

Restricting Access to Your FrontPage Website



A Guide to Configuring a Restricted-Access Subsite on Pages

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=Shortcut =Advice =Caution

Forward

The editor of this document copied the following text and associated links from pertinent FrontPage help articles and then inserted images and instructions specific to the TU environment. The reader will find additional detail and options presented in the source articles. Chief among them is **How to set up a restricted-access Web by using FrontPage 2003**, Article ID : 825451, <http://support.microsoft.com/default.aspx?scid=kb;en-us;825451&Product=fpw>.

Introduction

To restrict access to a FrontPage website, you must have the necessary administrative permissions to create a sub-site within your website. A sub-site is a named subfolder of a website set-up as a complete site with unique administration, authoring, and browsing permissions. If any of the following procedures generate an **insufficient permissions** error, write to or call the Help Center (helpcenter@towson.edu, 410-704-5151).

A restricted-access Web is a website that can be viewed by specific users only. FrontPage 2003 can restrict a whole website, but it cannot restrict separate pages, sections, or folders in a website. To set up a restricted-access Web in FrontPage 2003, you must configure the sub-site to use unique permissions and then grant access permission to the users who you want to permit access to the sub-site. You can restrict access to a root Web. However, restricted-access is typically set up on a sub-site that has unique permissions.

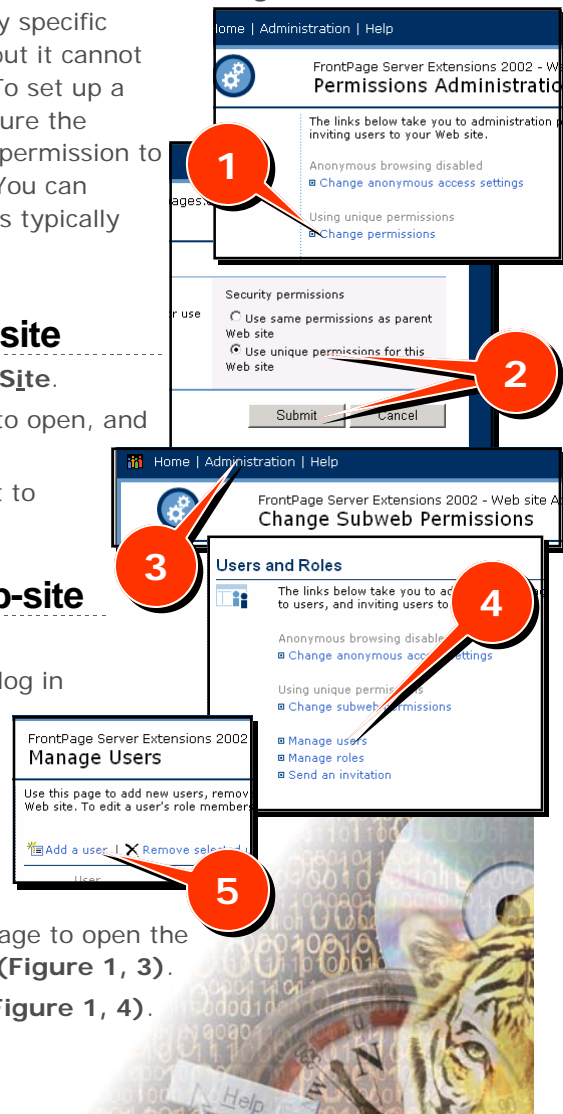
Use FrontPage 2003 to Create a New Sub-site

1. Start FrontPage 2003, click **File**, and then click **Open Site**.
2. In the **Look In** list, locate the Website that you want to open, and then click **Open**.
3. In the **Folder List**, right-click the folder that you want to convert to a sub-site, and then click **Convert to Web**.

Configure Unique Permissions for the Sub-site

1. Start FrontPage 2003 and then open your sub-site.
2. Click **Tools**, point to **Server**, click **Permissions**, and log in when prompted.
3. On the **Permissions Administration** page, click **Change permissions** (Figure 1, 1).
4. Under **Security permissions** on the right, click **Use unique permissions for this website**, and then click **Submit** (Figure 1, 2).
5. Click **Administration** in the upper left corner of the page to open the **website Administration for Your_Web_Site** page (Figure 1, 3).
6. In the **Users and Roles** area, click **Manage Users** (Figure 1, 4).
7. To give a user permission to access the sub-site, click **Add a User** (Figure 1, 5).

Figure 1



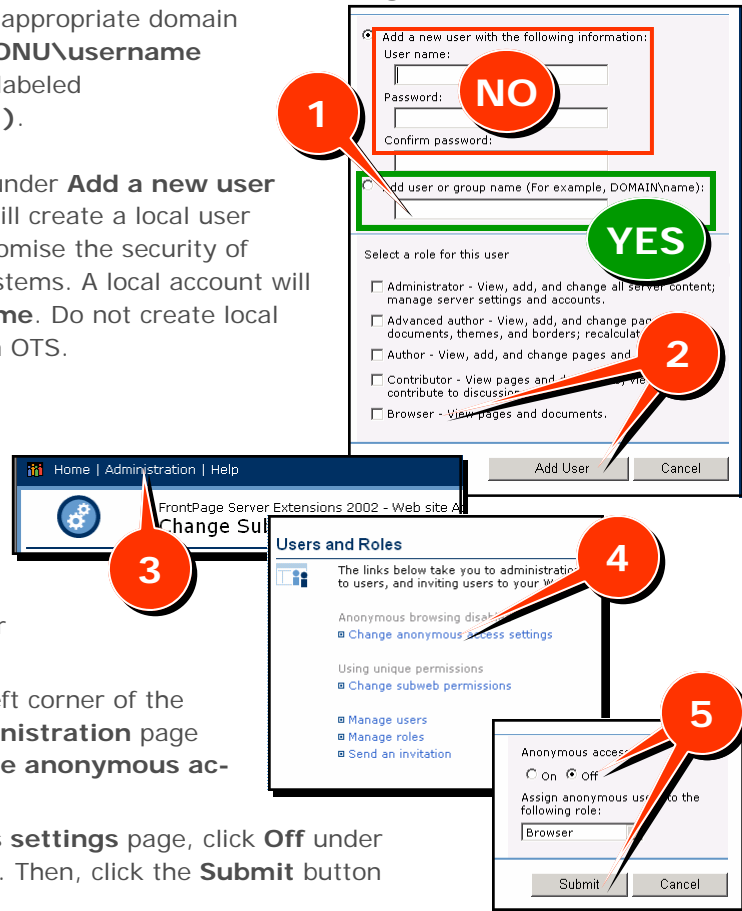
8. On the **Add a User** page, in the **User** area, add an existing user account by entering an appropriate domain and username in the format: **TOWSONU\username** (e.g., TOWSONU\rcave1) in the box labeled **Add user or group....** (Figure 2, 1).



IMPORTANT: Using the three boxes under **Add a new user** with the following information: will create a local user account which could seriously compromise the security of your account and the University's systems. A local account will appear in the form **TUWEB\username**. Do not create local accounts without first conferring with OTS.

9. In the **User Role** area, click on a checkbox to select the role for the user who you are adding, and then click the **Add User** button (Figure 2, 2).
10. Repeat steps 7 through 9 for each user you wish to grant access to your restricted access sub-site.
11. Click **Administration** in the upper left corner of the page to return to the **Website Administration** page (Figure 2, 3), and then click **Change anonymous access settings** (Figure 2, 4).
12. On the **Change anonymous access settings** page, click **Off** under **Anonymous access is:** on the right. Then, click the **Submit** button (Figure 2, 5).
13. Close the browser window to return to FrontPage.

Figure 2



OTS advises against using different versions of FrontPage to modify permissions; for the most trouble-free experience, use FrontPage 2003 exclusively **or** use FrontPage 2000 exclusively.

Using Course Section Groups for FrontPage Permissions

Excerpted from OTS Knowledge Center Article #385

There are course/section security groups automatically created/maintained in Active Directory for every course and section per semester. A faculty/staff member can use these groups to grant FrontPage web permissions to a web on the Pages or WWWNew servers following the instructions in this document. In Step #8 (above), use the following syntax to designate the group who gets access:

towsonu\SUBJECT-Course#.Section (Semester Year)

for example: towsonu\VACCT-201.101 (Spring 2005)

Note that the " towsonu\ " prefix is required in front of the group name.