Protect Sites

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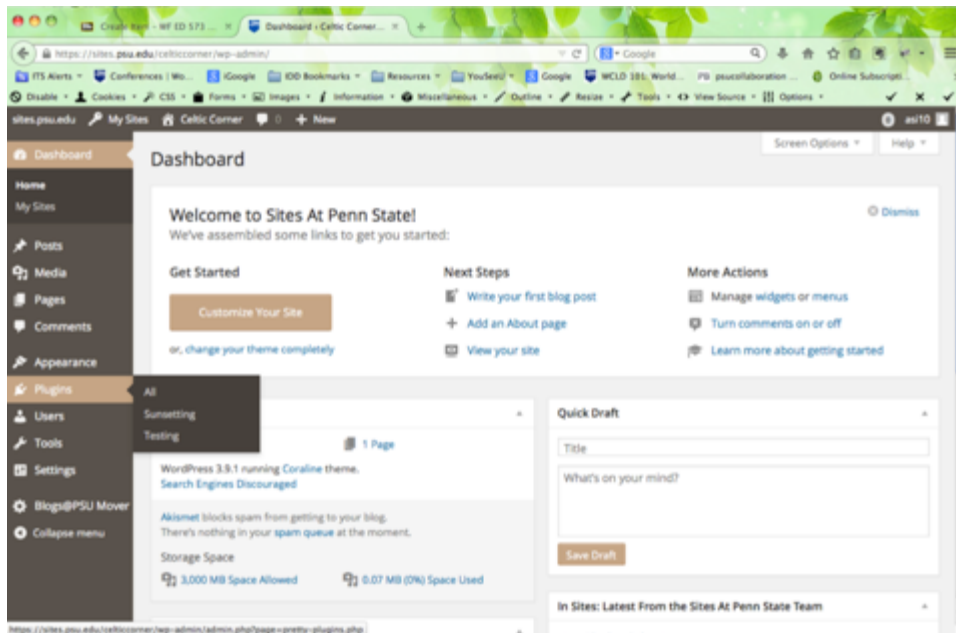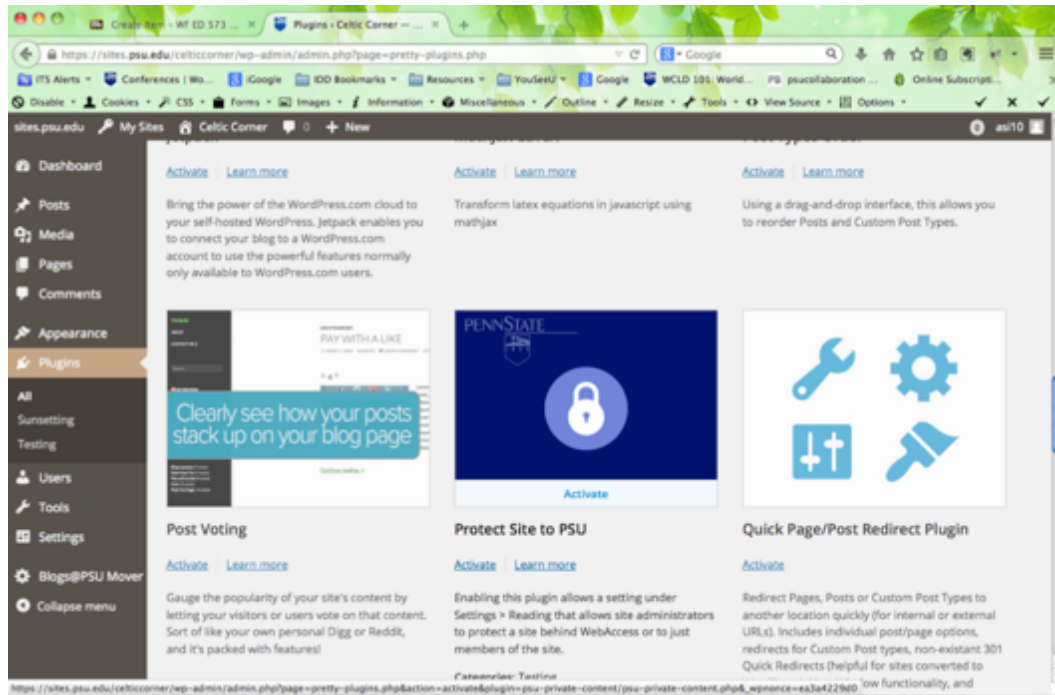
2. Hover **My Sites,** hover over your blog title and click **Dashboard**
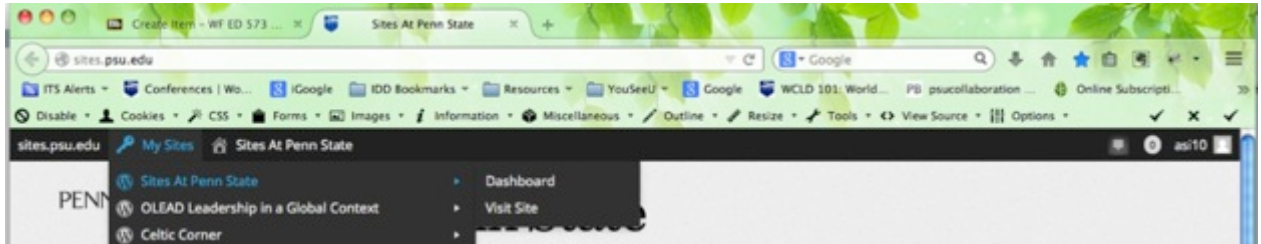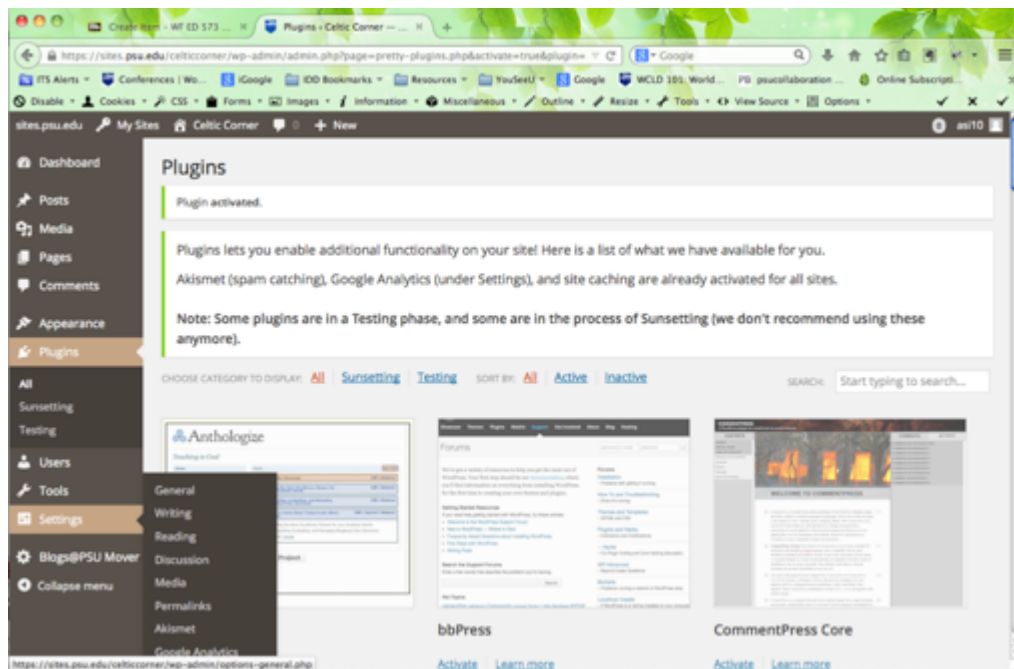

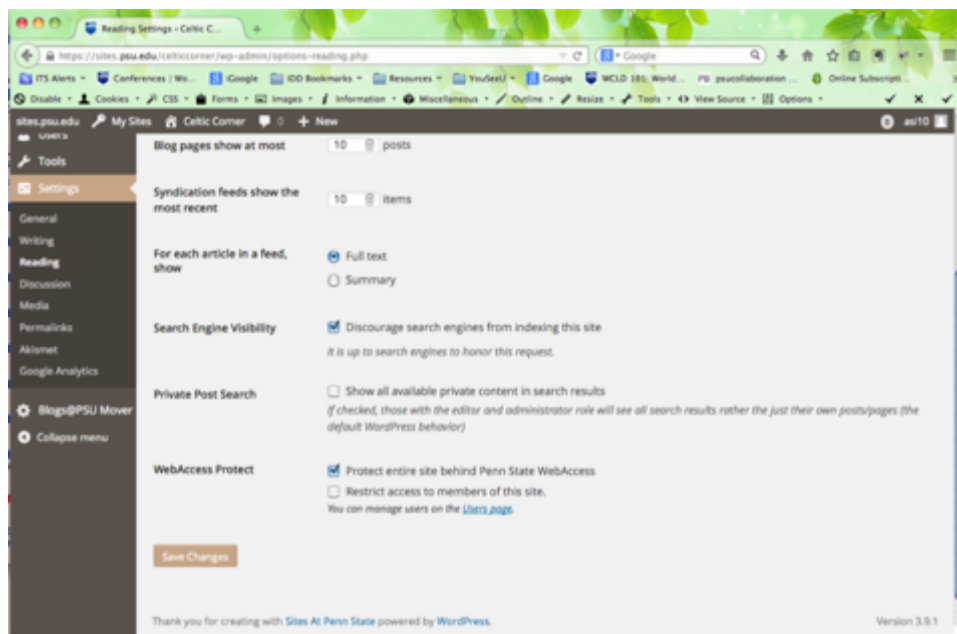3. Select **Plugins** from the left-hand menu

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).
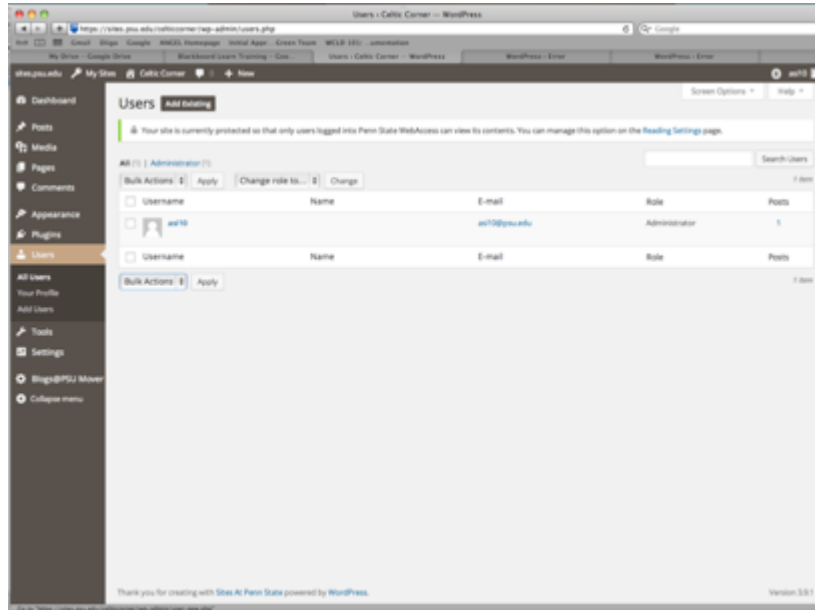
7. Click **Save Changes**

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.

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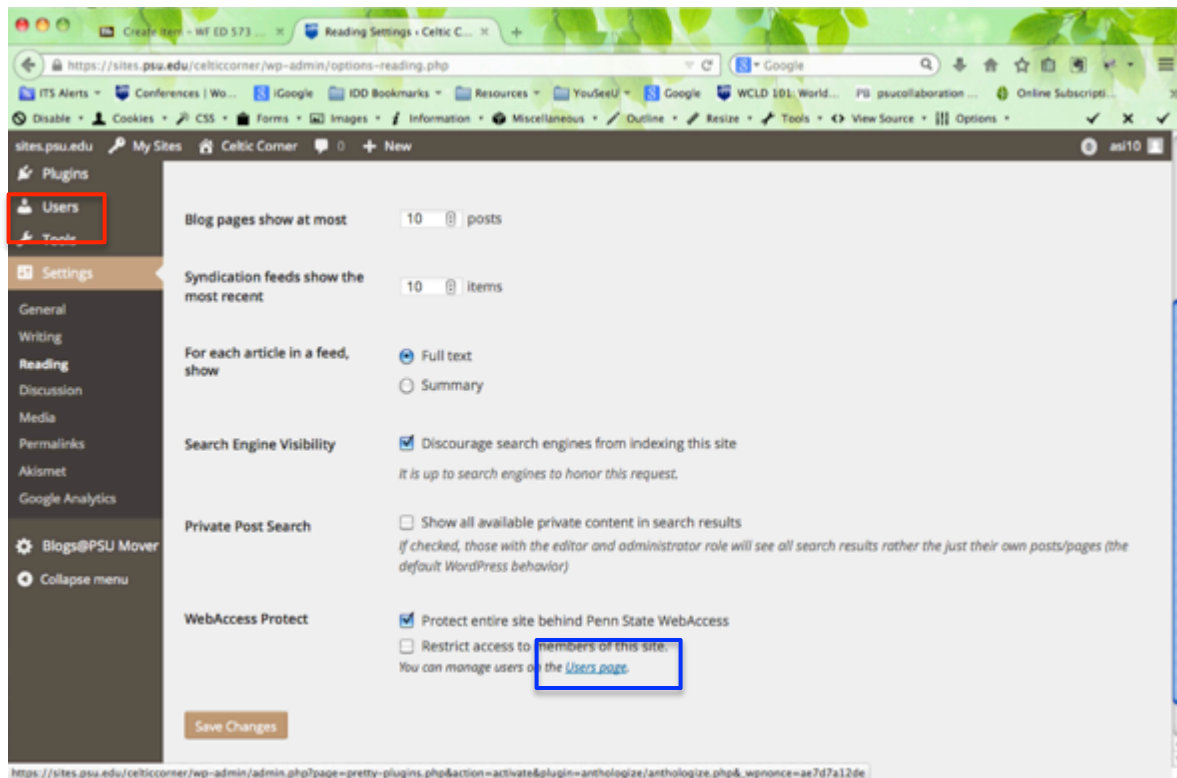
2. Click **Add Existing**

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.**