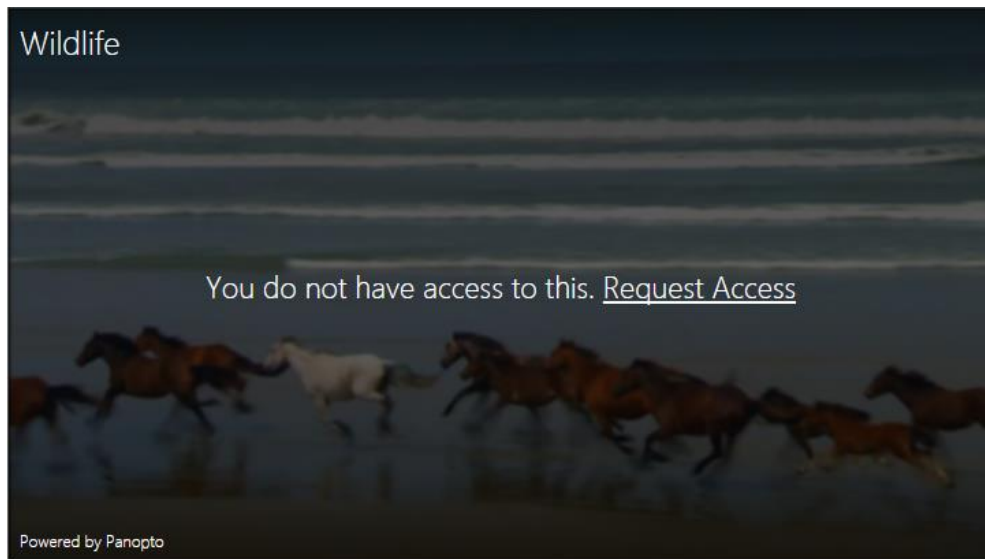


Request Access: Updating Permissions and Share Settings in Panopto

Videos and folders in Panopto contain permission settings to limit who can and cannot see your video(s). This guide is to help troubleshoot if a viewer reports the following message on a Panopto video: “You do not have access to this. Request Access”.



Step 1: Locate the video on your Blackboard that is displaying the “Request Access” message.

Step 2: Select the Watch in Panopto button to launch the video in the Panopto Portal for access to additional settings.

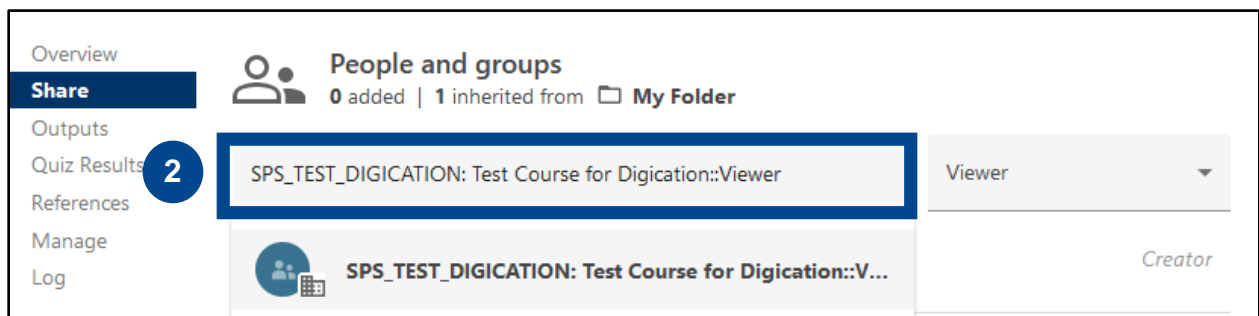
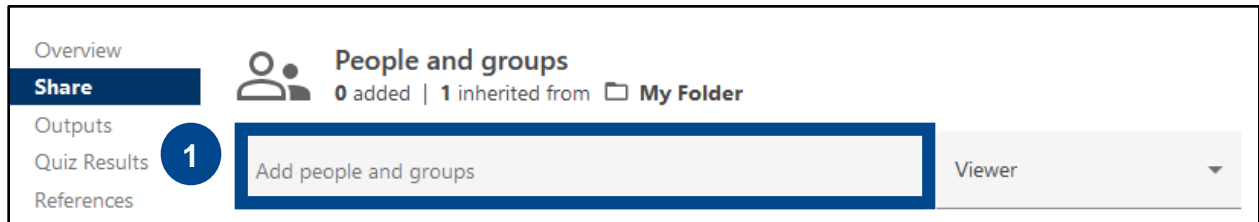


Step 3: Click on the Share  **icon.**



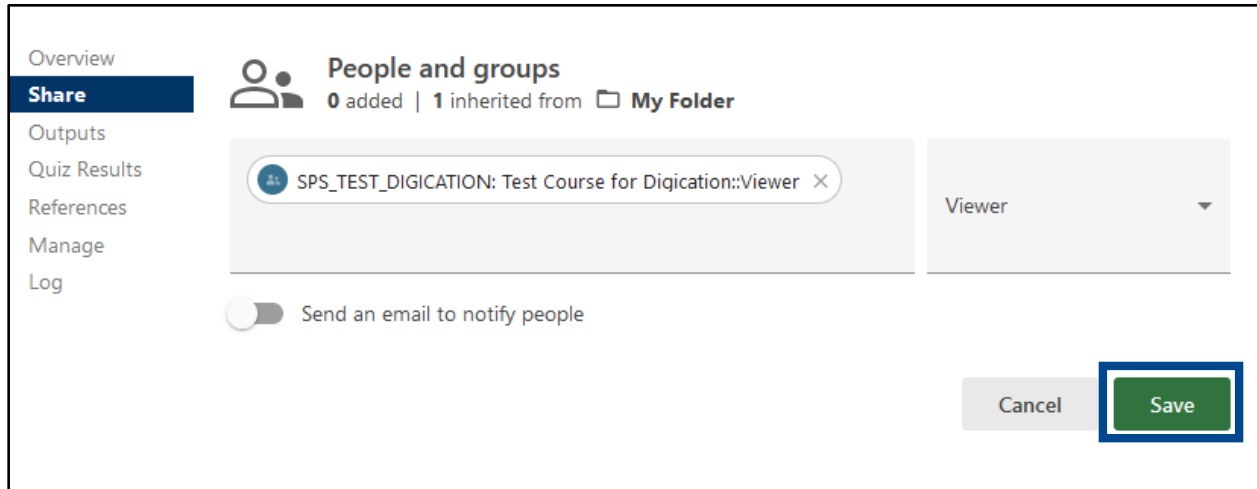
Step 4: In the “Add People and Groups” field, enter the Course ID. In this example we gave viewer access to SPS_TEST_DIGICATION: Test Course for Digication::Viewer.

NOTE: It is important that you give access to the Viewer group. The Viewer group is comprised the students enrolled in the course.



Updating Permissions and Sharing Settings in Panopto

Step 5: Select Save.



Overview

Share

Outputs

Quiz Results

References

Manage

Log

People and groups
0 added | 1 inherited from **My Folder**

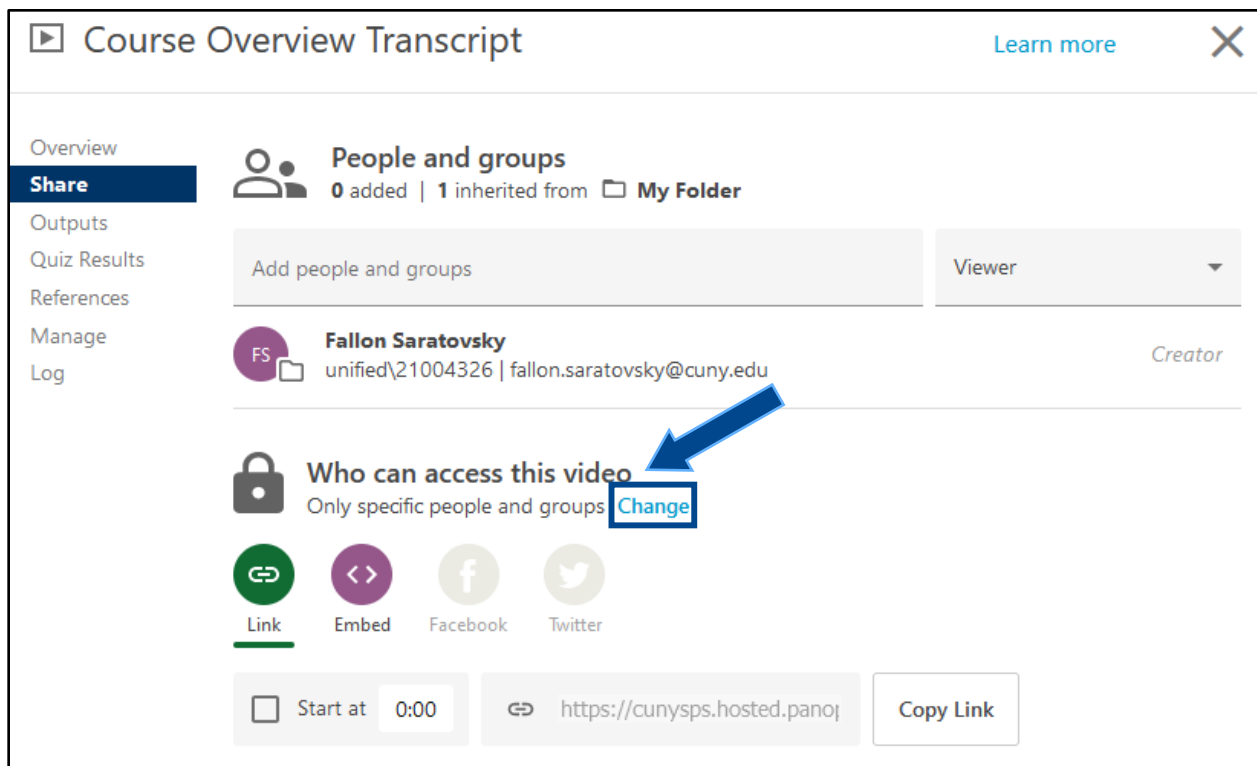
SPS_TEST_DIGICATION: Test Course for Digication::Viewer X

Viewer

Send an email to notify people

Cancel Save

Step 6 (Optional): Alternatively, you can select Change in the “Who Can Access this Video”.



Course Overview Transcript [Learn more](#) X

Overview

Share

Outputs

Quiz Results

References

Manage

Log

People and groups
0 added | 1 inherited from **My Folder**

Add people and groups

Viewer

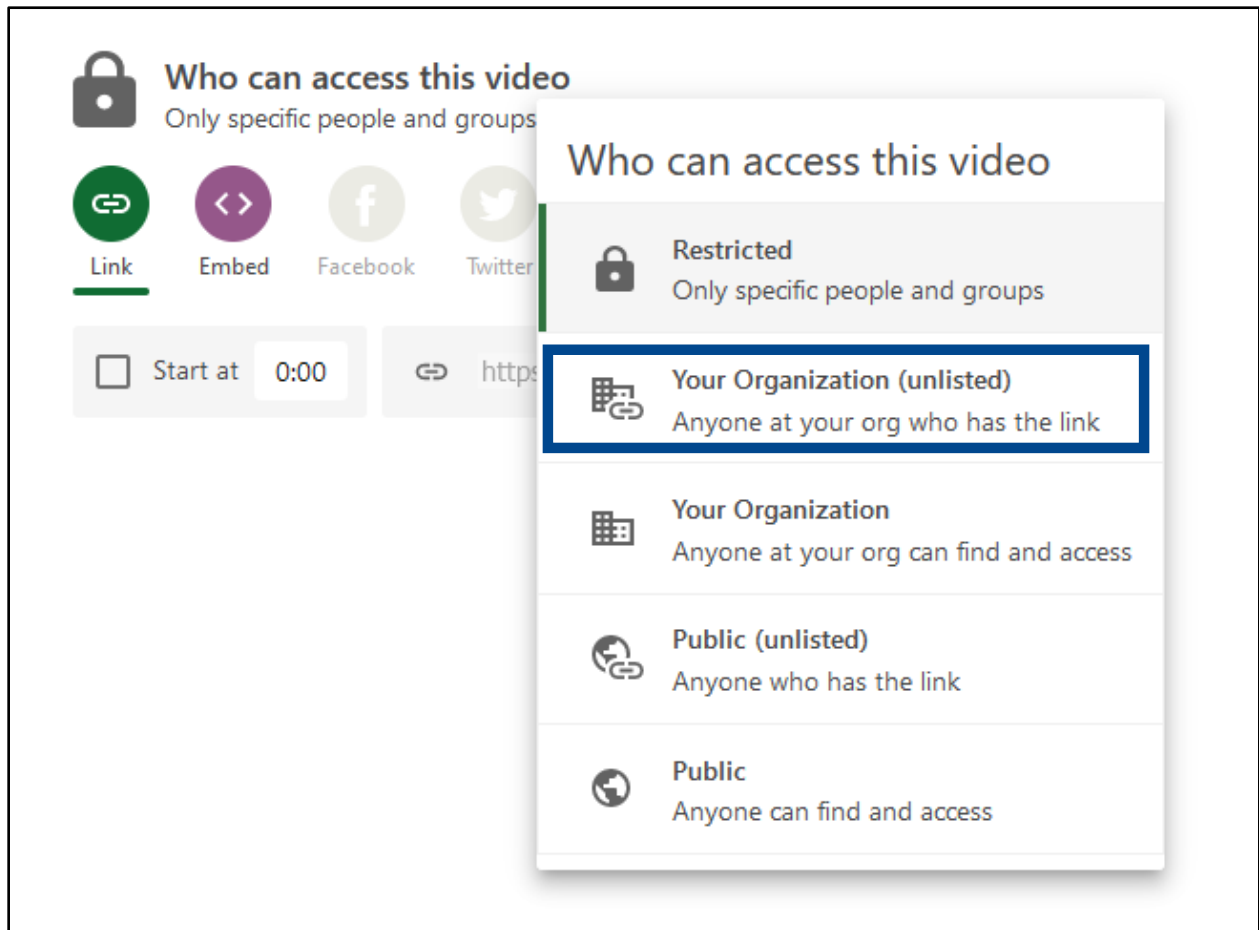
Fallon Saratovsky
unified\21004326 | fallon.saratovsky@cuny.edu *Creator*

Who can access this video [Change](#)
Only specific people and groups

Link Embed Facebook Twitter

Start at 0:00 <https://cunysps.hosted.panoj> Copy Link

Step 7 (Optional): Select Your Organization (unlisted).



NOTE: This option gives access for anyone to view the video within the CUNY community to view the recording ONLY if they have the link to the video or if it is embedded in Blackboard.

You have now adjusted the Permissions and Access settings for your Panopto video(s).

We invite you to explore Panopto to learn about its many features including, moving and copying your recordings, editing your video, and creating in-video quizzes to name a few.

If you have any questions, please visit our [support site](#) for more resources or send us an email at FacultySupport@sps.cuny.edu.