



How to create an LPC Members Area & grant access to LPC members

You can make any area of the website Members Only in two ways:

Option One – single password

When a user accesses a page, they will be asked to enter a password. The password is the same for all LPC members, and so is less secure than option two. There are no user accounts to administrate and no lost password option.

» Home **LPC Members' Area: Members Area**

This post is password protected. To view it please enter your password below.

Password:

SUBMIT

Option Two – (PSNC recommended option) – individual users

When a user accesses a page, they are required to enter an individual username and password. A user account must be created for each LPC member, and they are able to choose their own password. There is a lost password option, and as access can be removed for individual members who leave the LPC it is generally more secure.

» Home **LPC Members' Area**

Please login to access this area.

Username

Password

LOG IN

Remember me

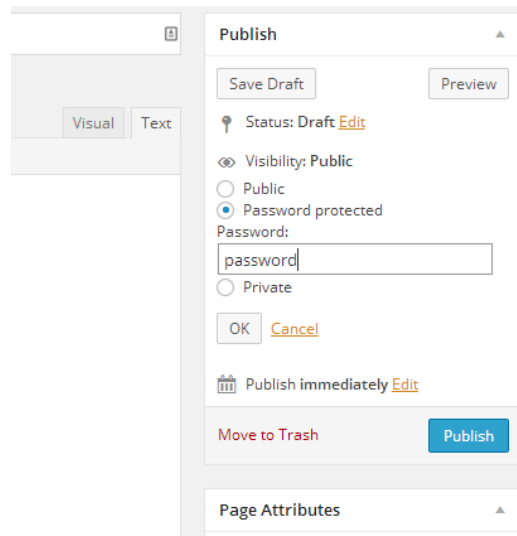
[Lost your password?](#) | [Change your password](#)

You can set up individual pages to be part of the Members Area, or whole sections. If you are doing a whole section, we recommend creating a top level page to be the main LPC Members Area page, and then creating subpages under this. Remember to set each page as Password Protected or Private.

If you want to include private documents then you can link to them from the Members Area as normal. Users will only be able to access them if they click the link on the page- **do not link to them from other parts of your site** (otherwise they will be accessible by anyone)

To create a Members Area with Option One:

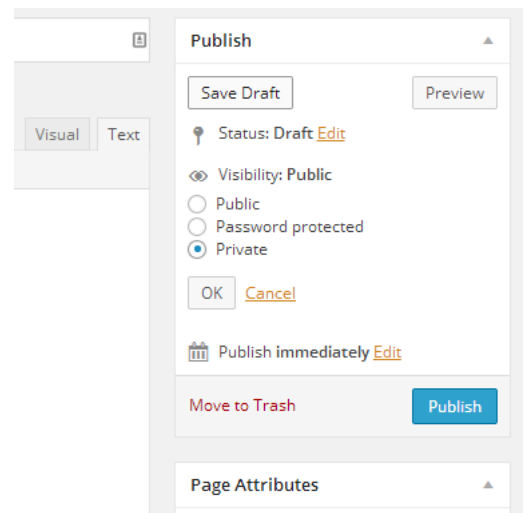
1. Create a page as you would normally. In the publish box, select 'Visibility', and then 'Password Protected'. Enter a password.



2. Click OK and then Publish. When you go to the page you have just created, you will be prompted to enter a password. This password is per page; you can use the same password for each page you add to the Members Area, however LPC members will need to enter it for each page they view.

To create a Members Area in Option Two:

1. Create a page as you would normally. In the publish box, select 'Visibility', and then 'Private'.



2. Click OK, and then Publish. When you go to the page you have just created, you will be prompted to enter a username and password.

Before users can access this page, they need to be granted access to your Members Area.

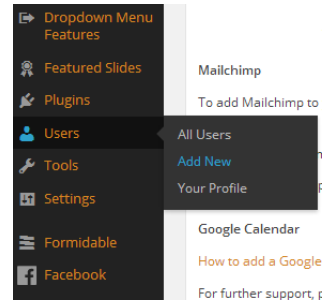


Granting User Access – for option two

1. Users can use the same account (and username and password) for the LPC and PSNC Members Areas. If they have an account with PSNC already, then you will need to grant them access to your Members Area. If they do not have an account with PSNC, you will need to create one.

Users who already have an account to edit your LPC site will already be able to access the Members Area.

To create an account or grant your members access, go to Users and then Add New.



2a. **If the user has an LPC Members Area login with PSNC**, add their Username or Email address to the Add Existing User section. Make sure their role is subscriber (if it is anything else, they will have varying degrees of access to editing the website). Click Add Existing User.

Tip: If you are unsure whether the user has an account with PSNC, try this option. If they don't, you will get an error message when you click Add Existing User saying that the user doesn't exist. You are then able to set them up as a new user as per step 2b.

Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

E-mail or Username

Role

[Add Existing User](#)

2b. **If the user doesn't have an LPC Members Area login with PSNC**, add their Username and Email address to the Add New User section. Make sure their role is subscriber (if it is anything else, they will have varying degrees of access to editing the website). Click Add New User.

Add New User

Create a brand new user and add them to this site.

Username (required)

E-mail (required)

Role

[Add New User](#)

3. For both options, the user will receive a confirmation email which contains an **activation link**. This link must be clicked in order to activate the account, and must be done within **three days** otherwise it will expire. If it does expire, you will need to repeat step 2a/2b.

If they are a new user then they will be given a password when they click their activation email; they can change this or request a reminder by clicking the links below the login box.

LPC Members' Area

Please login to access this area.

Username

Password

[LOG IN](#)

Remember me

[Lost your password?](#) | [Change your password](#)