Change Content Levels.
The content access levels tool lets you restrict the ability to borrow and sample certain titles on your OverDrive website to specific types of users. It’s designed to let you manage access to titles based on each title’s age appropriateness. There are two ways to change content levels.

Through a purchased card receipt

1. *After you purchase a cart,* click the **Content access levels page** link on the “Purchase receipt” page.

2. The **Content access levels** tool will open, displaying all of the titles you just purchased.
   - To edit the access level(s) for an individual title, click the pencil icon next to the title.
   - To edit the access level(s) for a group of titles, check the box next to each title (or at the top of the column to select the whole page), then click the **Edit Access Levels** button in the upper-right corner of the grid.
     
     **Note:** If your cart has multiple pages, make sure to check the access levels on each page.

3. In the pop-up window that opens, edit the access level(s) for your chosen title(s), then click **Confirm.**
Through MarketPlace Admin:

1. Select **Content access levels** from the **Admin** drop-down menu.

2. In the search box that opens, enter your criteria to search for existing titles, then click **Search**.
   - To see all titles in your collection, leave all the fields blank and make sure that the "Period Type" field is set to **Specific**.
   - To see all titles from a cart you purchased in the past, enter the cart's order ID in the "Purchase Order ID" field. You can use either value from the "Order ID" column in the **Purchase order history report** (under **Insights > Reports**).

3. From your search results, you can:
   - Edit the access level(s) for an individual title by clicking the pencil icon next to the title.
   - Edit the access level(s) for a group of titles by checking the box next to each title (or at the top of the column to edit the whole page), then clicking the **Edit Access Levels** button in the upper-right corner of the grid.
   
   **Note:** If your cart has multiple pages, make sure to check the access levels on each page.

4. In the pop-up window that opens, edit the access level(s) for your chosen title(s), then click **Confirm**.

Your new content access levels will go into effect within two hours of your change.