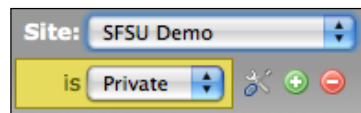


5. MANAGING VISITORS TO YOUR PRIVATE SITE

Site Status: If you decide to make your eFolio site private, then you must invite visitors to view your eFolio using the Visitors menu in the Accounts Tab.

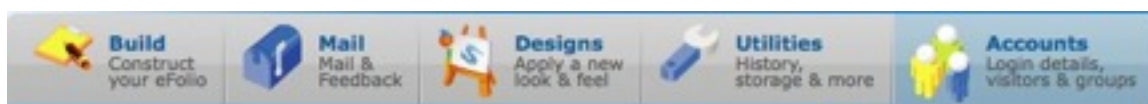
1. Click on the **Build** tab.
2. On the right hand side, select the site name from the SITE drop down menu.
3. Choose Private as the status in the drop down menu underneath the site name.



Adding Visitors to Your Site

1. Click on the **Accounts** tab on the far right.
2. To add a Visitor, click on **Visitors menu** in left hand tool bar.

Once you click on Visitors, an “Add New” link will appear underneath the button and a list of any existing contacts in your content panel. Click on the Add New and a Contact dialog will appear. Enter in the first and last name and email address of the Visitor in the Content dialog. When completed, click OK at the bottom of the dialog.



Contact

First Name

Dental Hygiene

Middle Init

Last Name

Faculty

Email

dh@foothill.edu

Salutation

Primary Phone

Fax

Mobile Phone

Pager

Web Site

Brief Text

Full Text

Address 1

Address 2

City

State

Country

Zip

Organization

Contact Title

Contact Type

Ok

Cancel

The Visitor dialog window will now appear and you can select the site(s) of which you want make available to the visitor. Click the checkbox next to the site. After selecting the sites, click on the Save button (not shown) at the bottom of the dialog and an email will be sent to the visitor specifying the link to your site and a password.



The screenshot shows a dialog window titled "Visitors" with a yellow header. Below the header is a toolbar with two buttons: "Send an Email" and "Reset Visitor's Password". The main content area has a section titled "Faculty, Dental Hygiene" followed by an "Email:" label and a text input field containing "dh@foothill.edu". Below this is a section titled "Can access these sites:" followed by a list of sites with checkboxes. One site, "DH FirstYear", is checked.

A slight delay may occur while the email message is being prepared and sent to the Visitor's address. When the process is complete, an informational dialogue will appear on the screen.



The screenshot shows a dialog window titled "Information" with a blue header. The main content area contains the text: "The visitor's email address and site access privileges were updated, and an invitation email was sent to the visitor with login instructions." At the bottom right of the dialog is a yellow bar with a green checkmark icon and the text "Ok".

Your visitor will receive an email with a system generated password and will be asked to change the password the first time that they attempt to login. This will allow the visitor to view all enabled pages in your ePortfolio and also to leave feedback on object where you have configured visitors to do so.