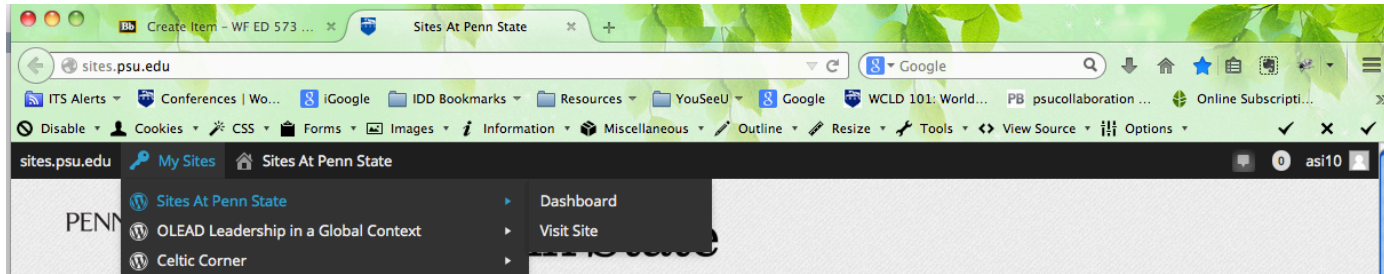
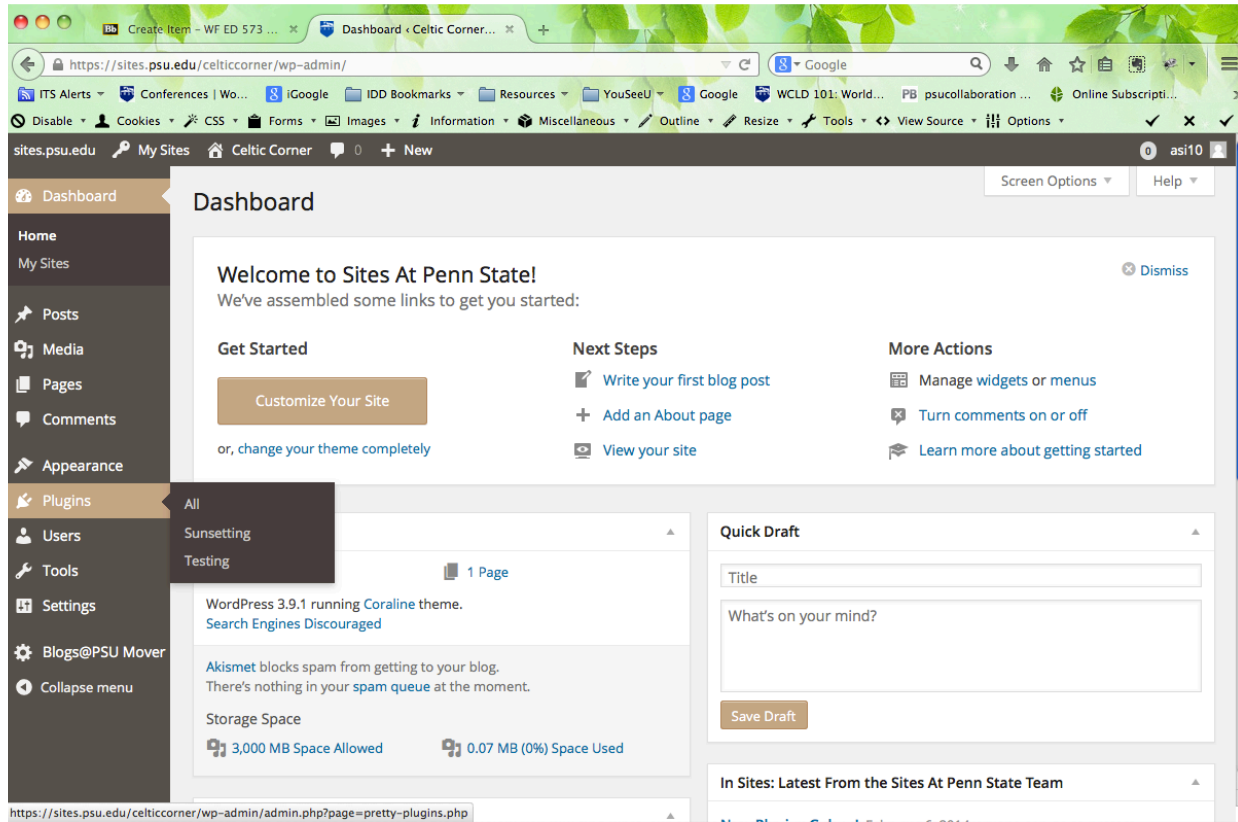


Protect Sites

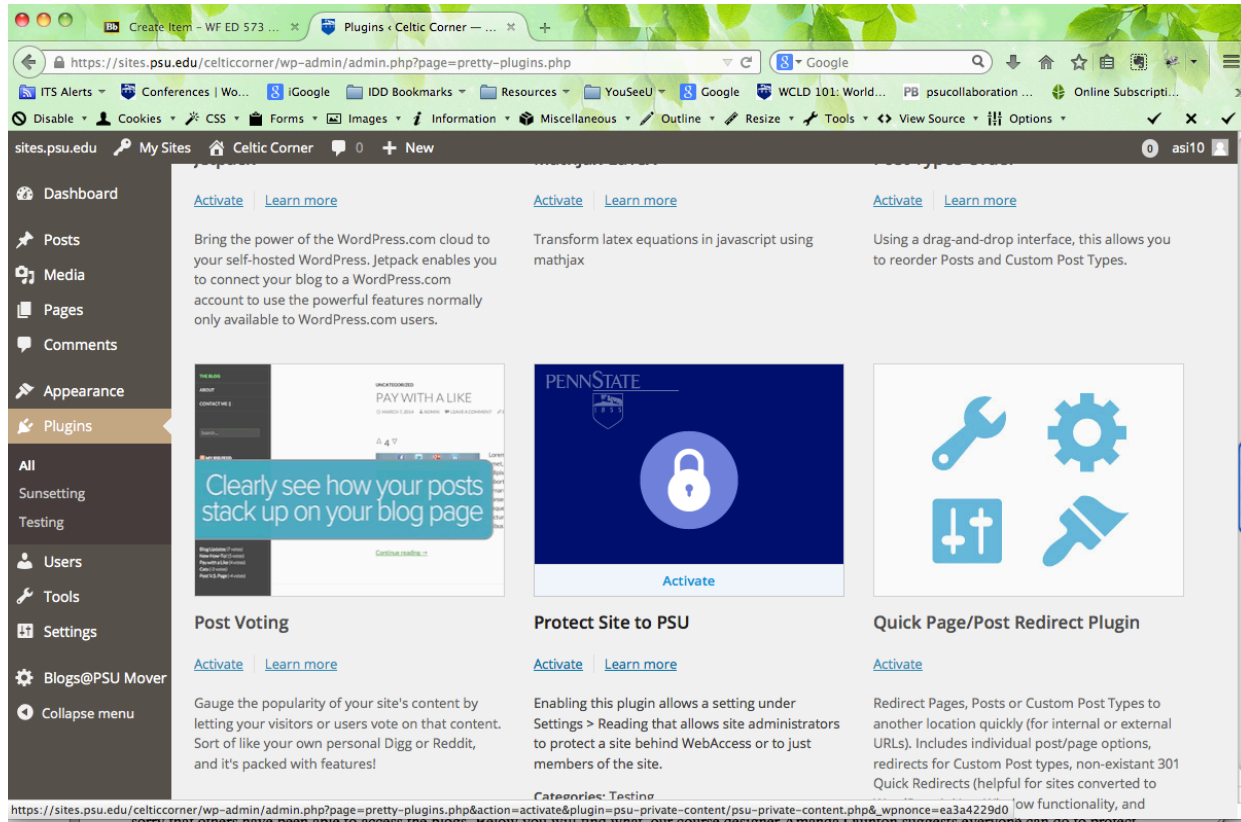
1. Login to <http://sites.psu.edu>
2. Hover **My Sites**, hover over your blog title and click **Dashboard**



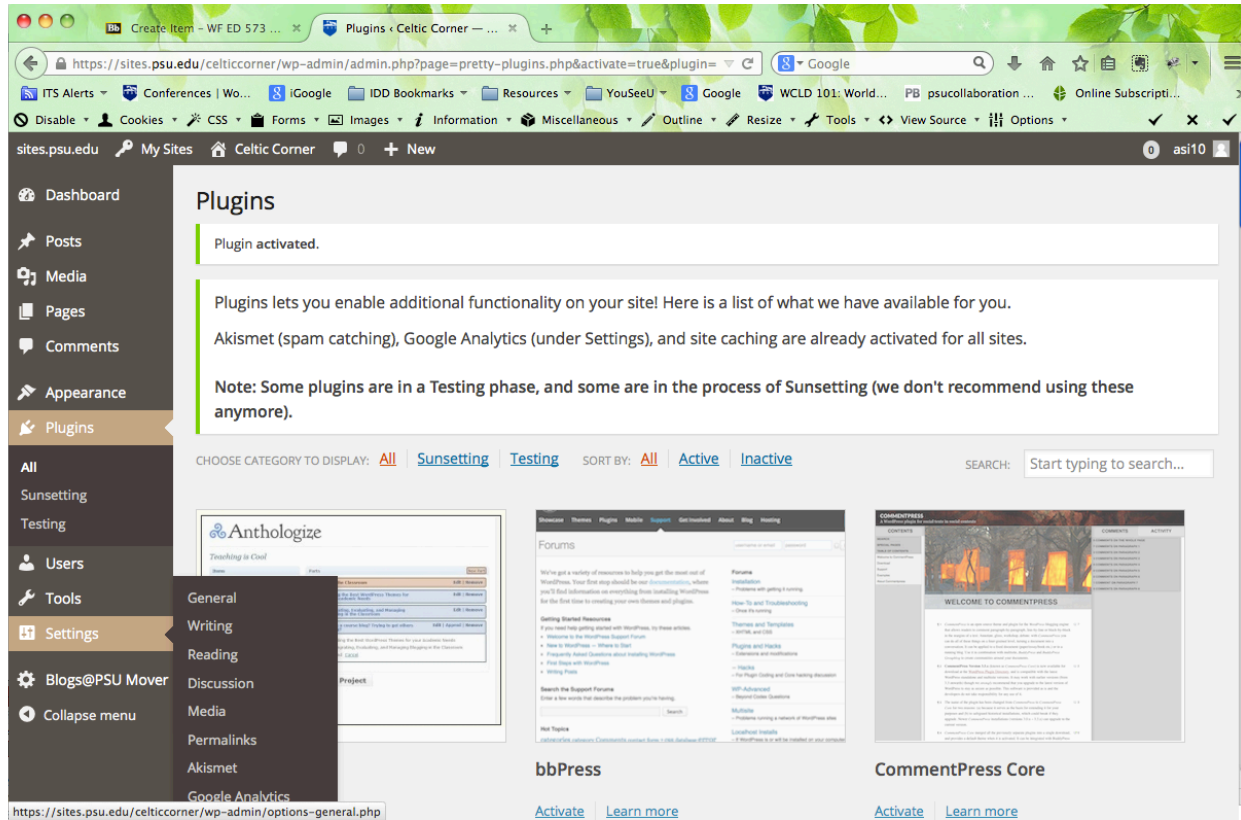
3. Select **Plugins** from the left-hand menu



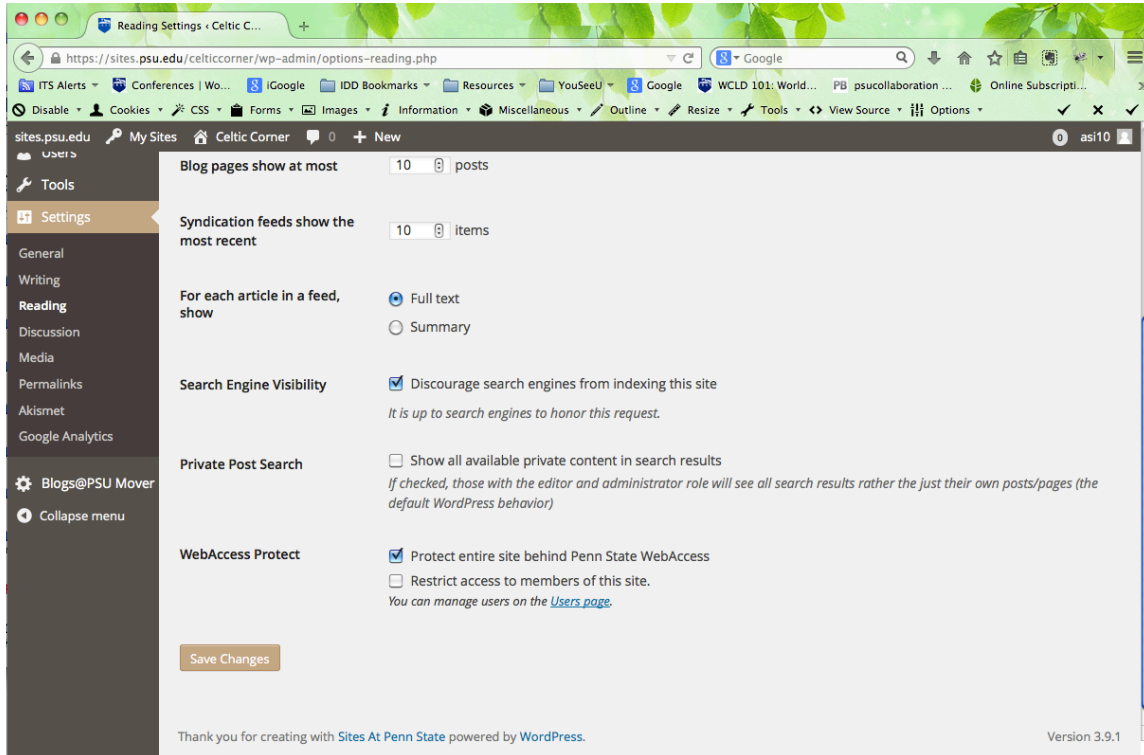
4. Scroll down the Plugins page and select **"Protect Site to PSU to activate"** or Click **"Activate"** under the Protect Site to PSU plugin



5. Click **Settings** in the left-hand menu and select **Readings**



6. Scroll down the Readings page and **check** the checkbox for “**Protect entire site behind Penn State Webaccess**”



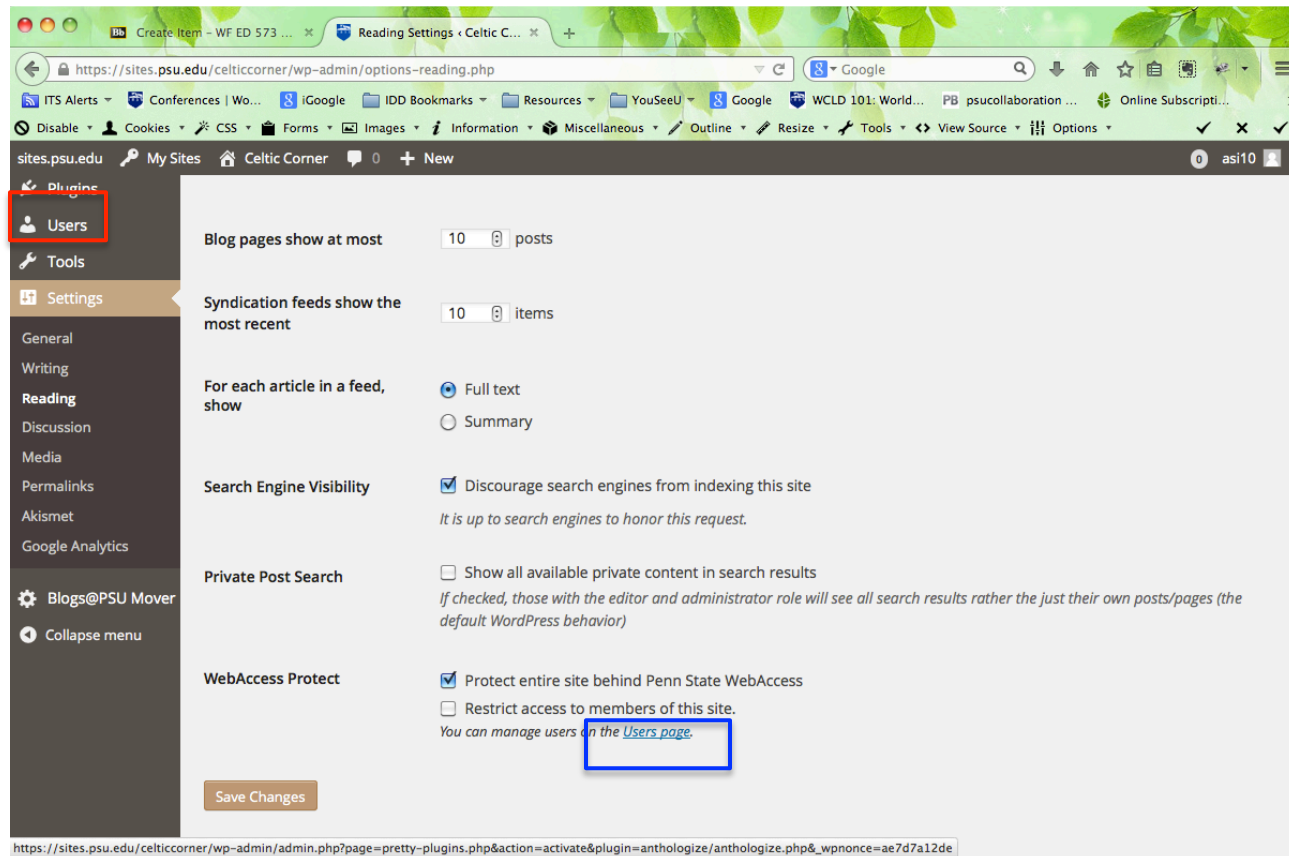
Note: If you check the **Restrict access to member of this site** checkbox, no one will be able to see your blog until you add their user ID within the Users page (instructions below).

7. Click **Save Changes**

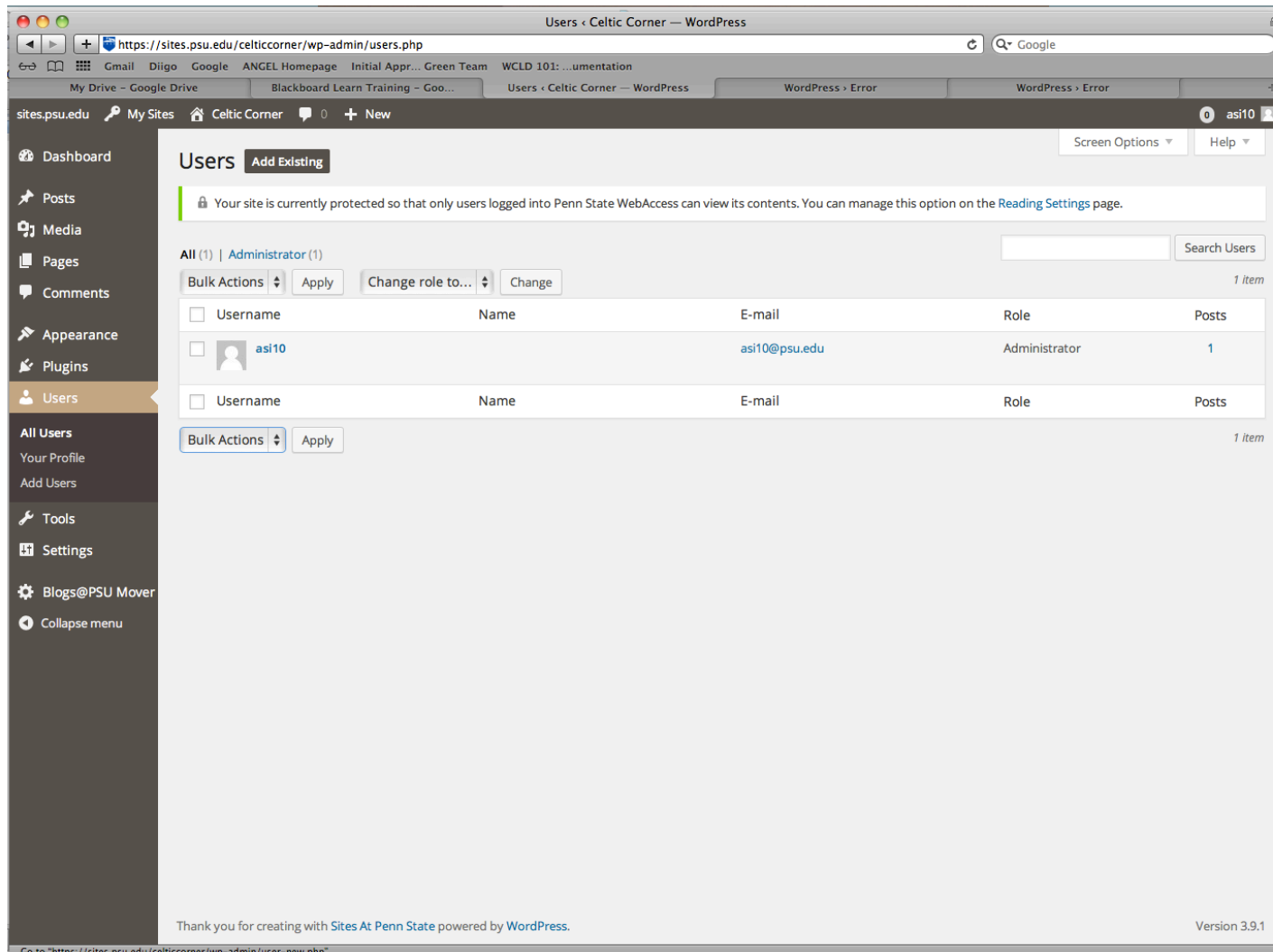
Note: You can tell your blog is protected by going back up to My Site and you will now see a lock beside your blog title.

Add Users

1. Use the **User** page under the WebAccess Proect section of the Readings page or click **Users** in the left-hand navigation



2. Click Add Existing



The screenshot shows the WordPress administration interface for the 'Users' section. The browser address bar displays the URL `https://sites.psu.edu/celticcorner/wp-admin/users.php`. The page title is 'Users - Celtic Corner - WordPress'. The user 'asi10' is logged in, as indicated by the profile icon in the top right corner.

The main content area is titled 'Users' and features an 'Add Existing' button. A notice states: 'Your site is currently protected so that only users logged into Penn State WebAccess can view its contents. You can manage this option on the [Reading Settings](#) page.'

Below the notice, there are filters for 'All (1) | Administrator (1)' and a search box labeled 'Search Users'. There are also 'Bulk Actions' and 'Apply' buttons, and a 'Change role to...' dropdown menu.

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	asi10		asi10@psu.edu	Administrator	1

At the bottom of the page, there is a footer that reads: 'Thank you for creating with [Sites At Penn State](#) powered by [WordPress](#). Version 3.9.1'.

3. Type the **User IDs** into the text field (separate by commas, spaces or new lines), verify that the **Subscriber** role is selected and click **Add User**.

