

# How to Password Protect Your e-Portfolio

This feature allows users to keep their e-Portfolios private and allows for select individuals and groups who do not have Digication credentials to use a simple password to gain access. Please follow the steps below to password protect your e-Portfolio.

1. Go to **"Permissions"** section in the settings of your ePortfolio; choose either:
  - a. **"Private within CUNY LaGuardia Community College"**; if you want your ePortfolio to show in the LAGCC ePortfolio directory, click **"Show in private school directory."**
  - b. **"Public Viewable by anyone and searchable by google and other search engines;"** if you want your ePortfolio to show in any public directory or search engine, click **"Show in public directory and search engine results."** (See images 1.1 and 1.2)

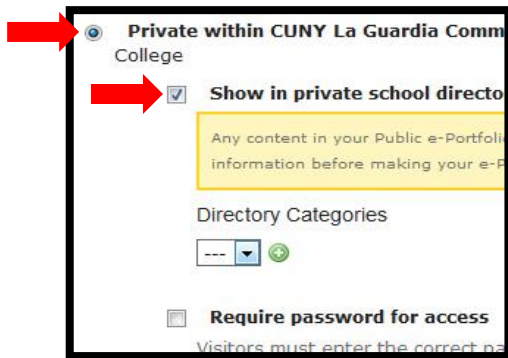


Image 1.1

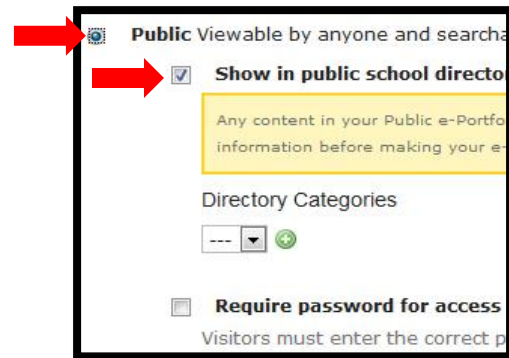


Image 1.2

2. Click on **"Require a password for access,"** this will give you a field to type in a password of your choice. (See images 1.3 and 1.4)

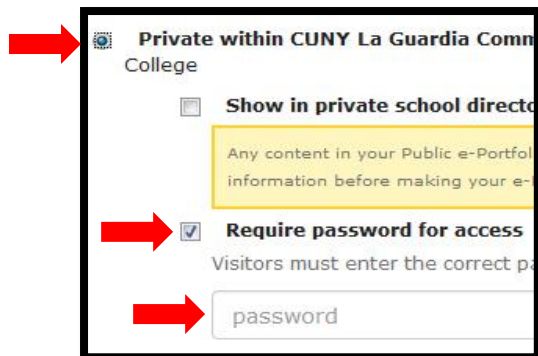


Image 1.3

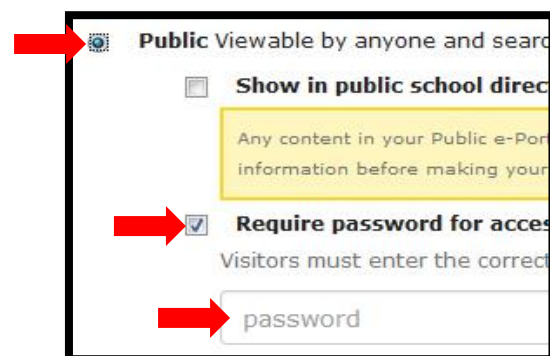


Image 1.4

3. To share password protected ePortfolios within LAGCC, ask the viewer to log in the system, click the link for the ePortfolio and enter the password you created. For publicly shared ePortfolios, give the ePortfolio link and the password to anyone you want to share your ePortfolio with. Ask them to enter the password you've provided in the field below and click **"Submit"** to view its content. (See image 1.5)



Image 1.5