

## Accessing EDW from Non-District Computer

Below are some basic tips that may help when trying to log into EDW from a computer that is not connected to the School District's network, such as your home computer.

### Computer prerequisites and things to know:

- **Supported Web Browsers:** Microsoft Internet Explorer (IE) is the only web browser supported to run the EDW application. Other web browsers, such as Firefox and Safari, will not work with the EDW Application.
  - IE version 6.0 or higher is required. The latest version of IE can be downloaded at [www.microsoft.com/ie](http://www.microsoft.com/ie).
- **Supported Operating Systems:** Windows 2000 (SP4 for Windows 2000 is recommended), Windows XP, or Windows Vista. Mac OS/X is not supported as there is no current version of Microsoft Internet Explorer for the Mac operating system.
- **Accessing EDW on a MAC:** Purchase VM Fusion, Parallel, or Boot Camp (these will only run on an Intel based MAC) License, and CD for Windows.
- **Pop-up Blockers:** Adding the EDW URL to your pop-up blockers exception list or temporarily disabling any pop-up blockers will prevent report windows from being blocked when they open.
- **Acrobat Reader:** Adobe's Acrobat Reader (9.0 is the latest version) is also required to open PDF reports. Acrobat Reader can be downloaded from Adobe:  
<http://www.adobe.com/products/acrobat/readstep2.html>

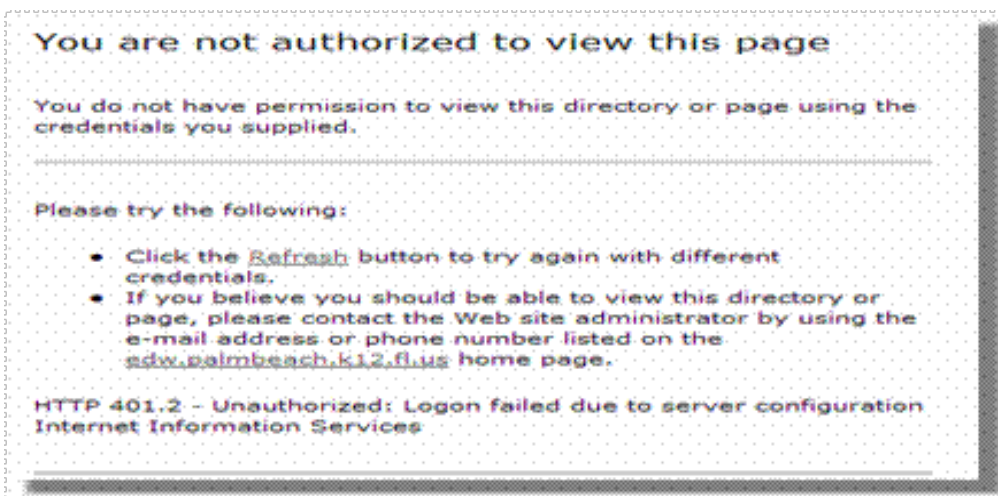
## Logging In

1. When accessing the EDW web portal from home, users will be prompted to enter their district user name and password. This is the same user name and password that is used when logging into a district PC. The user name must be preceded by the domain name, followed by a **back slash (\)**, the key under the "Backspace" key on the keyboard.
  - 1.1. The School District's domain name is "admin"
  - 1.2. Example: **admin\NNNNNN** (replace NNNNN with user name)
    - 1.2.1. It is critical that the proper slash be used, as the wrong slash will prevent users from gaining access. The correct slash is the **BACK slash (\)**, *not* the forward slash (/).
  - 1.3. Then the user would enter his/her district password and click OK. (See "Figure 1 Logon Box" on the next page.)



**Figure 1 Login Box**

2. If the wrong user's credentials are entered or the credentials are entered improperly, this message will be displayed in the web browser:



**Figure 2 Authorization Message**

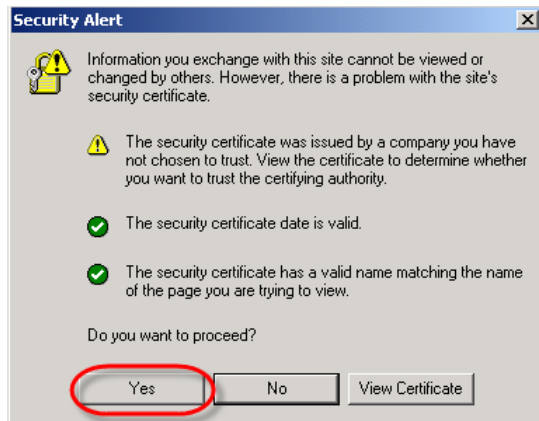
- 2.1. If you get the authorization message (Figure 2), go back to step two and try again. Make sure you have the right user name and password.

### **Web Browsers**

Accessing the EDW website from a non-District PC may present the user with a Security Alert from the server that will require user interaction. If IE 6.0 is being used and the dialog box (See Figure 3) pops up, click on "Yes."

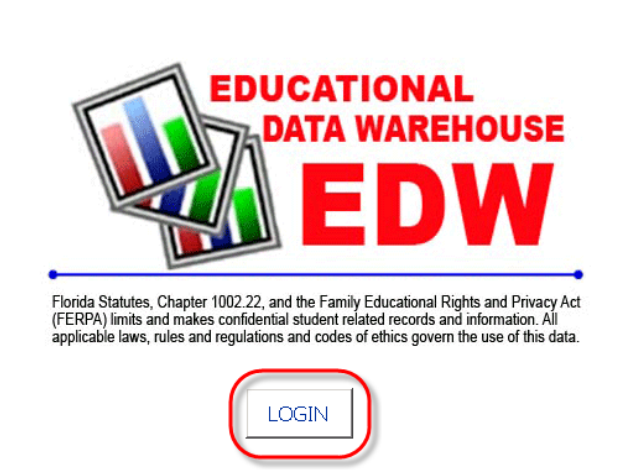
### **Internet Explorer (IE) 6.x**

Access the EDW web site by browsing to the School Districts home page at [www.palmbeach.k12.fl.us](http://www.palmbeach.k12.fl.us) and then clicking on the **Educational Data Warehouse** link. If prompted with this security error (Figure 3) click on "Yes".



**Figure 3 Dialogue Box**

Then the network login dialog box (Figure 1) will appear. This is where the user's district user ID and password are entered. Don't forget to use the proper slash (\). Then login to the EDW System by clicking on "Login" (Figure 4).






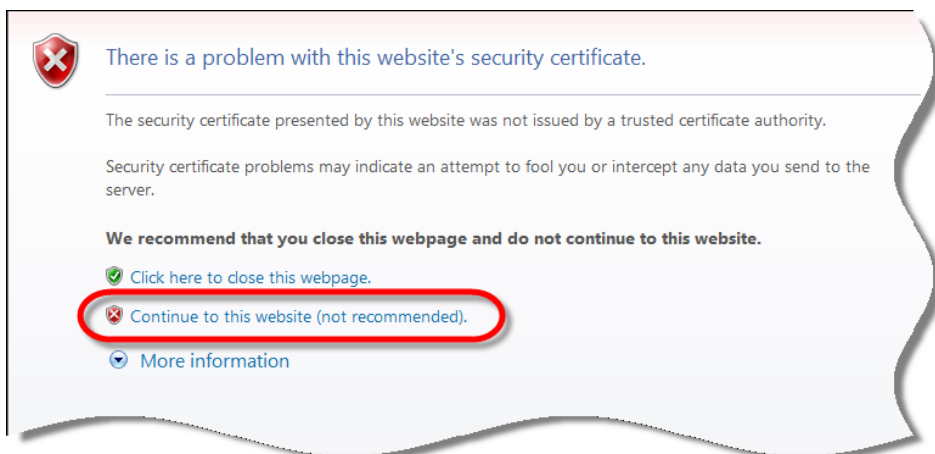
**Figure 4 EDW System Login**

## IE 7.x

### Certificate Handling in IE7 and the EDW website

IE7 handles server certificates differently than IE6, and by default, IE7 is set to warn users about security issues dealing with certificates. That being the case, when users go to the EDW website: <http://www.palmbeach.k12.fl.us/edw/edwaccesspage/EDWACCESSPAGE.HTML>, to access the EDW reports, a certificate warning page may be displayed. This page requires the user to make a choice either

to close the website by clicking on the green shield  or to continue on by clicking on the red shield  .  
In order to access the EDW site click, "Continue to this website (not recommended)", the red shield   
(Figure 5).

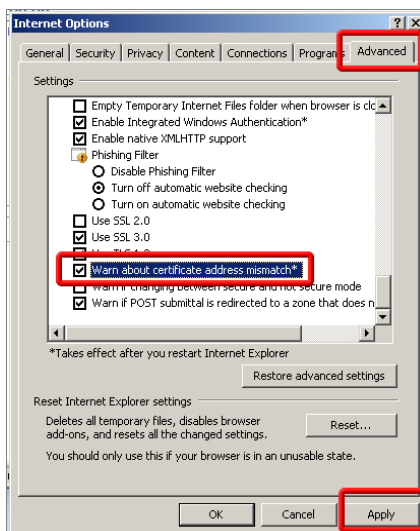


**Figure 5 Example of certificate warning**

## Turning off certificate warning

IE 7 can be modified to suppress the certificate errors and allow the user to proceed uninterrupted.

1. First, start by opening Internet Explorer and click on "Tools", then "Internet Options".
2. Click the Advanced tab. (Figure 6)
3. Scroll down to the bottom of the settings and find "Warn about certificate address mismatch\*" and uncheck the box.
4. Click "Apply" then "OK"
5. Now, the next time Internet Explorer is started the site should no longer prompt the user with the certificate warning page.



**Figure 6**

## Adding the District's domain to trusted sites

Adding district domain to the trusted sites will help ensure that errors are not encountered when trying to access district sites. To update this setting, please follow these steps.

1. Open IE7
2. Click on "Tools", "Internet Options"
3. Select the "Security tab" (Figure 7)
4. Click "Trusted Sites" (the green check mark) then Click the "Sites" button



Figure 7

5. When the "Trusted sites Box" opens, enter the following information into the "Add this website to the zone:" section: **\*.palmbeach.k12.fl.us** (note: the asterisk is part of the info to enter) (Figure 8)
6. Click "Add"
7. Now, click "Close", click "OK" and restart IE

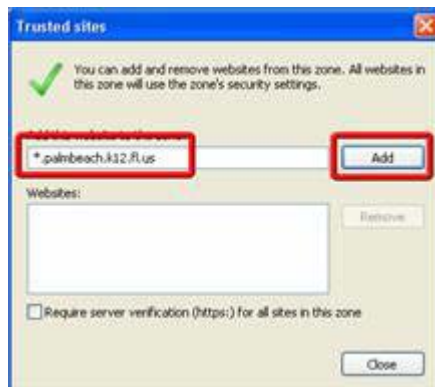


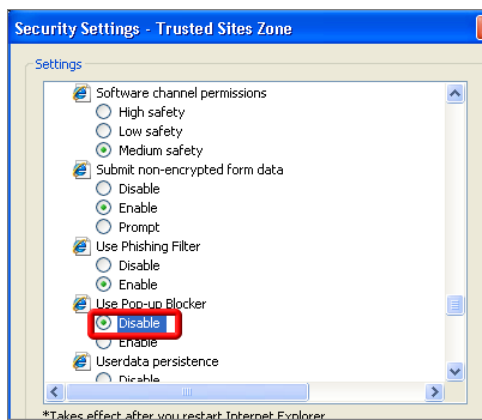
Figure 8

8. Open IE and log back into EDW (<https://edw.palmbeach.k12.fl.us>) and run a report.

*\* Caveats: Having any Browser Helper Objects (BHO) installed in your web browser, such as **Yahoo! Toolbar** or **Google Toolbar**, may interfere with your access to EDW. The uninstalling of any of these BHO's is highly recommended.*

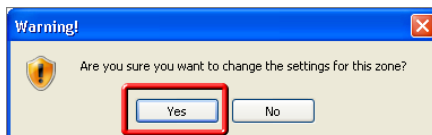
### Turning off the Pop-up Blocker in Internet Explorer 7

1. Open IE7
2. Click "Tools", "Internet Options"
3. Under "Security" click the green check mark for "Trusted sites"
4. Click "Custom level..."
5. Scroll through the list towards the bottom there is a section labeled "Use Pop-up Blocker"
6. Click the button to "Disable" the pop-up blocker (Figure 9)



**Figure 9**

7. Click "OK"
8. On the warning box that appears, click "Yes" (Figure 10)



**Figure 10**

9. Click "Apply" and "OK"
10. Restart the IE.