Making pages accessible only to certain users

This describes a simple way of making pages accessible only to users who have logged in.

1. **Define the users**

Under “Admin” click “Manage users”, then click “Add user” and mark “Privileged user 1!

![Manage users](image)

![Add new user](image)

2. **Protect the page**

With edit mode on, click “page options” on the selected page(s). Click the first check box:

![Change page options](image)

3. **In practice**

You can create one user name shared by all those with access rights ("e.g. “Member”). Alternatively you can create a user name for all users with privileged access. The second method is better as people who leave the group can be deleted and will no longer have access.

If the page(s) are linked in a top-level menu, the menu button will only appear to those who log in successfully.

*Bob Crichton - HOP Associates, 18th April 2016*