

# Edit access for users without an account

Besides giving users who have a login or the entire public access to your portfolio, you can also give users who do not have an account on Folioz access to your portfolio pages and / or collections without making your work publicly available and searchable by search engines. This can be interesting, e.g.

- when you create a portfolio for a job application and the prospective employer does not have a login and cannot get one.
- when you want to share your portfolio with your parents and also get feedback from them.
- when an external assessor shall evaluate your work.

## Add a secret URL

Add one or more secret URLs to a page or collection

You can create a secret URL the following way when you are on the share overview page:

1. Click the *Edit secret URL access* icon next to the collection or page for which you want to give access permissions under *Portfolio → Shared by me*. On the next screen...
2. Click the *New secret URL* button to generate a new secret URL. You can add as many secret URLs as you wish.
3. Click the *Copy* button to copy the secret URL to your clipboard. You can then paste it into an email to send to somebody. The *Copy* button does not rely on Flash anymore and thus does not need a special plugin to work.
4. You can click the *Edit* button to add a time restriction for access to your page / collection via this URL. The “From” and “To” date fields become visible when you click the *Edit* button.
5. Type a start and / or end date (and time) manually following the pattern of YYYY/MM/DD HH:MM or select the date by clicking in the text field.
6. Click the *Save* button to save the date access changes.
7. Click the *Delete* button if you do not want to use this secret URL anymore.

Logged-out users or those who do not have an account can only leave comments on public pages or pages which they can access via a secret URL if the site administrator turned on the *Anonymous comments* function under *Administration → Configure site → User settings*.

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