILE". The sidebar contains a list of links: Profile Home, Manage Profile (highlighted with an orange box), Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer a Friend. The main content area shows the profile for "Roberta FakeName" with tabs for Feeds, Wall, and Bio. The "Bio" tab is selected, and the profile information is visible, including a placeholder for a profile picture and a "Post" button.

On the Manage Profile page, click “**Edit Bio**”.

The screenshot shows the "Manage Profile" page. At the top, there is a "Profile Home" link. Below that is the "Information & Settings" section. The "Edit Bio" option is highlighted with an orange box. It includes a person icon and the text: "Edit Bio. Update your information and choose privacy settings for individual fields." To the right of the "Edit Bio" option is the "Preferences" option, which includes a clipboard icon and the text: "Preferences. View and manage preferences and notification settings for your account."

Here you can edit any information in your profile or make changes to privacy settings. To change a privacy setting, **click on the icon next to the name of the field.**

The screenshot shows a profile editing form with the following fields:

- Address: 123 Madeup Street
- Address Cont.: Apt 42
- City/Town: Pretend Town
- Country: United States
- State: California
- Postal Code: 90210
- Phone: 789 555-0123
- Mobile: 789 555-1234
- Organization: Nonexistent Library
- Your Title: Fictional Music Librarian

The 'Mobile' field is highlighted with an orange box. A dropdown menu is open below it, showing two options:

- Members Only (Visible Only to Members)
- Private (Not Visible in Profile)

The 'Professional Information' section is highlighted with a dark grey bar. An orange arrow points from a text box to the 'Members Only' option.

**You can choose between Private (visible only to site admins) and Members Only (visible to members).**

Then scroll down and click **Save Changes**.

For more information on ways to use our new site, please see our help menu on the new MLA website.