

Creating and Using a Visitor Pass

Step 1 - Create Your Visitor Pass:

- Click the Tools tab
- Click the Visitor Passes tab
- Click the New button
- Type in a Title
- Click the Save button - You should now see your visitor pass listed on the Visitor Passes window. Copy the 8 character code listed under Visitor's pass. Send this code to the individual(s) you wish to view your portfolio and/or other documents.

Step 2 - Share a LiveText Document (*such as your portfolio*) with the Visitor Pass:

- Click the Documents tab
- Click on your portfolio
- Click the Share button
- Type the Title of your Visitor Pass in the box for Search Viewer and press the enter key on your keyboard. The visitor pass will show up like this - "Title of visitor pass" (visitor).
- Click on "Title of visitor pass" (visitor)
- Click the Add to Share button - You can test to make sure it was shared properly by logging out of LiveText and using the visitor pass to login.

Step 3 - Use the Visitor Pass:

- Go to <http://www.livetext.com>
- Enter the 8 character visitor pass in the box below Visitor Pass Area
- Click the Visitor Login button
- Click the shared document(s) to view them.