DIGITAL MEASURES: HIDE YOUR PROFILE

This tutorial goes over how to hide activity from your public profile, but still allow deans and reviewers access to review your work.

http://www.help.pace.edu   **PLV:** 914 773 3338   **NYC:** 212 346 1583

1. Open a browser (e.g., Firefox, Internet Explorer) to
    https://appsrv.pace.edu/DigitalMeasures/

2. Enter your Pace credentials and click **Login.**

Please Sign In Below

Username: vg56582p
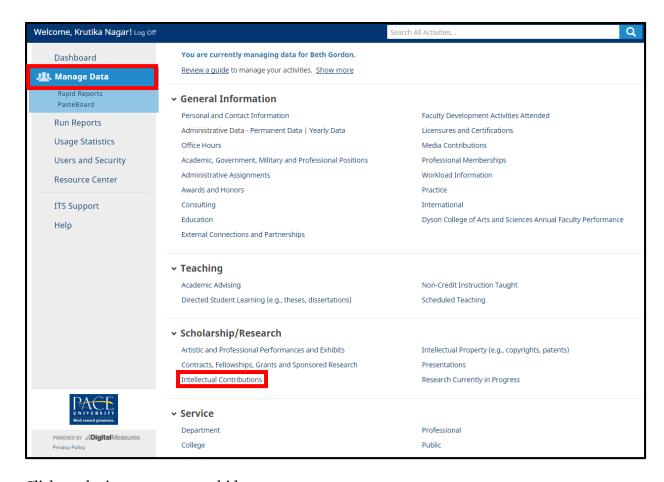Password: ●●●●●●●●●●

Login

3. Click the, **Manage your Activities** tab on the sidebar and click on the section you want to hide. For example, **Awards and Honors**.

    If you are hiding an article, book, or other publication, these can be entered as **Intellectual Contributions** under the Scholarship/Research heading.
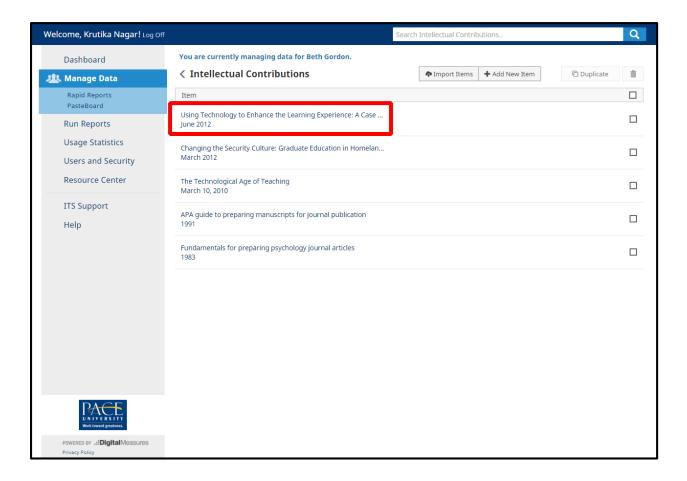
Last Updated:

Jan 14, 2015

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4. Click on the item you want to hide.

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5. Select **Hide from profile** from the drop box of web display duration.

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6. Click **Save**