Before you begin!

✓ Villanova sets all classroom recordings to Private by default unless a professor requests otherwise in writing. Private videos are only accessible to the primary faculty of a course and UNIT’s Mediasite System Administrators

✓ Use the right browser – we recommend Google Chrome, Mozilla Firefox, or Safari.

Step 1 of 3
Open a new internet browser window and go to MyMediasite at: https://vums-web.villanova.edu/mediasite/mymediasite

Step 2 of 3
Login using your Villanova User ID and current password.

Step 3 of 3
Find the Private presentation you would like to update in your list of available content and click on the lock icon in the lower right-hand corner of the thumbnail (see image).
Step 3 of 3 (continued)

A closed lock icon means the presentation is set to **Private** and can only be viewed by you and UNIT’s Mediasite System Administrators.

An open lock icon means the presentation is set to **Visible** can be viewed by any credentialed Villanova user either via a direct share link, or the course’s Channel page.

**Alternative Method for Changing Presentation Access**

Select the video you would like to update, either by clicking on the title of the video or its thumbnail image.

The “Who Can View?” slider on the right-hand side of the Presentation Details page will allow you to update access, too.

- **EVERYONE** – Visible to both Villanova and non-Villanova users
- **MY ORGANIZATION** – Visible to Villanova users only
- **ONLY SHARED USERS** – Visible to individual Villanova users you specify when clicking the green “Share Presentation” button
- **ONLY ME** – Private (i.e. only visible to you and UNIT’s Mediasite System Administrators)