Managing Your Online Reputation

*What comes up when you search yourself?*

**Step 1: Google yourself.**

What comes up? Are you okay with all the pictures and information that appear?

**Step 2: Create a Google Profile.**

This allows you to manage the information that people see such as your bio, contact details and other information.

**Step 3: Remove unwanted photos and content**

So you searched yourself and found a picture you definitely do not want out on the web - now what? First determine whether you control that content or if someone else does. Maybe you have to track down that Myspace password from 10 years ago and delete it from there. If someone else owns it, you may have to go through a few more steps such as contacting the webmaster. Check out your options on Google [here](#).

**Facebook**

**Step 1: Require approval of all posts you are tagged in.**

This allows you to choose what posts and pictures show up on your timeline. Note: This does not prevent them from showing up on Facebook, but it does keep them off your page.

To do this, login to Facebook, then click on “Settings”, then click “Timeline and Tagging”. Here you’ll find a few different options about who can post on your timeline and who can see it. You’ll see “Review posts friends tag you in before they appear on your Timeline?” – click “Edit” and then “Enabled”.

**Step 2: Review Your Privacy Settings**

Look through the privacy options of Facebook.

Here you can choose who can see your posts, who can see your friend list, who can look you up and much more. Decide how public or private you want your profile to be.
Instagram

Step 1: Make Your Account Public or Private

Decide whether you want your Instagram to be Private or Public. Private means you have to approve who can follow you. Public allows anyone to follow you. You can change this under “Options”, which is the circular gear shop in the top right corner – then you can turn “Private Account” on or off.

Step 2: Remove Unwanted Photos From Your Profile

To do this, go to the photo you are tagged in and click on the three dots (…) in the top right corner of the post. Then click “Photo Options”. Here you can choose to allow this to show on your profile or be hidden from your profile. If you do not want to be tagged in the photo, click “More Options” and click “Remove Me From Post”. This will untag you from the photo.