

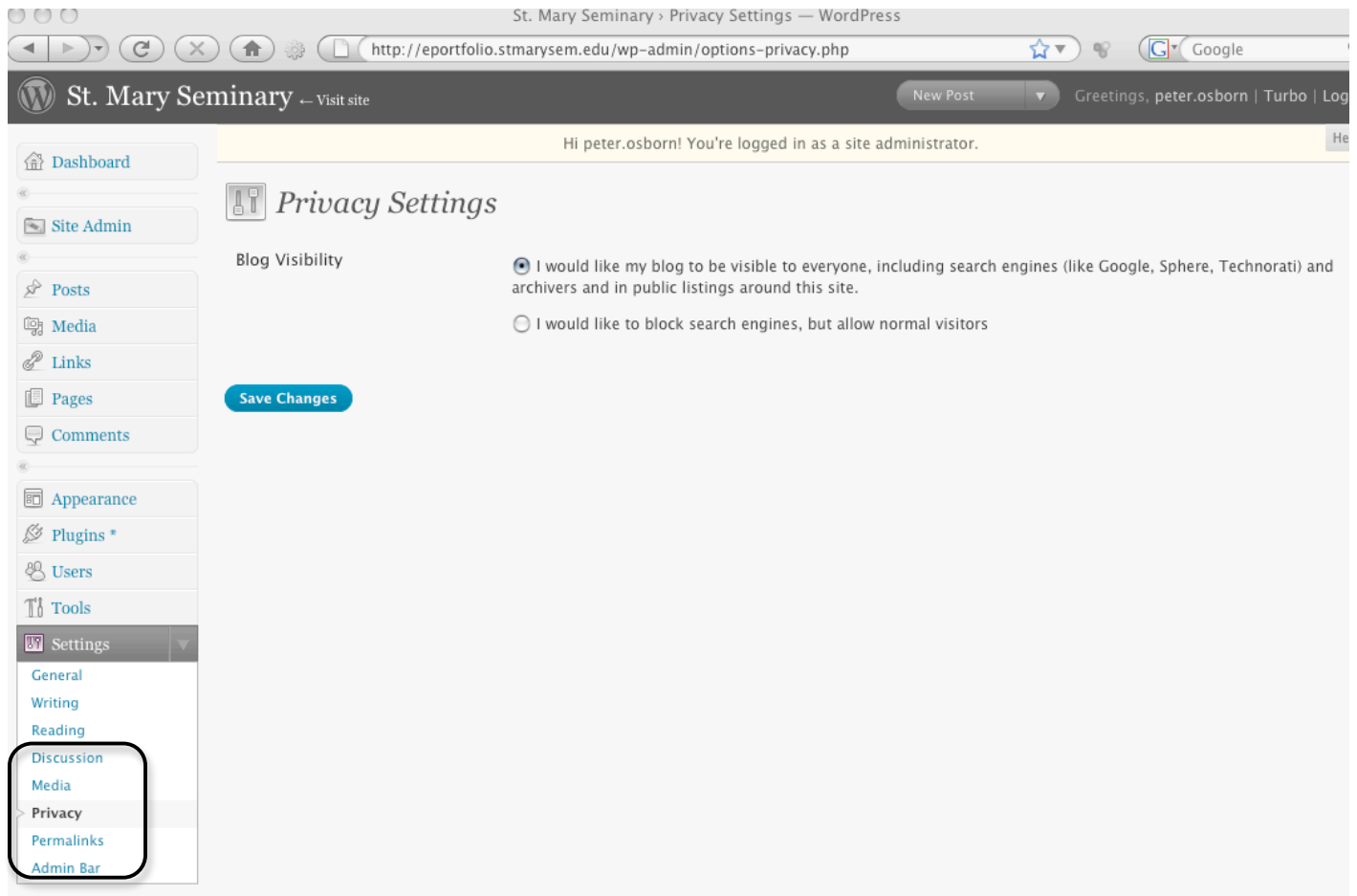


St. Mary Seminary & Graduate School of Theology
Diocese of Cleveland

E-Portfolio Help Document: Privacy & Passwords for Pages

E-Portfolio Privacy

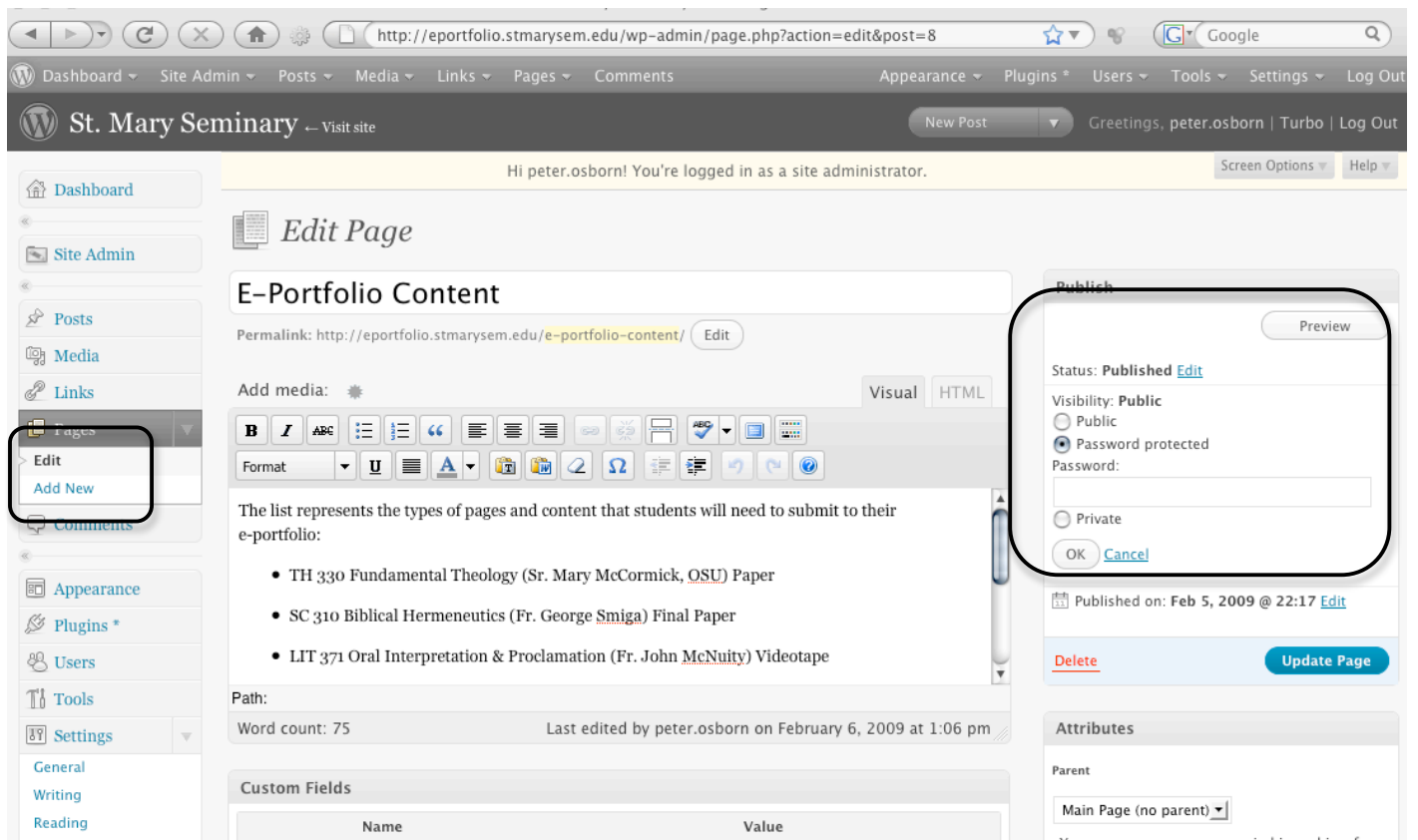
Step 1: From within your e-portfolio click on the “Settings” link on the left hand side of the screen to open the settings dropdown box. Click on the “Privacy” link and then select the radio button that best represents the privacy setting that you would like. If you don’t want search engines like Yahoo and Google to find your eportfolio select the second option and then click “Save Changes”.



Password Protection for Individual Pages

Step 1: Click on the “Pages” link on the left hand side of the screen. Next identify a page that you would like to password protect and click that page or the “Edit” link under the page title.

Step 2: Click the “Edit” link on the right hand side of the screen by the “Visibility: Public” line. When the options drop down click the radio button labeled “Password Protected”. Type any password you want in the text box and click the “OK” link. You page will now be password protected. Note: If you try to access the page when you are logged into your e-portfolio you will not be prompted for the password because you are already logged in as the administrator. If you want to test the password protection first logout of your e-portfolio and then re-visit it as a guest to see how the password protection function works.



The screenshot displays the WordPress administration interface for the 'eportfolio.stmarysem.edu' site. The user is logged in as 'peter.osborn'. The main content area shows the 'Edit Page' screen for the page titled 'E-Portfolio Content'. The page content lists three items: 'TH 330 Fundamental Theology (Sr. Mary McCormick, OSU) Paper', 'SC 310 Biblical Hermeneutics (Fr. George Smiga) Final Paper', and 'LIT 371 Oral Interpretation & Proclamation (Fr. John McNulty) Videotape'. The 'Publish' panel on the right is open, showing the 'Status: Published' and 'Visibility: Public' options. The 'Password protected' radio button is selected, and a password field is visible. The 'OK' button is highlighted. The 'Pages' menu on the left is expanded, and the 'Edit' link is circled.