Make an Item Private

- Audience
  - Make Item private

Audience

Content Submitters
Community Administrators
System Administrators

Make Item private

**Step 1:** Login using your DSpace credentials

![Login screen](image)

**Step 2:** Go to the item you want to edit

Users can reach an item through multiple methods, as listed below:

1. Search an item
2. Browse communities and collections
3. Finding an item in the Administration section at Edit > Item

Click on the “Edit” button appearing towards the right-hand side of the item title.
Step 3: Click on the "Make it private" button under the "Status" tab to make the selected Item private.

Step 4: Click on the "Make it Private" button to make the selected Item private or click the "Cancel" button to cancel the operation.
Step 5: You will see a success prompt confirming that the item is private, as shown below.
Step 6: You will notice that the Item will appear with a “Private” tag.