! " # # !
$ %

& ' _____ ('

)   #   *

+   #   *

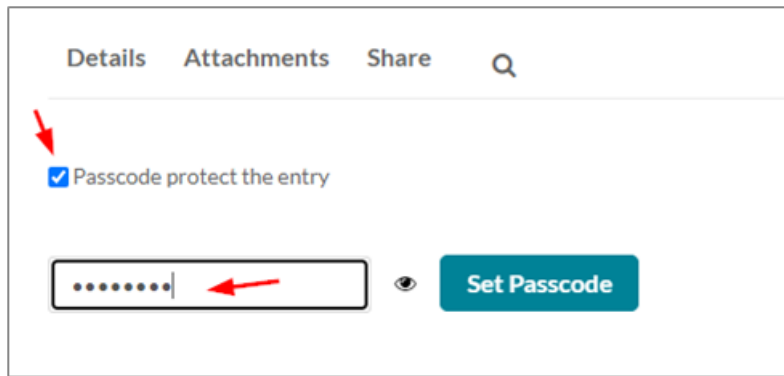,   #   *   -   -   .   /

0 1

2 # *
3 4 5

*

6
& ' ('

) # *

3. Click the **Actions** menu and choose **Passcode Settings** from the drop-down list.

4. Check the box next to "Passcode protect the entry" to enable a passcode, then enter your desired password.

5. Click **Set Passcode**.

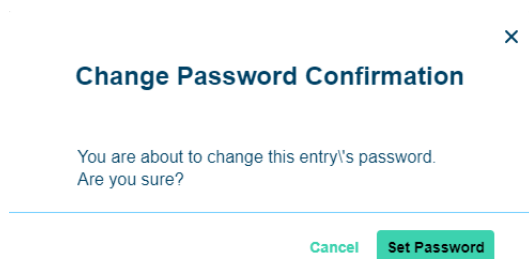   A success message displays: *Passcode was set successfully.*

> **i**
>
> Click the eyeball icon to view your passcode at any time.

Unset passcode

Theming users
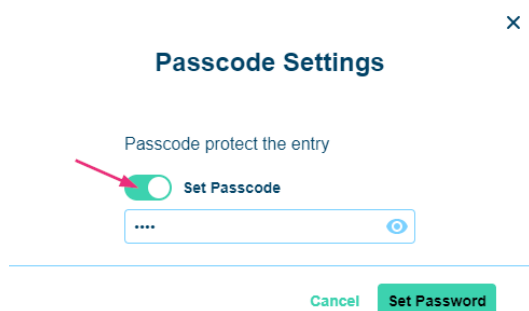
1. To unset the passcode, follow steps 1-2 above.
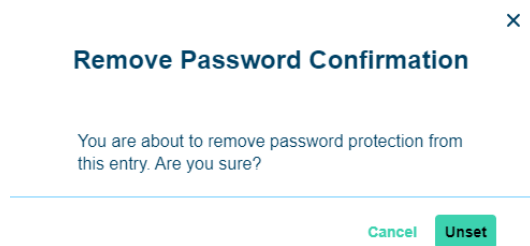2. The **Change Password Confirmation** box displays.

3. Click **Set Password.**

   The **Passcode Settings** box displays.
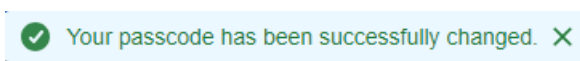4. Click the toggle to turn it to the 'off' position.

The **Remove Password Confirmation** box displays.

5. Click **Unset**.

   A success message displays: *Your passcode has been successfully changed.*
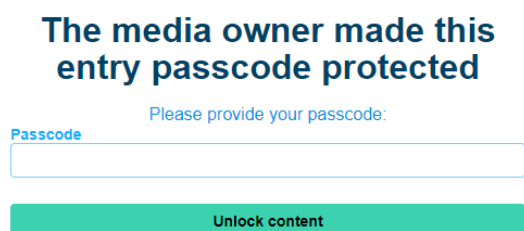

Non-Theming users

To unset the passcode, simply uncheck the box next to "Passcode protect the entry" (see step 3 above).

A confirmation message displays: *You are about to remove password protection from this entry. Are you sure?*

User experience

Theming users

When unauthorized users try to access media protected by a passcode, they'll see the following screen:

Non-Theming users

When unauthorized users try to access media protected by a passcode, they'll see the following screen:

The media owner made this entry passcode protected
Please provide your passcode:

| Enter passcode | **Submit** |

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