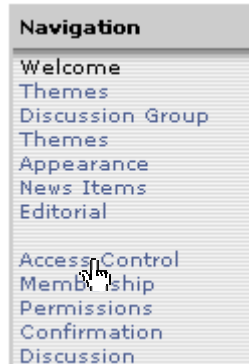


How to Create a “Staff Only” Page

1. In the *Editors Only* menu, click *Prefs*.

Editors Only: [Stories](#) [Pictures](#) [Files](#) [Shortcuts](#) [Discuss](#) [Prefs](#) [Admin](#) [Bulletins](#) [Logoff](#) [Help](#)

2. In the *Navigation* menu, click *Access Control*.



3. In the *Configuration Options* section, click *Yes* for *Enable access controls*, *Enable access control in the Site Structure*, and *Add access controls to new/changed message forms*.
4. Click on *Submit* at the bottom of the page.
5. In the *Editors Only* menu, click *Admin*.

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6. If you have not already added your members, do so now (see [Manila Discussion Groups manual](#)).
7. In the *Maintain Cohort Definitions* section, type the name of your membership group (e.g. “nurses”, “SLPs”, “staff”, etc.) and click *Add*.
8. In the box that appears, click each person you want to add to the group and then click the >>> button. (Hold down the `Ctrl` (PC) or `⌘` (Mac) key to select more than one person at a time.)
9. Create a new story (or edit an existing story) following the instructions in [Manila Phase I](#).
10. In the *Access permitted to* box, click the name of your group.
11. Click *Post New Story*.