Protect Sites

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



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

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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

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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



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**.

