

Access Keys

Description

Access Keys are tools you can use to manage content and control permissions for your Epsilen ePortfolio Web site, including access to contact information and file collections. You may create a different Access Key for groups of visitors to your site, or even for an individual viewer. For any individual file you maintain on your Epsilen ePortfolio Web site, you may choose to allow the public to view, selected visitors to view, or no visitors to view.

Purpose

By using Access Keys, you can maintain your privacy by restricting who may see personal information, such as a private phone number, your address, other contact information, and you can limit access to your files, photos, Blog entries, or any other file you store within your Epsilen ePortfolio. You may wish to grant Access Keys to prospective employers or others you would like to network with for collaboration so they can contact you.

Key Name	Key Code	Action
Public		
Employer		
Faculty		
Advisor		
Epsilen		
Institution		
Friends	1234	
Family	5678	

Figure 1

Definitions

Add New Access Key allows you to add a new Access Key for restricting public access to your ePortfolio content such as Showcase, Resume, QuickLinks, Pictures/Videos, etc.

Edit: Clicking the button allows you to edit an Access Key that you created.

Delete: Clicking the button allows you to delete an Access Key that you created.

Adding a New Access Key

To Add a New Access Key

1. Click the **Add New Access Key** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the Random button.


3. When you have finished filling out the information, click the **Add** button. You will be returned to the **Access Keys** page where you will see a new entry for your new Access Key.

Figure 2 displays the **Add Access Key** screen.

Figure 2

Editing an Access Key

To Edit an Access Key

1. Click the  button for an Access Key.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the Random button.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Access Keys** page where you will see a modified entry for your Access Key.

Figure 3 displays the **Edit Access Key** screen.

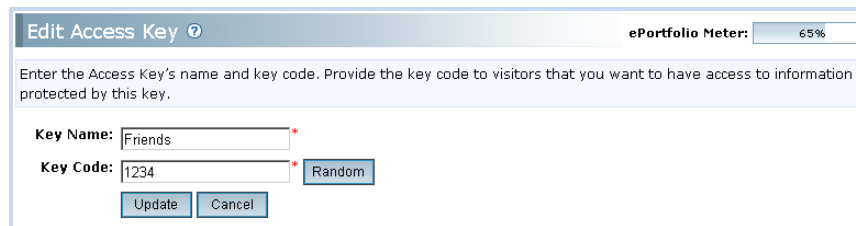


Figure 3