



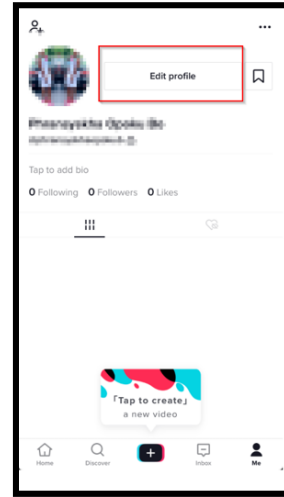
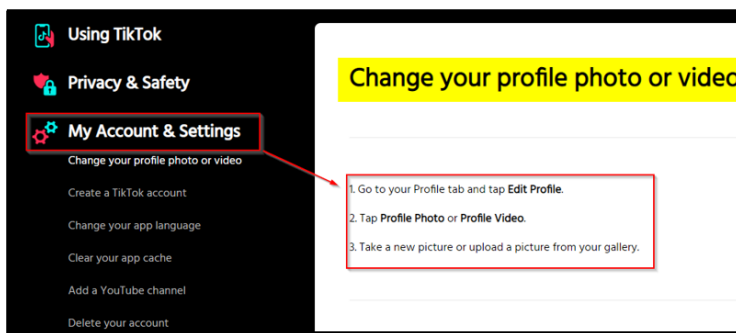
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ACCOUNT & SETTINGS

1. Change your profile photo or video by:

- Going to your profile tab and tapping **Edit Profile**
- Tap **Profile Photo** or **Profile Video**
- Take a new picture or upload an '**Avatar**' for your gallery



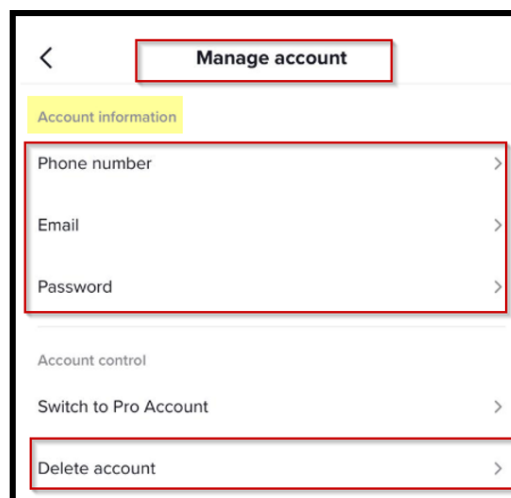
2. Manage your privacy and safety settings - Navigate from profile page by:

- 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**.

- Check to make sure your phone number and email address are correct.
- Add, change, or reset your password to your account - Use a passphrase if possible and do not save your password on TikTok.
- To **Delete** your account select delete and continue.





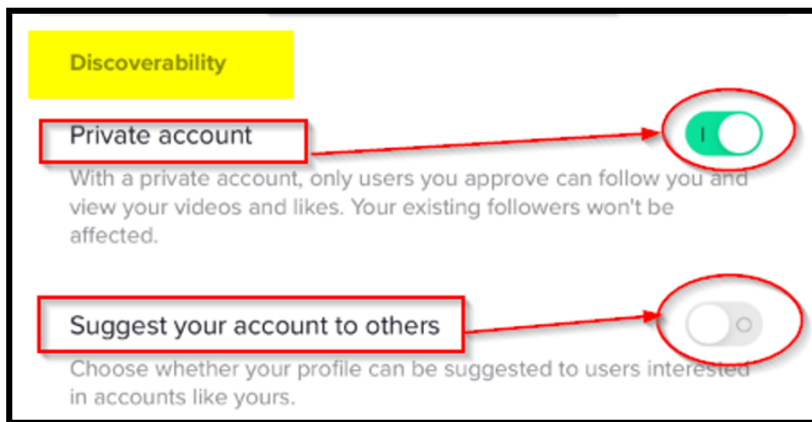
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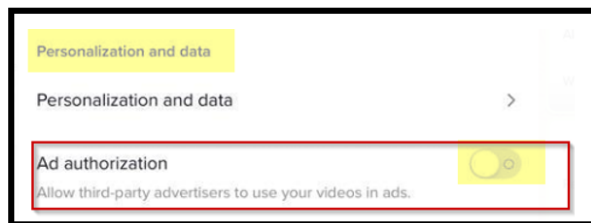
- b. **Privacy** – Navigate through this section to edit, adjust, restrict, or disable activities that enable users and followers all to have access to or track your moves on TikTok.

i. **Discoverability**

- 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.
- Choose whether your profile can be suggested to users interested in accounts like yours by disabling your **'Suggest your account to other users'** button.

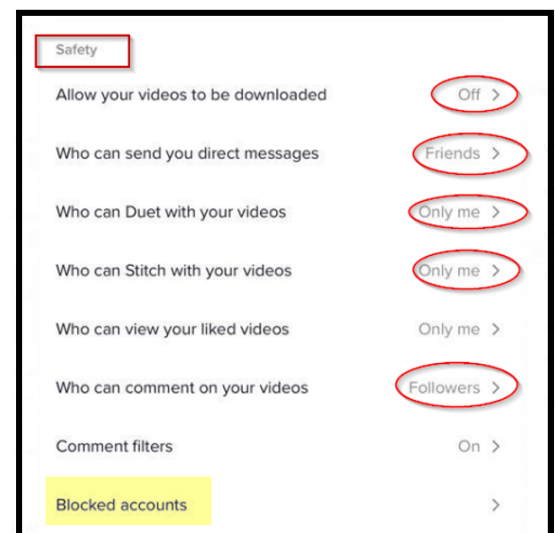


ii. **Personalization and data**



iii. **Safety** – Set options to **Friends**, **Only me**, **No one** or **Off** for the following:

- Allow videos to be downloaded – **Off**.
- Who can send you direct messages - **Friends**
- Who can Duet your Videos – **No one** or **Only Me**
- Who can comment on your videos - **Friends** or **No one**
- Who can view your liked videos – **Friends** or **Only me**
- You can block accounts you do not want to interact with.

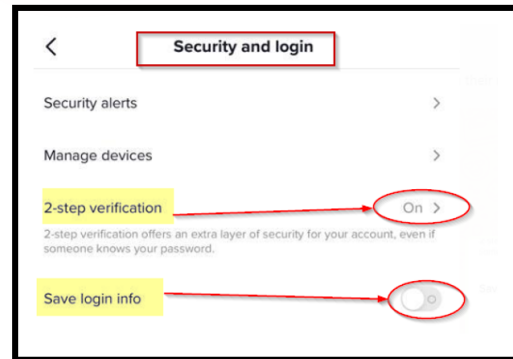




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- c. Navigate through this section to:
 - i. set up your two-factor authentication.
 - ii. Disable any saved login information.

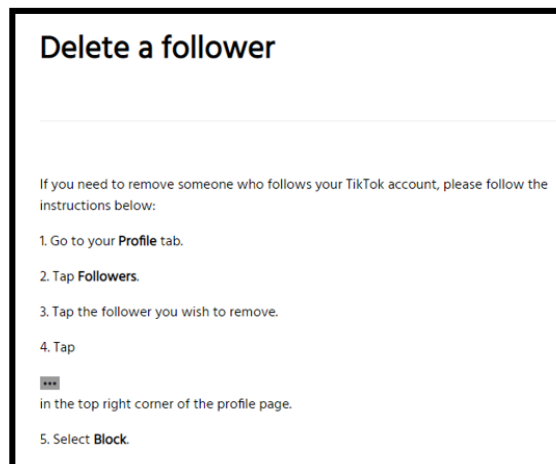


3. Manage your videos.

- 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 **...** and in the in the top right corner of the profile page.
- Select Block.





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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

<https://support.microsoft.com/en-us/help/4091455/windows-protect-privacy-internet>

OnGuard Online

<https://www.consumer.ftc.gov/features/feature-0038-onguardonline>

TikTok Help

<https://support.tiktok.com/en/account-and-privacy>



<https://consumer.sd.gov/>



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