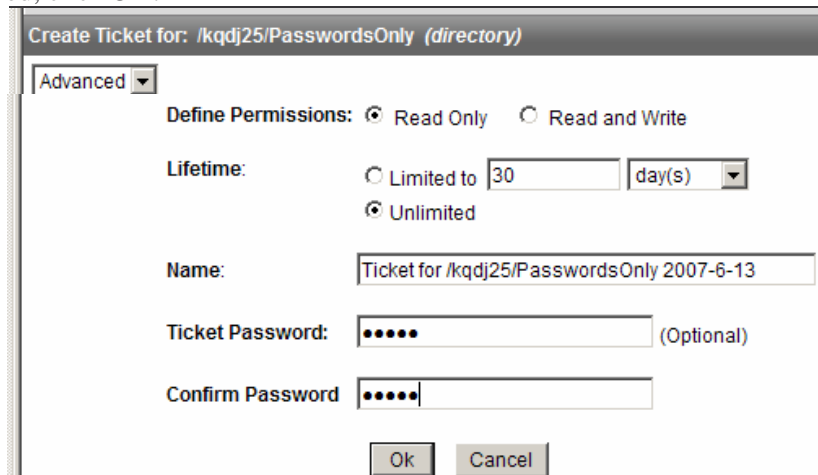
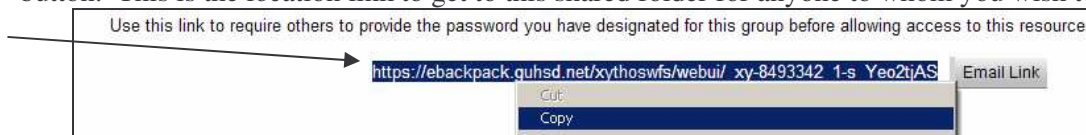


Setting Up a Password-Protected Folder/Area in eBackpack:

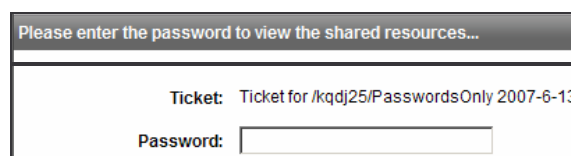
1. Log in to your *eBackpackOnline* account using Internet Explorer or Firefox.
2. In the main window, click into the folder area (unless it will be one of the root level folders) where you want to create your new folder/area.
3. Click the **New Directory** button at the top menu bar of eBackpack to create a new folder; Type the name of the new folder and click **OK**.
4. In the list of folders and file, find the newly created folder, then click the Share icon (👉) to set the share privileges for this area in a *Permissions* window.
5. In the *Permissions* window, click the **Tickets** button (👉), then click the **Create Ticket** button (👉).
6. Click on the Drop-down list area that says “Basic” at the top left, then choose “Advanced.”
7. In the Advanced area:
 - a. Decide if you’d like those accessing this folder to only be able to read/download (“Read Only”) or if they need full read/write/delete privileges (“Read and Write”)
 - b. Set a sharing timeline, or choose “Unlimited”
 - c. Type the password that you will give to any “invitees” to the area in the last two fields
 - d. When finished, click **OK**.



8. **VERY IMPORTANT:** In the following screen, copy the entire web address that appears just before the “Email Link” button. This is the location link to get to this shared folder for anyone to whom you wish to give access.



9. On your website or in any email that you send to invite others to the password-protected area, use this link. When the other user clicks the link, they will be taken to a webpage asking for the password to gain access to your restricted area.



Other Tips for Linking to eBackpack Areas from your website or from an email:

- The link to your eBackpack “website” (Sites) area:
 - <http://ebackpack.guhsd.net/yourusername/Sites>
(continue with /foldername if the specific website is located in a subfolder in Sites)
 - **Note:** *yourusername* needs to be your own eBackpack 6 character username
- The link to your “Teacher DropBox” for student electronic submission from your webpage:
 - <http://ebackpack.guhsd.net/yourusername/Public/DropBox>