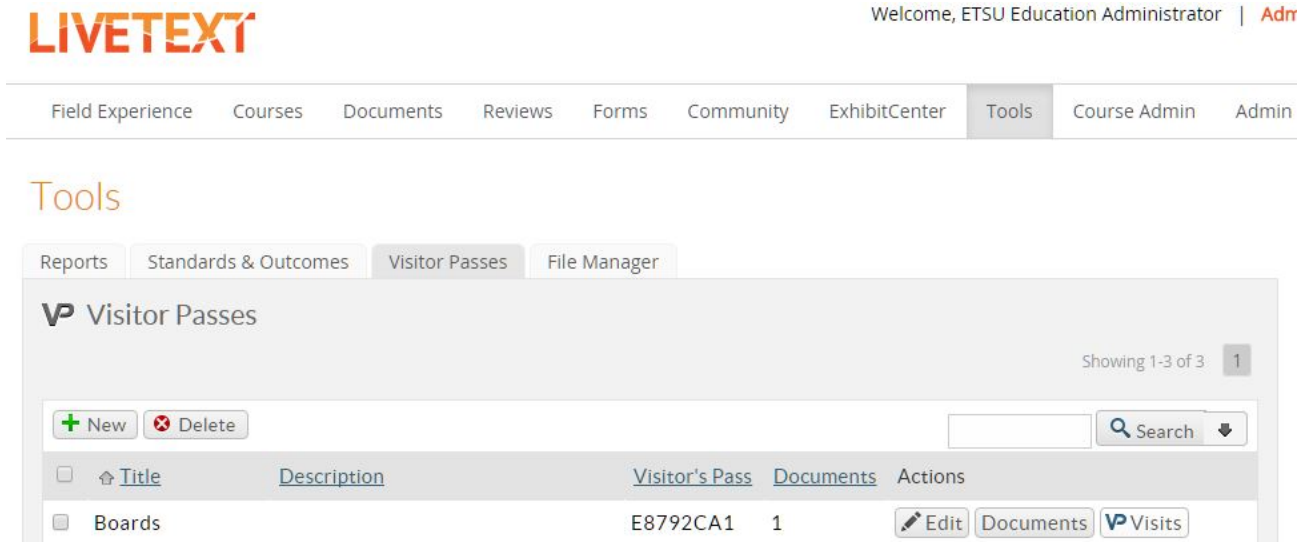


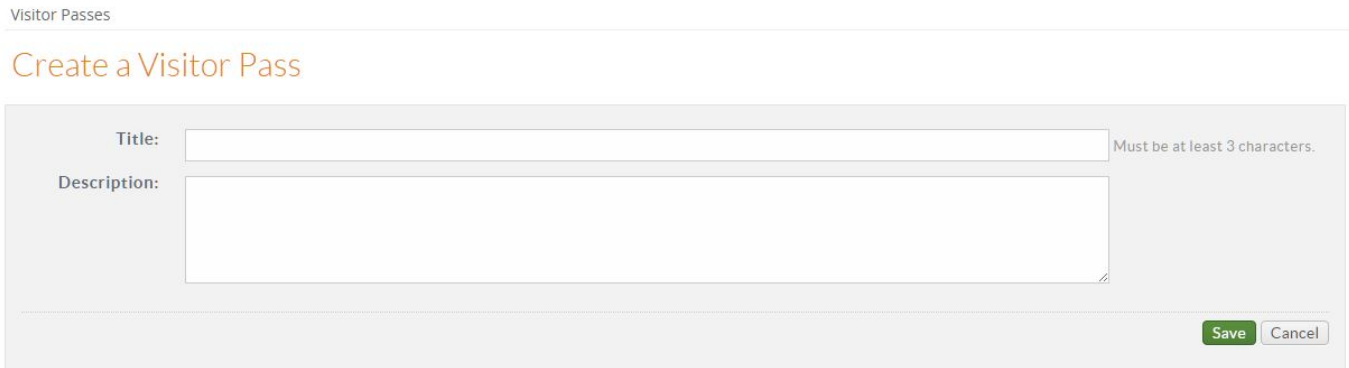
LiveText Visitor's Pass Instructions

To create a visitor pass in LiveText, follow the steps listed below:

1. Once you log into LiveText, click Visitor Passes under Tools near the top of the screen.



2. Click the New button.
3. Enter a title for the Visitor Pass, usually the name of the visitor.



4. Click the Save button.
5. You will see your Visitor Pass listed with a code consisting of letters and numbers, but no documents attached.



6. Open the document you want to share, click the Share button.

Documents Main Page

My Portfolio

by ETSU Education Administrator

Page List

- Background Information
- Planning and Teaching Strategies

Background Information [edit title](#)

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7. Enter the Visitor Pass title (not the code), in the Search Viewer text box.

Search for Users/Groups/Visitors.

Type in individual names or usernames, such as "John Doe" or "janesmith".

Look in:

- My Institutions
- All Users

Search Viewer Search Editor

Advanced Sharing Options

8. Based on the first few letters of text entered, the Autocomplete Share Mechanism predicts the name of the Visitor Pass. The system will display the first 15 matches below the search text box.

9. Click the Add to Share button.

10. Send the Visitor's Pass code to anyone who needs to see your portfolio.