

Attaching access passes to content around the site.

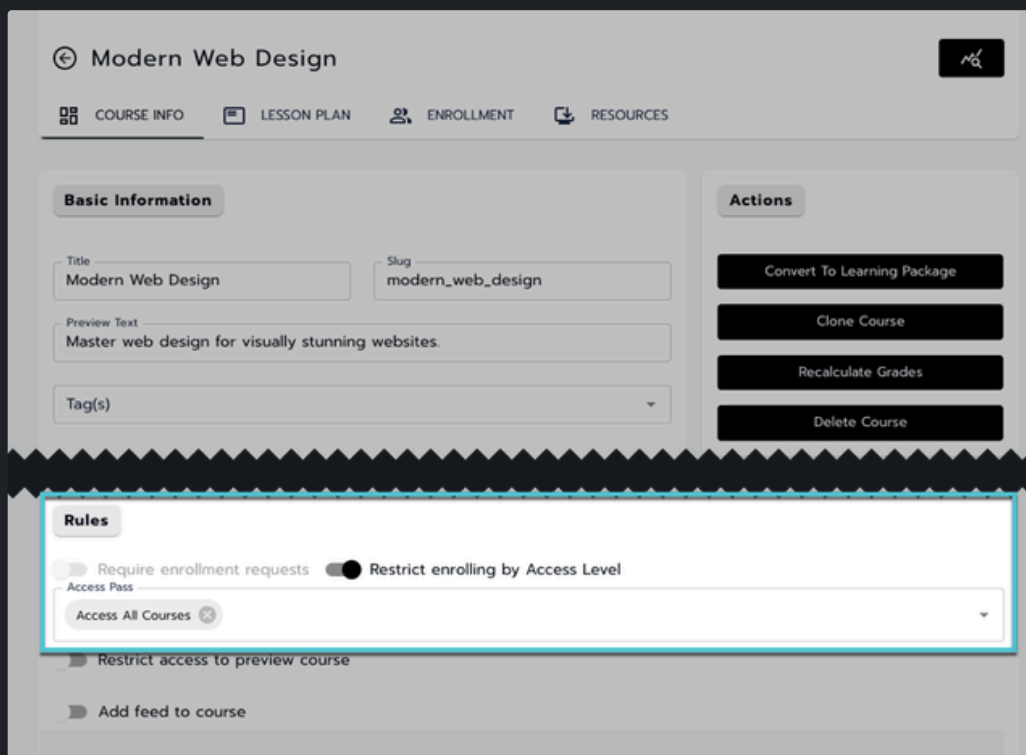
This guide provides instructions on attaching Access Passes to different areas of your site. Using Access Passes helps restrict certain content until users have either made a purchase or completed specific actions to gain access.

[Attaching access passes to courses](#) | [Attaching access passes to sessions](#)

Prerequisites

- You must have admin access to manage Access Passes.
- Ensure that an Access Pass has already been created before following these steps.

Attaching access passes to courses



The screenshot shows the 'Modern Web Design' course page in an admin interface. The 'Basic Information' section includes fields for Title (Modern Web Design), Slug (modern_web_design), Preview Text (Master web design for visually stunning websites), and Tag(s). The 'Actions' section contains buttons for 'Convert To Learning Package', 'Clone Course', 'Recalculate Grades', and 'Delete Course'. The 'Rules' section is highlighted with a red border and contains the following options:

- Require enrollment requests
- Restrict enrolling by Access Level
- Access Pass: Access All Courses
- Restrict access to preview course
- Add feed to course

Attaching an Access Pass to a Course.

1. Access the course catalog

Go to the site admin section and open the **Courses** catalog page.

2. Select a course

Choose the course that requires an Access Pass.

3. Navigate to course information

On the **Course Information** tab and locate the **Rules** section.

4. Restrict enrollment

Toggle on the **Restrict enrolling by Access Level** option.

5. Attaching the access pass

Use the **Access Pass** dropdown to select the relevant pass for this course.

6. Save changes

Select **Save** to update the course information.

Attaching access passes to sessions

The screenshot shows the 'Editing' interface for a session titled 'MASTERING THE ART OF PRODUCTIVE REMOTE WORK'. The page is divided into several sections: 'Basic Information', 'Description', 'Interaction Options', 'Dates', and 'Activation, Type and Location'. The 'Interaction Options' section is highlighted with a red box and contains the following elements:

- Interaction Options:** Radio buttons for 'Chat', 'Q&A', and 'Attendee List'.
- Access Pass:** A dropdown menu currently set to 'PAC Event #1'.

The 'Dates' section shows a start date of '04/01/2024, 08:00 AM' and an end date of '04/01/2024, 09:00 AM'. The 'Activation, Type and Location' section shows 'Room Type' set to 'Mainstage' and 'Display Label' set to 'Webinar'. The 'Description' section contains a rich text editor with the following text:

Join us for an engaging and insightful webinar on "Mastering the Art of Productive Remote Work: Strategies for Success." In today's fast-paced world, remote work has become the new norm, requiring us to adapt and excel in virtual environments. Whether you're a seasoned remote worker or new to the concept, this webinar is designed to equip you with the tools and strategies needed to thrive in a remote work setting.

Our panel of seasoned professionals and remote work experts will delve into the core principles of effective remote work, sharing practical tips, best practices, and actionable insights that can revolutionize the way you approach your remote workday. From establishing a productive workspace to managing time efficiently and maintaining work-life balance, this webinar will cover a wide spectrum of

Attaching an Access Pass to a Session.

1. Access the sessions catalog

Go to the site admin section and open the **Sessions** catalog page.

2. Select a session

Choose the session that requires an Access Pass.

3. Navigate to the session information tab

On the **Session Information** tab, locate the **Interaction Options** section.

4. Attach the access pass

Use the **Access Pass** dropdown to assign the pass to this session.

5. Save changes

Select **Save** to update the session information.

Learn more about how access passes are [purchased for sessions](#).

- [Attaching an access pass to an education credit](#)
- [Attaching access passes to content around the site.](#)
- [Creating and managing Access Passes](#)
- [Getting started with the site admin](#)
- [Using the utilities section of the site](#)
- [Attaching access passes to courses](#)