

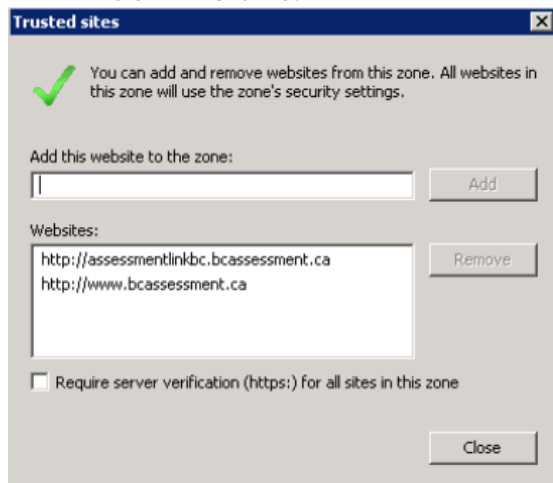
Browser Set-Up Instructions

Before visiting the Assessment LinkBC site for the first time, you must configure your Internet Explorer browser:

- o to recognize the Assessment LinkBC site as a trusted site,
- o to automatically prompt for file downloads,
- o to automatically logon with current user name and password, and
- o to enable pop-up windows.

Setting up Trusted Sites:

- o Open an Internet Explorer browser window.
- o Click on Tools > Internet Options
- o Click on the Security Tab, select the Trusted sites zone then click on the Sites button
- o Turn off the checkbox for Require server verification (https:) for all sites in this zone
- o Type <http://assessmentlinkbc.bcassessment.ca> in the add text box then click the Add button
- o Type <http://www.bcassessment.ca> in the add text box then click the Add button
- o Click the Close button
- o There may be other websites in your list but the ones just added should look like this.



Setting up Prompting for File Downloads:

- o While still on the Security Tab for the Trusted sites zone, click the Custom level button
- o Scroll down in the Settings window until you see the Downloads section
- o Change the options so that all three download options are enabled

 User Authentication

 Logon

- Anonymous logon
- Automatic logon only in Intranet zone
- Automatic logon with current user name and password
- Prompt for user name and password

Setting up Automatic Authentication:

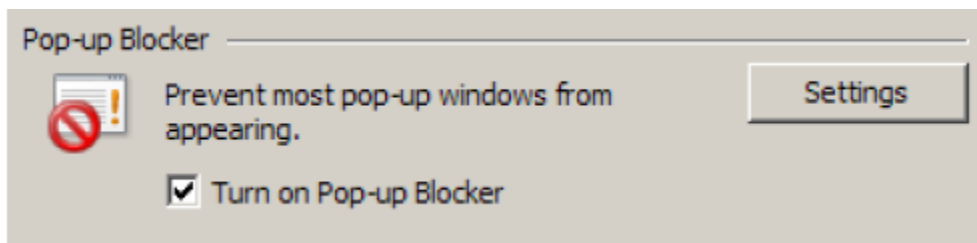
- o While still in the Custom level security settings, scroll to the bottom of the settings window
- o Change the Logon option for User Authentication to Automatic logon with current user name and password



- o Click OK to save both the download and authentication changes
- o Respond Yes to the warning Are you sure you want to change the settings for this zone?
- o Click OK to exit the Internet Options tool

Allowing Pop-Ups for Assessment LinkBC:

- o Open an Internet Explorer browser window.
- o Click on Tools > Internet Options
- o Click on the Privacy tab, there is a section for the Pop-up Blocker. If the pop-up blocker is turned off, then Assessment LinkBC will be able to function without problem.
- o However, if the pop-up blocker is turned on as shown in the image below, then the Assessment LinkBC site will need to be added to the settings.



- o Click on the Settings button and type the url into the address text box then click the Add button



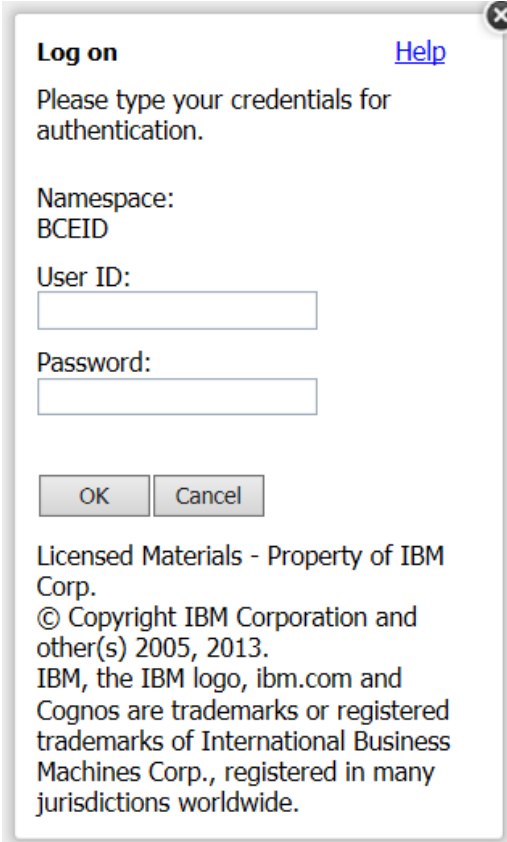
- o Click the Close button to close the pop-up blocker settings
- o Click OK to close Internet Options
- o NOTE: If you have any add-ons with pop-up blockers, the preferences for these will also need to be updated.

Your browser is now correctly configured to access the Assessment LinkBC web site.

Logging on to Assessment LinkBC for the first time:

- o Open an Internet Explorer window
- o If you are a BCEID client, enter the following URL in your browser address bar:

<http://assessmentlinkbc.bcassessment.ca/bceid>

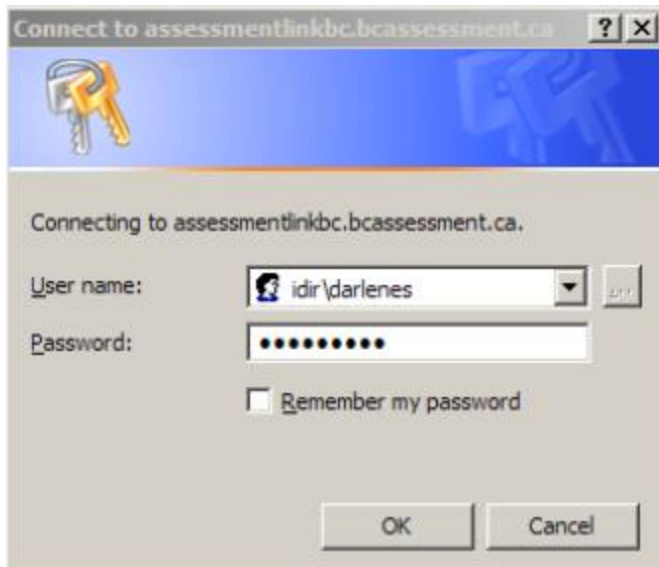


The screenshot shows a 'Log on' dialog box with a title bar containing a close button. The dialog has a 'Help' link in the top right. The main text reads: 'Please type your credentials for authentication.' Below this, the 'Namespace:' is set to 'BCEID'. There are two input fields: 'User ID:' and 'Password:'. At the bottom, there are 'OK' and 'Cancel' buttons. A copyright notice is at the bottom of the dialog: 'Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2013. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.'

- o If you are an IDIR client, enter the following URL in your browser address bar:


<http://assessmentlinkbc.bcassessment.ca/idir>

- o For external clients, you will see a network logon dialog box where you must provide your user name and password in the format show (domain\userID). Be sure that there are no imbedded spaces and that the slash is a backslash (\) not a forward slash (/). Click the OK button. If your credentials are entered correctly, you should be automatically logged in to Assessment LinkBC in Public Folders.



Creating a Browser Favourite:

Now that you are successfully logged into the site, you can create a bookmark in your Internet Explorer favourites:

- o Click on the *Favourites* icon  and select *Add to Favourites*.
- o The favourite will be created with additional information at the end of the URL which should be removed.

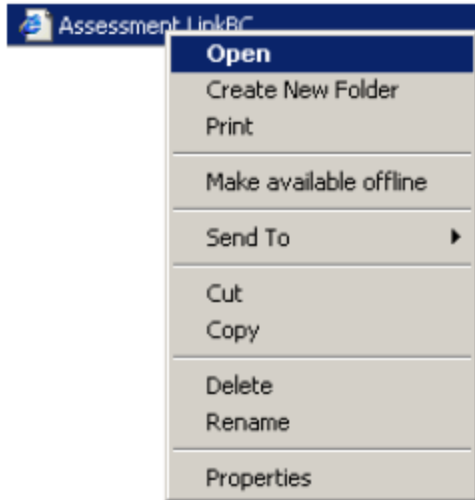
For a BCEID client, the bookmarked URL will look like this:

http://assessmentlinkbc.bcassessment.ca/bceid/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/main.xts&startwel=yes

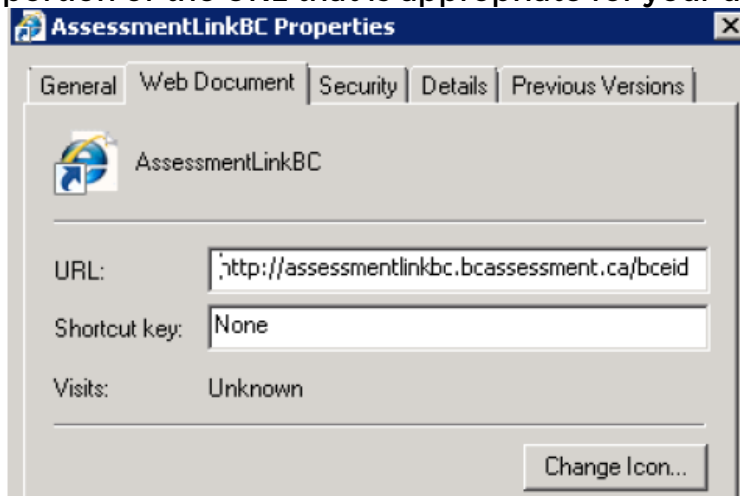
For an IDIR client, the bookmarked URL will look like this:

http://assessmentlinkbc.bcassessment.ca/idir/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/main.xts&startwel=yes

- o The additional content at the end of the URL may cause problems when accessing the site. To remove this content, click on the *Favourites* icon again and select *Organize Favourites*. Find the favourite you just added, select it with a right-click and select *Properties*



o Correct the URL, removing all of the yellow highlighted text, keeping the portion of the URL that is appropriate for your user ID.



Logging off from Assessment LinkBC:

Users should get into the habit of logging off and then closing the browser session or the browser tab when they want to exit Assessment LinkBC. This will aid in releasing the resources that the account is using.