

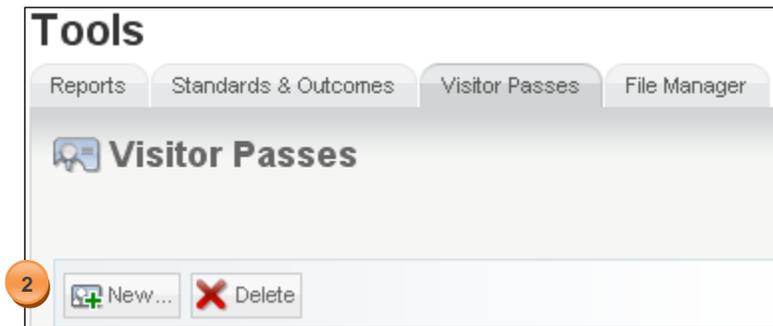
Visitor Passes

Creating a Visitor Pass

1. From the Student or Faculty Dashboard, click on the **Visitor Passes** link on the right under **Quick Links**.



2. Click the **New** button.



3. Give the Visitor Pass a unique title and a description.
4. Click the **Save** button.



A screenshot of the 'Create a Visitor Pass' form. The 'Title' field contains 'Portfolio Pass for Joe Nagel' and is highlighted with a red circle and the number '3'. The 'Description' field is empty. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red circle and the number '4'.

5. The Visitor's Pass will be listed with a code consisting of letters and numbers.



A screenshot of the 'Visitor Passes' list. The list shows three entries. The 'Portfolio Pass ...' entry is highlighted with a red circle and the number '5'. The list has columns for Title, Description, Visitor's Pass, Documents, and Actions.

	Title	Description	Visitor's Pass	Documents	Actions
<input type="checkbox"/>	Outside Discuss...		0D7C1EB4	2	Edit Documents Visits
<input type="checkbox"/>	Portfolio Pass ...		4E42801C	0	Edit Documents Visits

Once the pass has been created, documents will need to be shared with the pass or the visitors will not have any materials available when they log in to the pass. Visitor Passes are empty by default.

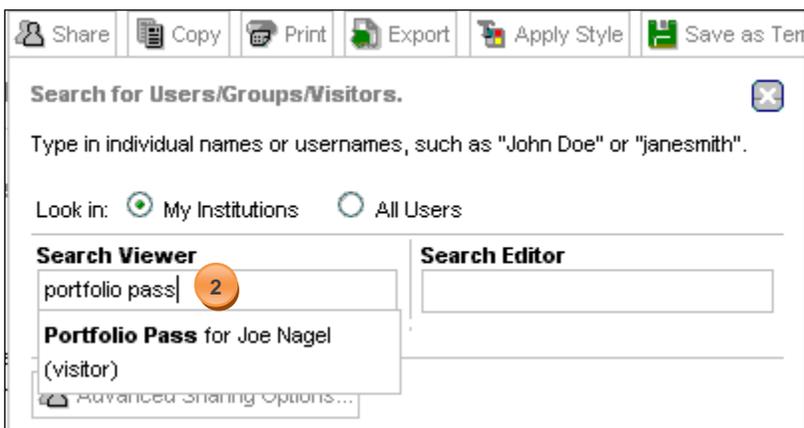
Sharing Documents with a Visitor Pass

The portfolio now needs to be added as a document in the visitor pass. Do the following:

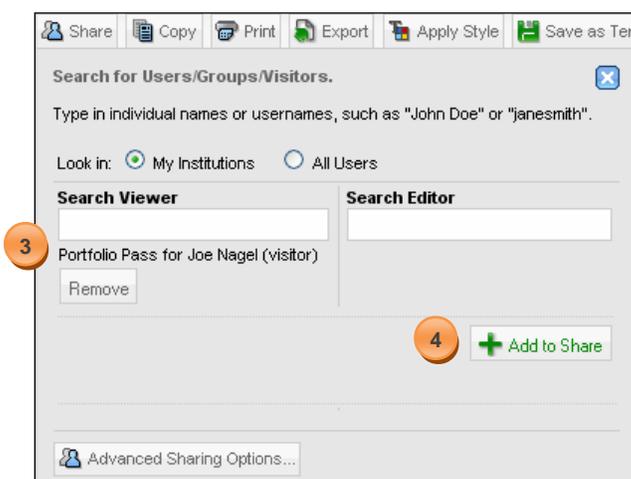
1. From within the document, click the Share button. The Share button is located above the page title on the center left side.



2. Enter the visitor pass title (not the code), in the Search Viewer text box.



3. Based on the first few letters of text entered, LiveText's Autocomplete Share Mechanism predicts the name of the Visitor Pass with whom the user wants to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise your entry, and try again. Click the Visitor Pass title from the list that appears.
4. Click **Add to Share** button when you find the user with whom you want to share.



5. Give the Visitor Pass code to the visitor and direct them to www.livetext.com and the Visitor's Area on the main page. Here they will enter the code and click "Visitor Login" to view the portfolio or other shared documents.