1. Change your profile photo or video by:
   a. Going to your profile tab and tapping Edit Profile
   b. Tap Profile Photo or Profile Video
   c. Take a new picture or upload an ‘Avatar’ for your gallery

2. Manage your privacy and safety settings - Navigate from profile page by:
   - Clicking.
   - Under settings and privacy select:
     a. Manage account –
        To view and manage account settings that will help keep your account secure under Account Information.
        i. Check to make sure your phone number and email address are correct.
        ii. Add, change, or reset your password to your account - Use a passphrase if possible and do not save your password on TikTok.
        iii. To Delete your account select delete and continue.
b. **Privacy** – Navigate through this section to edit, adjust, restrict, or disable activities that enable users and followers all to have access to or track your moves on TikTok.

   i. **Discoverability**
      
      a. **Set your account to Private mood** - to allow only people you approve to follow you and view your videos. Existing followers will not be affected.
      
      b. Choose whether your profile can be suggested to users interested in accounts like yours by disabling your ‘**Suggest your account to other users**’ button.

   ii. **Personalization and data**

   iii. **Safety** – Set options to **Friends, Only me, No one** or **Off** for the following:
      
      a. Allow videos to be downloaded – **Off**.
      
      b. Who can send you direct messages - **Friends**
      
      c. Who can Duet your Videos – **No one or Only Me**
      
      d. Who can comment on your videos - **Friends or No one**
      
      e. Who can view your liked videos – **Friends or Only me**
      
      f. You can block accounts you do not want to interact with.
c. Navigate through this section to:
   i. set up your two-factor authentication.
   ii. Disable any saved login information.

3. Manage your videos.
   a. **Delete a video** – if you mistakenly posted it or do not want followers to view it anymore by:
      - Opening the video, tap the Share icon, and tap Delete.
   b. **Set your video to private.**
      i. if you have already uploaded the video by:
         o Tapping the Share icon and tapping **Who Can View This Video > Private**
      ii. If you are about to post a video by:
         o Tapping **Who Can View This Video > Private**.

4. If you need to **Delete or Remove** someone who follows your TikTok account,
   - Go to your Profile tab.
   - Tap Followers.
   - Tap the follower you wish to remove.
   - Tap on in the in the top right corner of the profile page.
   - Select Block.
THINGS TO REMEMBER

- MAKE YOUR ACCOUNT PRIVATE – TikTok account is accessible to the public; therefore, anyone can view your profile, videos, and stories and comment on them. To allow only approved followers to be able to view your posts, set your account to private.
- SET YOUR VIDEOS PRIVATE – Individuals you follow or have direct conversations with can by default see your posted videos. Change the accessibility of your videos to private!
- DELETE FOLLOWERS - Delete individuals or followers from your friends list if you no longer want them to see your activities or posts by blocking them.
- RESTRICT DIRECT MESSAGING AND SHARING - If you don’t want to everyone to message you, view or react to your shared videos.
- TURN OFF VIDEO DOWNLOADS – If you do not want your posted videos to be downloaded by individuals, you can stop this by disabling the allow feature.

USEFUL LINKS

A Parent’s Guide to Internet Safety
www.fbi.gov/stats-services/publications/parent-guide

Wired Kids
www.wiredkids.org

Microsoft Safety & Security

OnGuard Online
https://www.consumer.ftc.gov/features/feature-0038-onguardonline

TikTok Help
https://support.tiktok.com/en/account-and-privacy