# Creating a Visitor Pass

**Purpose:** This step-by-step guide shows how to create a Visitor Pass, which allows people outside the LiveText community to log in and view specific LiveText documents that users want to share. Visitor Passes are commonly used by students to share portfolios or other documents with third parties such as prospective employers,

**Summary:** A Visitor Pass is similar to a username and password in that the visitor enters in the code from the homepage, [www.livetext.com](www.livetext.com), but instead of having the full functionality of a LiveText account, a visitor can only see specific documents that have been shared with them. The process of granting this access involves first creating the eight-character code the visitor will use to log in, and then sharing specific documents with that Visitor Pass code.

**1:** Log in to LiveText and click on the "Tools" link on the top right side of the Dashboard. Then click on the 'Visitor Passes' tab.
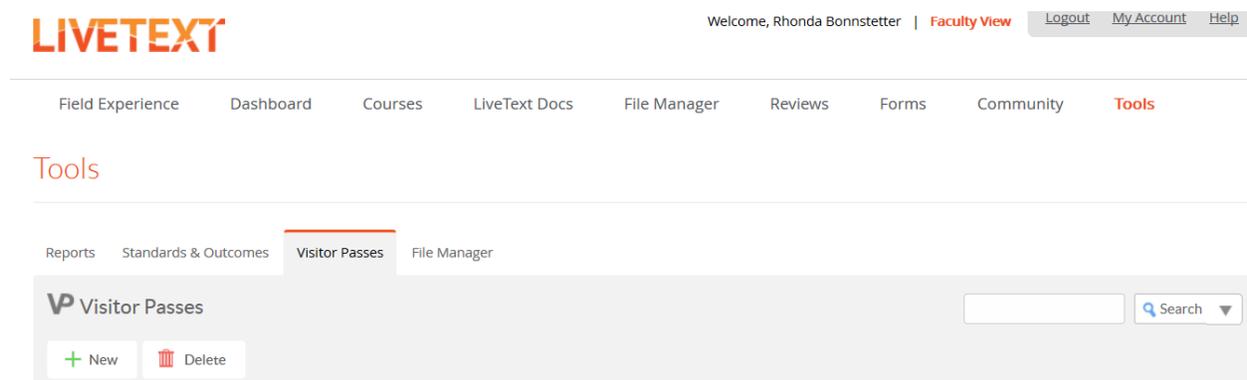


**2:** If you have created any Visitor Passes previously, you will see them listed here. To create a new Visitor Pass, click on the "New" button.
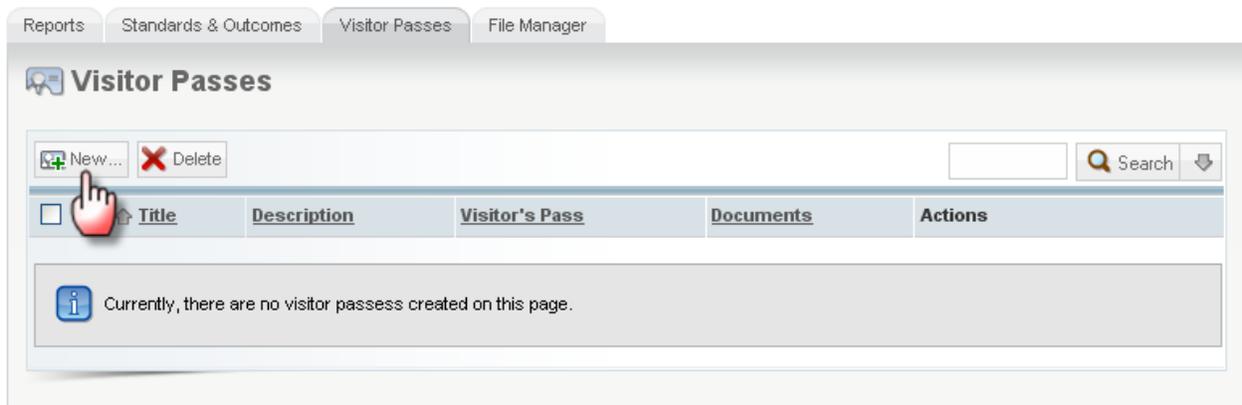
**3:** Enter a title for the Visitor Pass. A description is optional. Click "Save" when you are finished.



**4**: You will be returned to the "Visitor Passes" screen. The new pass you just created will be listed below. Next to the title and description you entered, you will see an eight-character code that has been generated by LiveText. This is the code that visitors will enter to view your document(s).



**5:** Now that the Visitor Pass has been created, you must identify which documents you want to share. Click on the "Documents" tab at the top of the screen.



**6**:  You will see a list of your LiveText documents. Locate a document you would like to share with the Visitor Pass, and open it by clicking on its title.

## Documents

My Work | Inbox | Sent | Trash | All | Manage My Labels

### 🗐 My Work

Showing 1-5 of 5    1

🗐 New... | Apply Label ⬇ | Change Label ⬇ | ❌ Remove Label | ❌ Delete                    🔍 Search ⬇

| ☐ | ⬆ Title | Type | Date Created | Date Modified |
|---|---------|------|--------------|---------------|
| ☐ | 2010 LiveText Faculty Online Training Sessions and... | Project | Sep 30 | Sep 30 |
| ☐ | Portfolio First Draft | Project | Sep 30 | Sep 30 |
| ☐ | Subject Area Unit Plan Template | Lesson Plan | Sep 30 | Sep 30 |
| ☐ | Title for my portfolio | Portfolio | Sep 30 | Sep 30 |
| ☐ | Wally's portfolio | Portfolio | Sep 30 | Oct 05 |

Showing 1-5 of 5    1

**7:** When the document is open, click on the "Share this Document" button at the top of the page.

## LIVETEXT                                                    Welcome, Rhonda Bo

Field Experience | Dashboard | Courses | **LiveText Docs** | File Manager | Reviews

Documents Main Page

### Dr. Rhonda Bonnstetter - Professional Development Plan 2016-

➡ Send this document for review | ◁ Share this document | Ⅴ Visitor pass preview | 🗐 | 🖨 | ⇥

⚙ Document Properties

Cover Page - Rhonda Bonnstetter ✎                                    +

**8:** Inside the smaller window that opens, click on "Advanced Sharing Options."
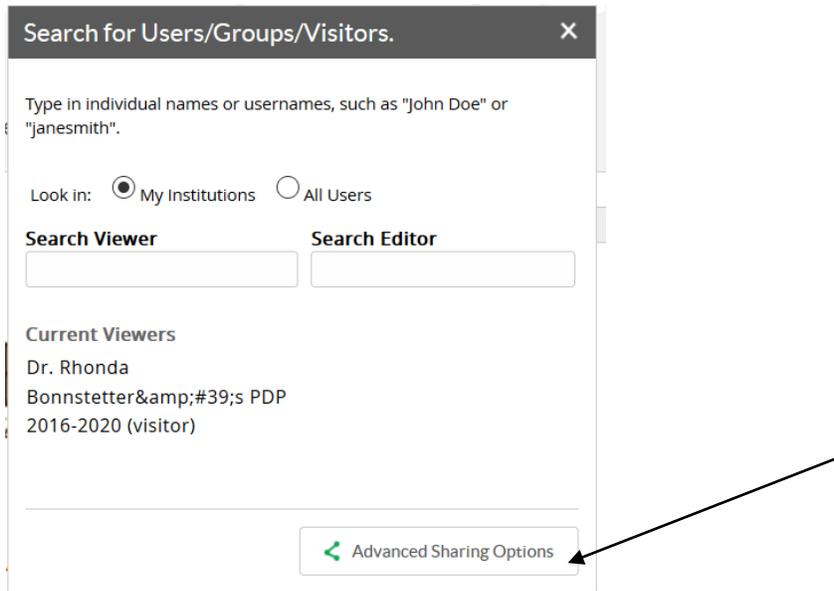
**9:** Click on the "Visitors" tab.
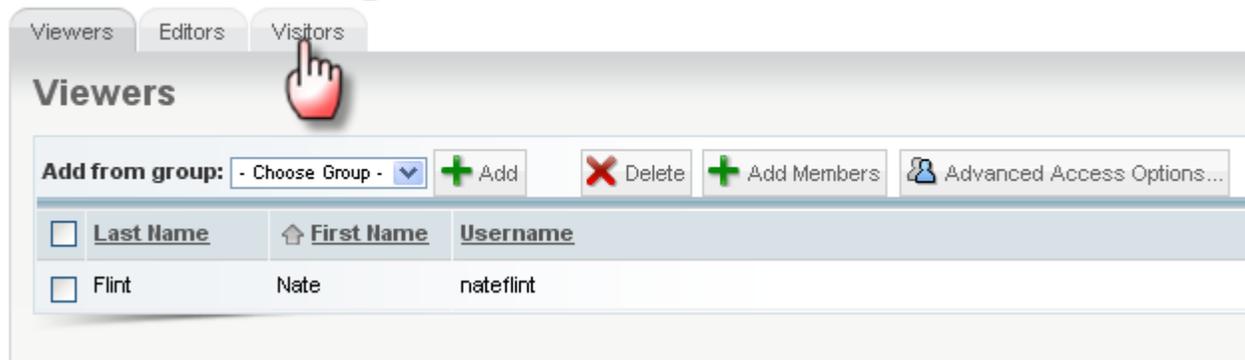


**10:** Open the "Add from visitors" drop-down menu. The Visitor Passes that you have created will be listed in the drop down menu. Select the one that you just created.

Document: Dr. Rhonda Bonnstetter - Professional Development Plan 2016-2020

Advanced Sharing                                                                by Rhonda Bonnstetter
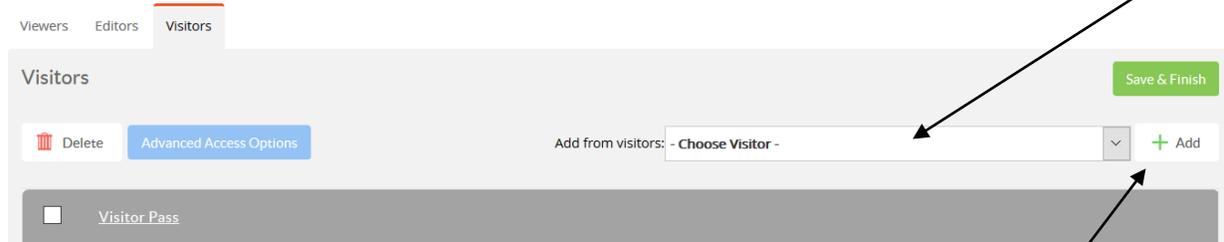
Viewers    Editors    **Visitors**

Visitors                                                                    Save & Finish

🗑 Delete    Advanced Access Options              Add from visitors: - Choose Visitor -              ∨    + Add

☐    **Visitor Pass**

**11:** Click the "Add" button.

<mark>**12:  In the Advanced Access Options, make sure the document is NOT set to private. This prevents the viewer from being able to access your document.**</mark>

## Advanced Sharing

Viewers    Editors    Visitors

Visitors

Add from visitors: - Choose Visitor -    ▼    + Add        ❌ Delete    Advanced Access Options

Choose how you want this project to be accessed:
○ **Private** (Only creator can see or modify.)
◉ **Shared** (Viewers can see. Editors can modify.)
○ **Public** (Anyone can see. Only editors can modify.)
Place link in library? Yes, for anyone    ▼    (Must choose Public share)

**Choose either 'Shared' or 'Public' from these options. If the Visitor's Pass is set to 'Private', viewers will not be able to open it, even with the Visitor's Pass code.**

**13:** The Visitor Pass will now be listed below. You have successfully shared this document with the Visitor Pass. If there are other documents you want to share with the same pass code, repeat steps 6-11.
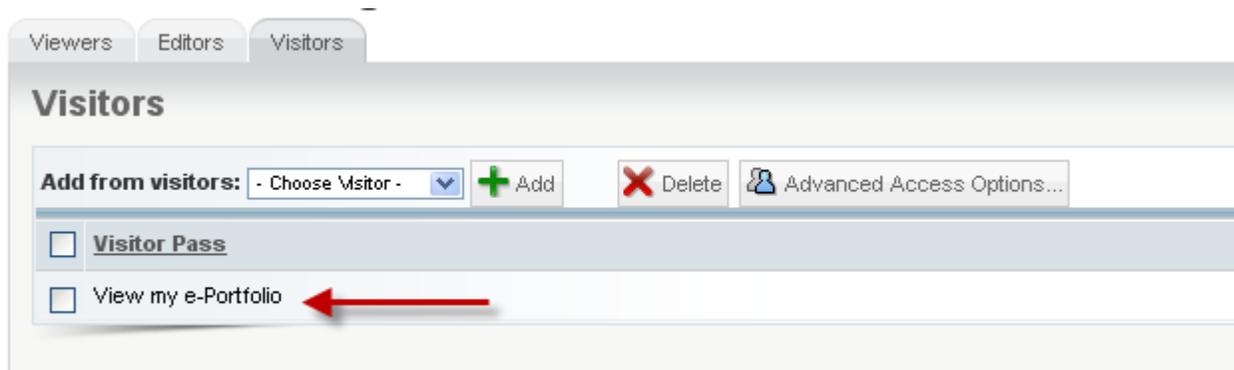


# Logging in Using a Visitor Pass

**1:** Before distributing the eight-character Visitor Pass code with your visitors, it is a good idea to test it yourself. Log out of LiveText and return to the homepage, [www.livetext.com](www.livetext.com). To the left of the "Username" and "Password" spaces is a button called "Use Visitor Pass." Click on this button.
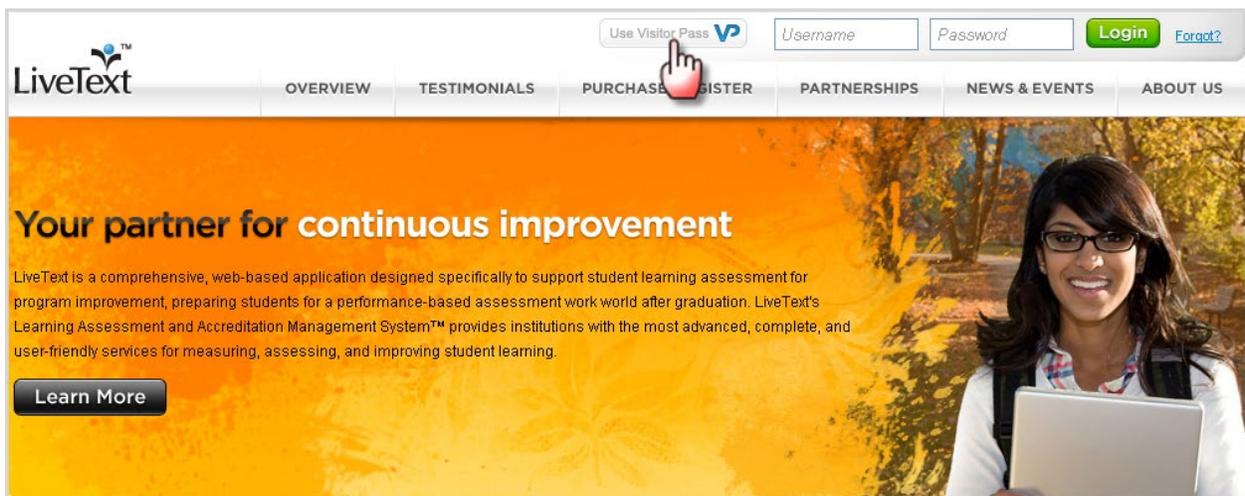


**2:** On this screen, enter the eight character code for your Visitor Pass and click the green "Visitor Pass Entry" button.

**3:** The document(s) that have been shared with this Visitor Pass will be listed below. Click on the title of a document to open it and begin viewing.