


# Fact Sheet 21 - Password Protection

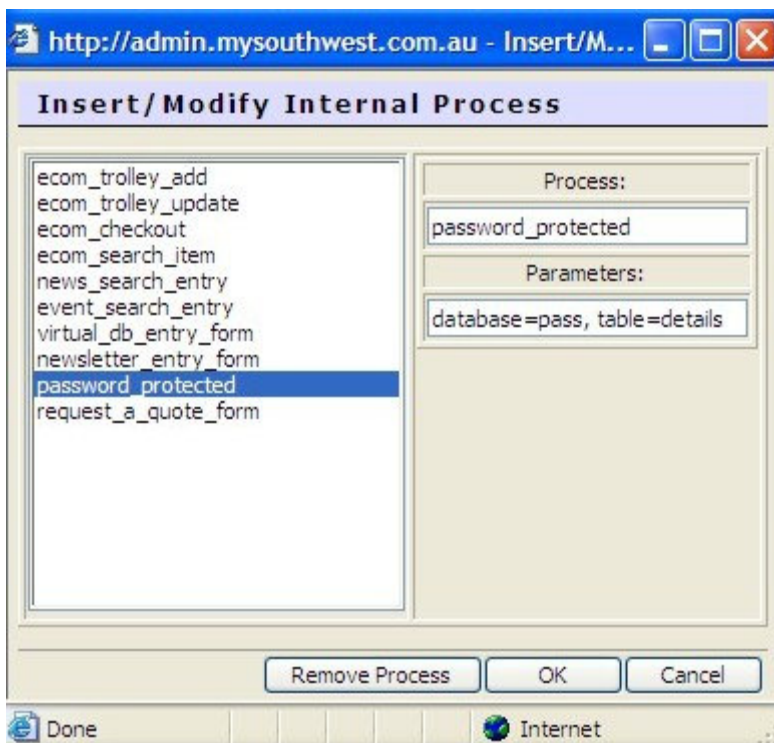
Password Protection can be applied to any or all web pages on your site. It is extremely useful if you have content that you wish to restrict to members of your organisation only.

In the following example a Scripts page is protected to prevent copyright problems.



Click onto the website tab at the top of the main screen and select the page to protect. Click on edit the page. Once the html editor has loaded click on the Edit Content and put a new line in at the top of the document. Then click on the small green box icon in the editor. 

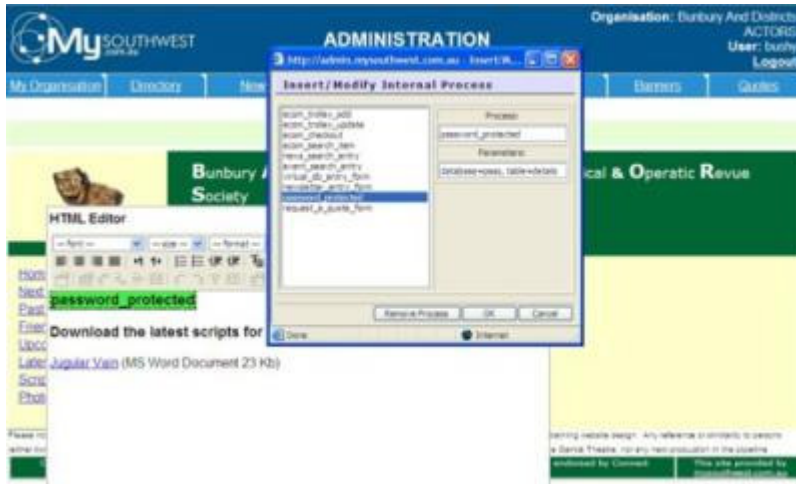
A new window will pop-up.



Click on password\_protected in the left hand window. On the right hand side of the window you will now have to add some parameter details.

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The dynamic content that you are entering requires the name of a database and the name of a table. Although you may not have created these yet, decide what you will call them. For example type in database=pass, table=details. Click on OK.



The password\_protected content is now in the file in the shape of the green box.

Click on update content and then save the page.

Next click on Advanced Content in the left hand side of the main website screen and select databases.



Add the new name of the database (in the example we called it pass) in the Create a new database box and click on Create.

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The new database is now listed. However, it has nothing in it at present.

Click on the name of the database.



Now enter the name of the table (in this example, details) into the Create a new table box and click on Create.



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The name of the new table is now listed but, as yet, has nothing in it. You will need to add some fields into the table, so click on **modify**.

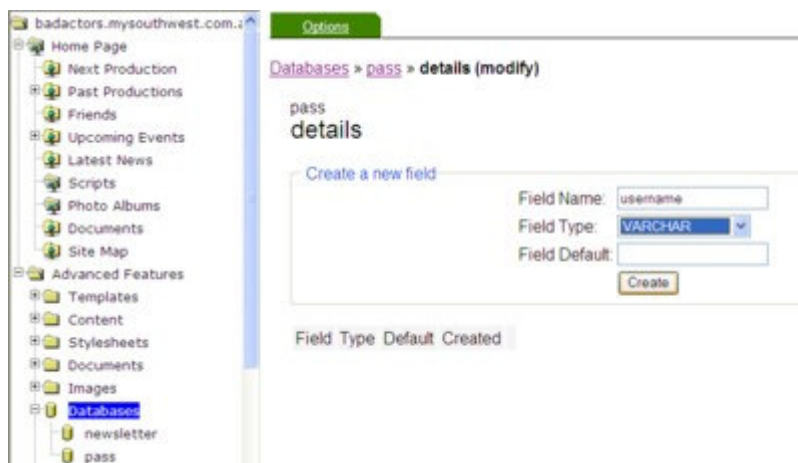
You now need to tell the computer the usernames and passwords of those people that you want to have access.

Basically you have a database and a table and the username and passwords need to be listed in this table.

The table will need a field for each part. The titles of the fields **HAVE** to be **username** and **password**.

Click into the Create a New field box and enter username.

Use the pull down menu to select the type of data that can be used. In this case you want variable characters so choose VARCHAR. Leave the default box blank and click on create.



Then create another VARCHAR field and give this one the name of password.

You will now have created a database and a table and added two fields into the table.

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You now need to fill in some details.

Click on the name of the database over in the left hand side of the screen.

Then click on the table name over in the right hand side of the screen.

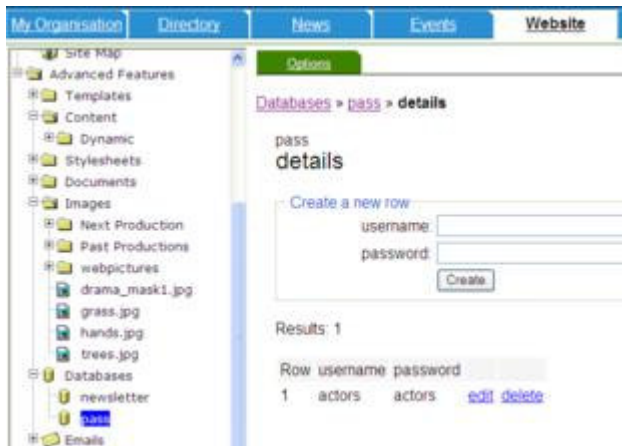
That allows you to access a 'Create a new row' box.

Fill in the usernames and passwords that will be allowed access to the page.



Click create a new row and add the first username and password that will be recognised by the computer. Having added the details for each user click on create.

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To test it, open a new browser window and go to the page you have just password protected. It should prompt you to enter a username and password.

On entering a valid username and password the system will grant you full access to the page.

**PLEASE NOTE: The password protection facility is “session based”. This means that once you have logged in once, you will not need to login again unless you close the browser window you are using or close down your computer.**