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PRIVATE PAGES

DRUPAL 7 WEB CONTENT MANAGEMENT

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Private Pages

Drupal 7 Web Content Management



Private Pages are used rather than Basic pages when some or all of a site's content (including file attachments) needs to be privately displayed – in other words, content that is not made available to the general public. In order for private content to be displayed, a visitor to a site must login (i.e. authenticate). Private Pages are not indexed (i.e. are unsearchable) by search engines like Google.

First Steps

If you decide that some or all of your site's content should not be accessible to anonymous users (i.e. visitors to your site who are not required to authenticate, or login), then you will need to contact WCM Support at www.ucalgary.ca/it/help to request the Private Pages feature.

In addition to enabling this feature, WCM Support will work with you to configure who will be able to access the private content (i.e. which **Roles** on your site will be granted permission to access this content). This is called Access Control.

- The default permissions for Private Pages are that any authenticated user will have view-only access – this means anyone logged in with a University of Calgary IT Account (i.e. IT username and password).

You can, however, be much more specific about who would be able to access the private content:

- With the help of WCM Support, access can be granted to a specific set of authenticated users. For example, only graduate students within the Faculty of Science,
- Or, WCM Support can give you the ability to select who gets access by showing you how to manually add specific users and granting them the **Member** Role.

Also, Access Control may also be applied to other content types (e.g. Collapsing Field Pages, Panel Pages, Webforms) in the same fashion as a Private Page. WCM Support will work with you to determine which content types to include.

Contact WCM Support at www.ucalgary.ca/it/help to discuss how to best set up Private Pages and Access Control for your site.

On the following pages you will find instructions on how to create a Private Page and information on Access Control settings.

3. **File Attachments** may be added in the same fashion as one would do on a Basic Page. Files are considered Private Files when they are attached to a Private Page which has had its access restricted to authenticated users of any kind. Therefore, search engines like Google will not index these files (making them unsearchable) and users will need to authenticate in order to view such files (assuming they have not already authenticated to see the page the files are linked to).

Note: If you choose to allow a Private Page to be viewed by anonymous users (anyone who is not logged into the site), any files you have attached and hyperlinked to that page will be accessible to anyone clicking those links. To ensure those files remain only visible to authenticated users, do not give access to anonymous users to the page they are attached to. More information about granting access to users is found in the *Access Control* section below. If you are unsure what to do, contact WCM Support (www.ucalgary.ca/it/help).

4. When configuring the **Menu settings**, note the following differences from the Menu settings of a Basic Page:

If you choose to **Provide a menu link** for a Private Page, this menu link will only be visible to users who can access this type of content (i.e. authenticated users who log in with their IT Account and who fit any additional criteria defined when Private Pages were configured for your site). Therefore, the menu links will only appear to these users once they are logged in.

If you want the option to have Private Page menu links appear regardless of whether the user is logged into your site or not, ask WCM Support (www.ucalgary.ca/it/help) to enable the **Persistent Menu Items** module on your site. This will add the **Always show this menu link** option to the Private Page's **Menu settings**. You can choose to check it off and the menu link will be visible to all. If someone clicks a menu link that leads to a restricted Private Page and they are not logged in, they will be prompted to login with their IT Account on the CAS (Central Authentication Service) page.

The screenshot displays the 'Menu settings' configuration for a 'Very Private Page'. The left sidebar contains navigation links for 'Menu settings', 'URL path settings', 'Meta tags', 'Revision information', 'Authoring information', and 'Publishing options'. The main content area shows the following settings:

- Provide a menu link**: (highlighted with a red arrow)
- Always show this menu link**: (circled in red, with description: 'Make the menu link visible irrespective of whether the content is restricted.')
- Menu link title**: Very Private Page
- Description**: (empty text area)
- Parent item**: <Main menu>
- Weight**: 0
- Disable in menu**: (description: 'Select this option to create the menu item, but hide it from the menu tree. This may be useful to keep your content structured without cluttering the menu for site visitors.')

At the bottom of the form are buttons for 'Save', 'Preview', 'View changes', and 'Delete'.

5. Adjust any other settings, if required, then click **Save**.

Access Control

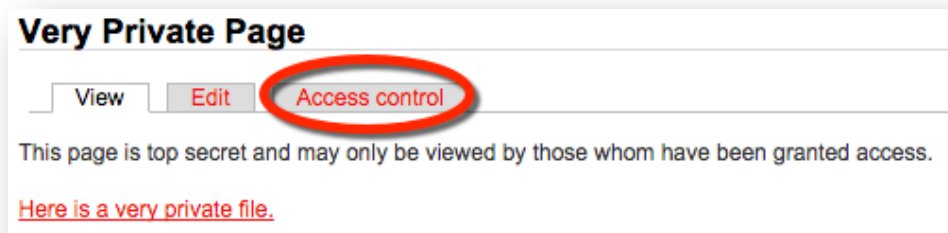
If your entire site will be locked down (i.e. every page on your site will require authentication), then the Access Control settings will be configured for you by WCM Support and you will not need to worry about this section.

If, however, your site will have some public and some private pages, then you may be given the ability to modify the Access Control settings yourself for individual pages.

Note: If you are not careful with Access Control settings, you may expose private content to the public. Please contact WCM Support at www.ucalgary.ca/it/help if you have any doubt about Access Control settings whatsoever.

Assuming the content type in question (e.g. Private Pages) has been set up with Access Control and you have been given the ability to modify these settings yourself, the following steps will outline how to specify who can access a given page.

1. Go to the **Access control** tab.



2. You will see the **Role based access control settings** list (see image on next page). Any settings you may need to modify will be under the first heading: **View any private_page content**.

By default, Private Pages are setup to allow view-only access to **authenticated users**, as well as **Site Admins**. Therefore, a Private Page is locked down by default – anonymous users do not have the ability to see these pages, nor do search engines. If you will be granting access to specific individuals who you will be assigning the **Member** role to, you may need to check off that role on this page (although WCM Support may have already configured Access Control with the Member role checked off by default for you in that case).

Note: Private Pages should never have the anonymous role checked off. If you do, you will expose private content to the public. Basic Pages should be used instead for public viewing. Once again, contact WCM Support at www.ucalgary.ca/it/help if you have any doubt about Access Control settings whatsoever.

If you have Access Control set up for other content types (e.g. Collapsing Field Pages, Panels, Webforms, etc.), then you may choose to add anonymous users or not (since you may have some Webforms for public use and some for private use, for instance).

Access control for Very Private Page

[View](#) [Edit](#) [Access control](#)

▼ **Role based access control settings**

Note that users need at least the *access content* permission to be able to deal in any way with content. Furthermore note that content which is not published is treated in a different way by drupal: It can be viewed only by its author or users with the *administer nodes* permission.

View any private_page content	View own private_page content	Edit any private_page content	Edit own private_page content
<input type="checkbox"/> anonymous user	<input type="checkbox"/> anonymous user	<input type="checkbox"/> anonymous user	<input type="checkbox"/> anonymous user
<input checked="" type="checkbox"/> authenticated user	<input checked="" type="checkbox"/> authenticated user	<input type="checkbox"/> authenticated user	<input type="checkbox"/> authenticated user
<input type="checkbox"/> Content Admin	<input type="checkbox"/> Content Admin	<input checked="" type="checkbox"/> Content Admin	<input checked="" type="checkbox"/> Content Admin
<input type="checkbox"/> Content Author	<input type="checkbox"/> Content Author	<input checked="" type="checkbox"/> Content Author	<input checked="" type="checkbox"/> Content Author
<input checked="" type="checkbox"/> Site Admin	<input checked="" type="checkbox"/> Site Admin	<input checked="" type="checkbox"/> Site Admin	<input checked="" type="checkbox"/> Site Admin
<input checked="" type="checkbox"/> Manager	<input checked="" type="checkbox"/> Manager	<input checked="" type="checkbox"/> Manager	<input checked="" type="checkbox"/> Manager
<input type="checkbox"/> Webform Results	<input type="checkbox"/> Webform Results	<input type="checkbox"/> Webform Results	<input type="checkbox"/> Webform Results
<input type="checkbox"/> Webform Admin	<input type="checkbox"/> Webform Admin	<input type="checkbox"/> Webform Admin	<input type="checkbox"/> Webform Admin
<input type="checkbox"/> Member	<input type="checkbox"/> Member	<input type="checkbox"/> Member	<input type="checkbox"/> Member

Delete any private_page content	Delete own private_page content
<input type="checkbox"/> anonymous user	<input type="checkbox"/> anonymous user
<input type="checkbox"/> authenticated user	<input type="checkbox"/> authenticated user
<input checked="" type="checkbox"/> Content Admin	<input checked="" type="checkbox"/> Content Admin
<input type="checkbox"/> Content Author	<input type="checkbox"/> Content Author
<input checked="" type="checkbox"/> Site Admin	<input checked="" type="checkbox"/> Site Admin
<input checked="" type="checkbox"/> Manager	<input checked="" type="checkbox"/> Manager
<input type="checkbox"/> Webform Results	<input type="checkbox"/> Webform Results
<input type="checkbox"/> Webform Admin	<input type="checkbox"/> Webform Admin
<input type="checkbox"/> Member	<input type="checkbox"/> Member

[Submit](#) [Reset to defaults](#)

3. Once you have configured the settings as required, click the **Submit** button to commit the changes.