

## Creating a Private Site Secured by MyAccess

Many times people want to create "intranet sites" at UCSF. A good way to create a small private website is to configure a starter kit site as a private site. **These sites should not be used to handle data covered by HIPAA (patient data) or FERPA (student data)[1].**

### Steps

1. **Enable MyAccess Sign On[2]**
2. **Turn off Anonymous role permissions** to the site at <http://mysite.ucsf.edu/admin/people/permissions> [3]. (substitute your sites URL for mysite).

The following fields allow Anonymous access by default:

- View Comments
  - View files
  - Use the Comments [4] text format
  - View published content
  - Access the PDF version
  - Access the printer-friendly page
  - Use search
  - Access the Send by email functionality
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- Contact Us
  - About Us
  - UCSF Main Site
  - Log in

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**Source URL:** <https://drupal.ucsf.edu/creating-private-site-secured-myaccess>

### Links

[1] <http://hipaa.ucsf.edu/sites/hipaa.ucsf.edu/files/UCSFPrivacyConfidentialityHandbook2015.pdf>

[2] <https://drupal.ucsf.edu/content/enabling-myaccess-sign>

[3] <http://mysite.ucsf.edu/admin/people/permissions>

[4] <http://testing.ucsf.edu/admin/config/content/formats/comments>