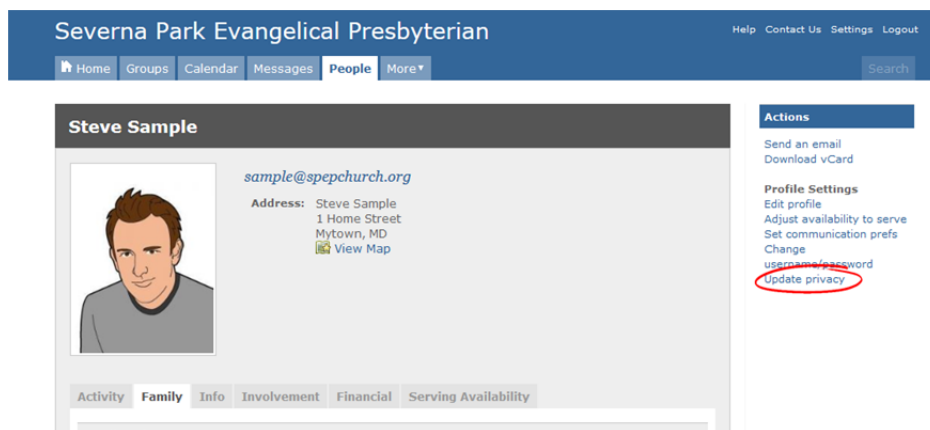


Choosing Your Privacy Settings

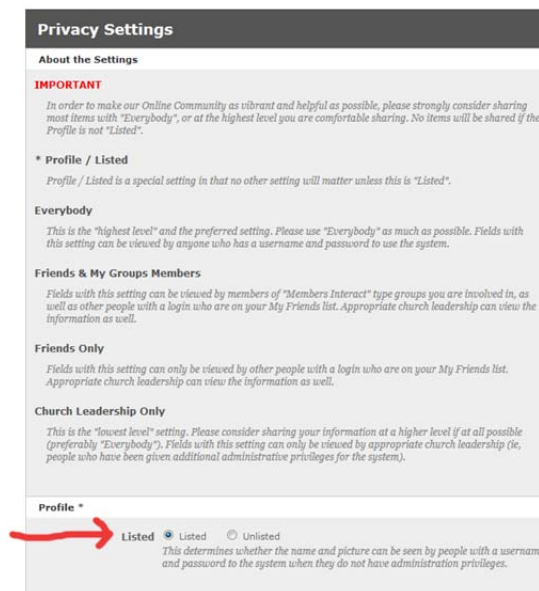
The default settings allow others at SPEP to see your name, photo and birthday. However, as an added layer of protection, children under the age of 16 are only visible to church staff and approved child work volunteers.

You can change your own privacy settings in SPEPconnect.


- 1) To do this, click on "update privacy" from the actions menu to the right on your profile page.



- 2) This will take you to a screen that describes the different choices for who can see your information. The first things you can change is being listed or unlisted in SPEPconnect. It is recommended that you leave this setting on "listed" so that others at SPEP can find you.



- 3) The next thing you can do is decide what you would like others to be able to see. You can make your address, phone number, etc. able to be viewed by any of the choices on the first screen. The default selections will be displayed on the screen; you can make the necessary changes by clicking the drop down menus of each choice.

Main	
Birthday Month & Day	Everybody
Gender	Everybody
Marital Status	Everybody
Anniversary	Everybody
Allergies	Church Leadership Only
Custom Fields	Friends Only
Contact - Phones	
Contact Phone	Everybody
Home Phone	Everybody
Work Phone	Friends & My Groups Members
Mobile Phone	Friends & My Groups Members
Pager Phone	Friends Only
Fax Phone	Friends Only
Emergency Phone	Friends Only
Contact - Email	
Email	Friends & My Groups Members
Contact - Address	
Mailing Address	Friends & My Groups Members
Work Address	Friends Only
Home Address	Friends Only
Other Address	Friends Only
Other	
My Fit Info	Friends Only
Plugged In Info	Friends Only
	
Cancel or Save	

- 4) Once you are finished, click "Save" at the bottom of the screen.

Still need to logon for the first time and don't know how? [First time login](#)

Ready to login and change your privacy settings? [SPEPconnect login](#)