

How to Create a Password Protected Page

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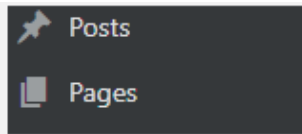
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By default, all of your website's pages are visible to any visitor, but there may be instances in which you would like a page to be password protected. For example, you may have Safe Environment information specifically for adults and is sensitive, or pages that are specifically for a particular ministry.

In these instances, a password-protected page can help you manage who is able to view the page's information.

Here is how to create a password protected page:

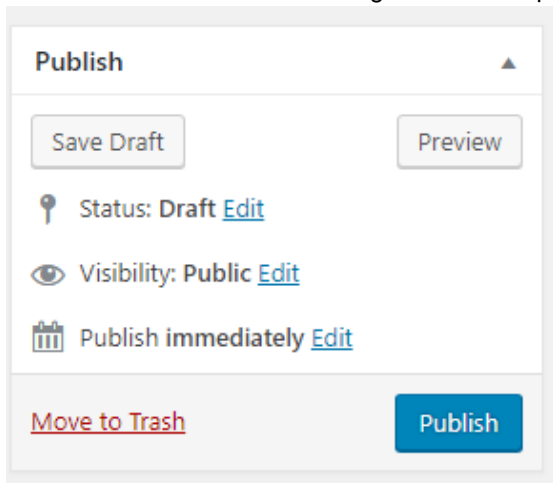
1. Once logged in, click on **Pages** or **Posts** in the menu on the left-hand side of the Dashboard.



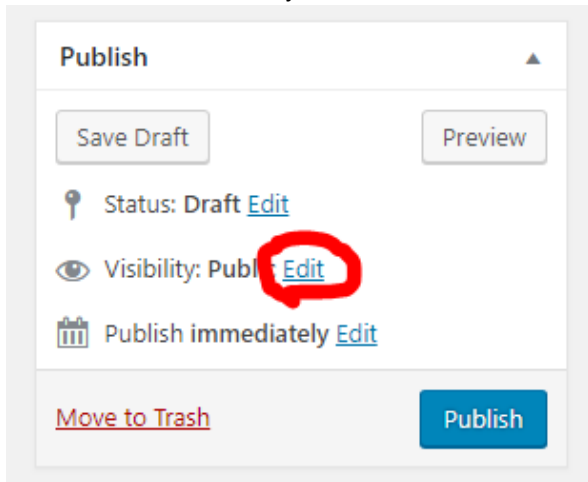
2. Click **Add New** or click on the page or post you desire to edit.

A rectangular button with a light blue border and the text 'Add New' in blue.

3. Locate the **Publish** box on the right side of the page.



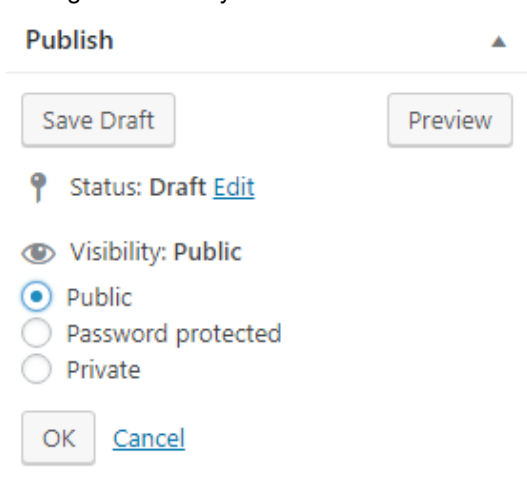
4. Click **Edit** next to Visibility.



The 'Publish' dialog box is shown with the following elements:

- Buttons: Save Draft, Preview
- Status: Draft [Edit](#)
- Visibility: Public [Edit](#) (The 'Edit' link is circled in red)
- Publish immediately [Edit](#)
- Move to Trash (red text)
- Publish (blue button)

5. Change the visibility from Public to Password Protected.

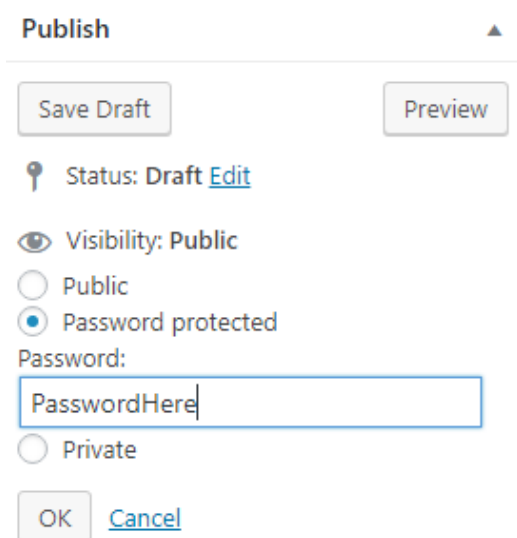


The 'Publish' dialog box is shown with the following elements:

- Buttons: Save Draft, Preview
- Status: Draft [Edit](#)
- Visibility: Public
- Radio buttons: ☒ Public, ☐ Password protected, ☐ Private
- Buttons: OK, [Cancel](#)

6. Type in the password you desire.

NOTE: This password may be edited at any time.

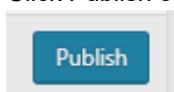


The 'Publish' dialog box is shown with the following elements:

- Buttons: Save Draft, Preview
- Status: Draft [Edit](#)
- Visibility: Public
- Radio buttons: ☐ Public, ☒ Password protected, ☐ Private
- Password:
- Buttons: OK, [Cancel](#)

7. Click **OK**.

8. Click Publish or Update to save your changes.



The 'Publish' button is shown.