

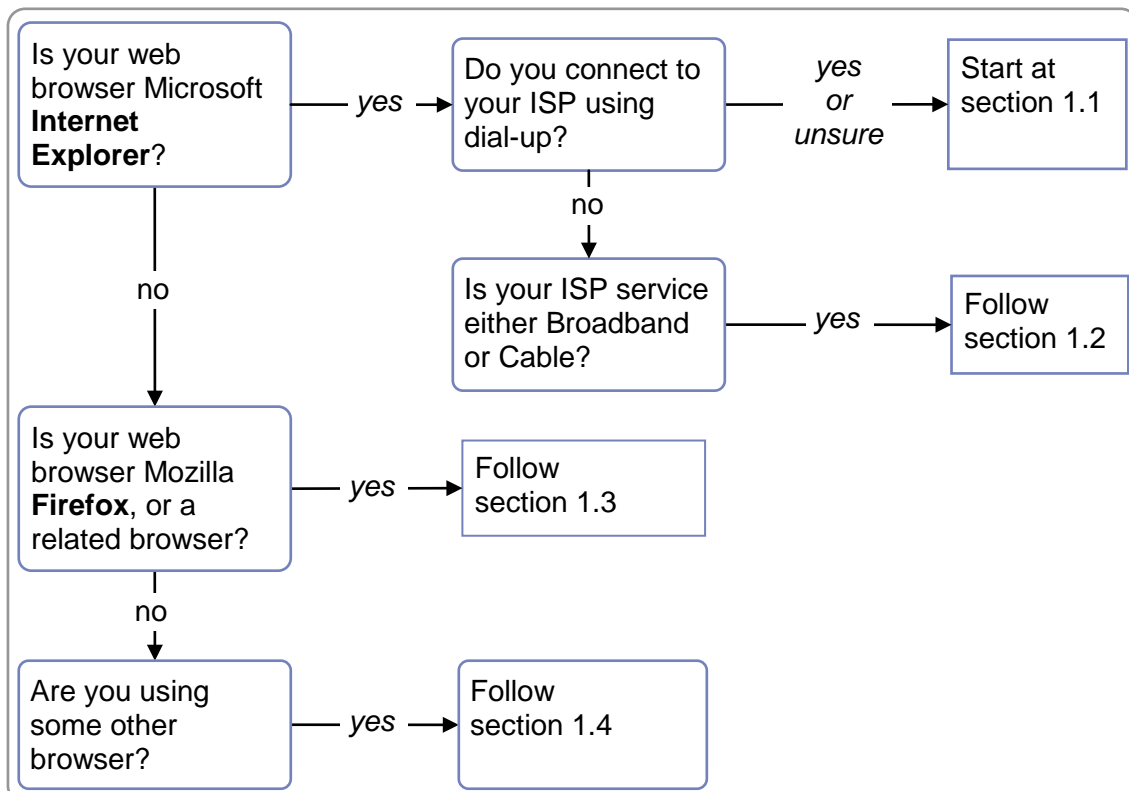
## Web authentication — access to restricted Web pages from off campus

Some of the University's web pages and services are restricted to University of Salford students or staff, and normally will not display for you when you connect from a computer off campus. The set up described in this guide will allow you to reach restricted web services after verifying your Salford username at the start of a session.

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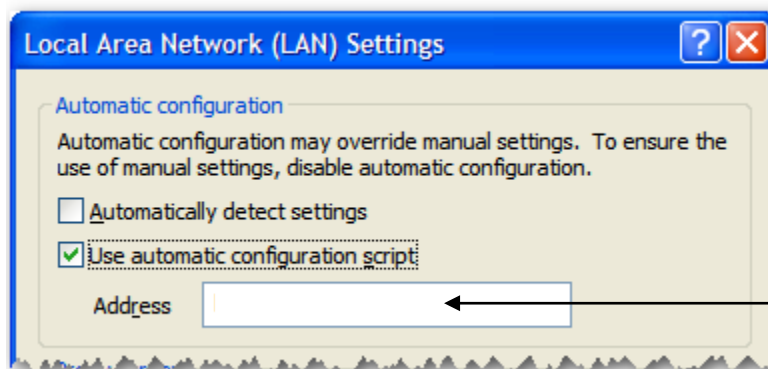
### 1 Setting up your web browser

First, follow a simple procedure to tell your web browser to use the 'Web proxy' service. After this, you can use restricted Salford web resources without any further effort. Choose a set up procedure according to which browser you are using:



## 1.1 Internet Explorer, with a dial-up connection

- Open Internet Explorer, and select **Internet Options** from its **Tools** menu.
- Select the **Connections** tab (near the top of the window), and find the section of the window labelled **Dial-up and Virtual Private Network**.
- If there is nothing in the box below this label, you are probably connecting through broadband or cable. In this case, you should go directly to section 1.2 and follow the instructions given there.
- If you find your ISP listed in the box, select it, then select **Settings** at the side of the box:
- In the new window that opens, ensure that the **automatic configuration** section has only its second box ticked, and type <http://proxy.salford.ac.uk/proxy> into the box labelled **Address**:

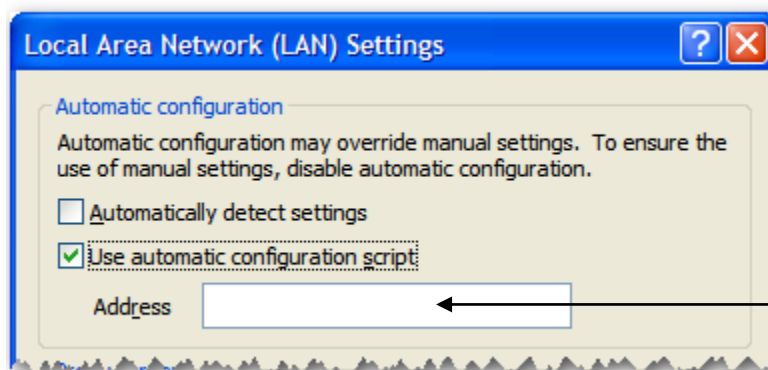


- Select **OK** to close the window, and **OK** again to close the **Internet Options** window and return to the browser.

Your setting up is now finished and the browser will continue to use these settings in future sessions. When you want to switch off the proxy settings, follow section 2.2.

## 1.2 Internet Explorer, with Broadband, ADSL, or Cable ISP

- Open Internet Explorer, and select **Internet Options** from its **Tools** menu.
- Select the **Connections** tab (near the top of the window).
- Select the **LAN Settings** button (near the bottom of the window).
- In the new window that opens, ensure that the **automatic configuration** section has only its second box ticked, and type <http://proxy.salford.ac.uk/proxy> into the box labelled **Address**:



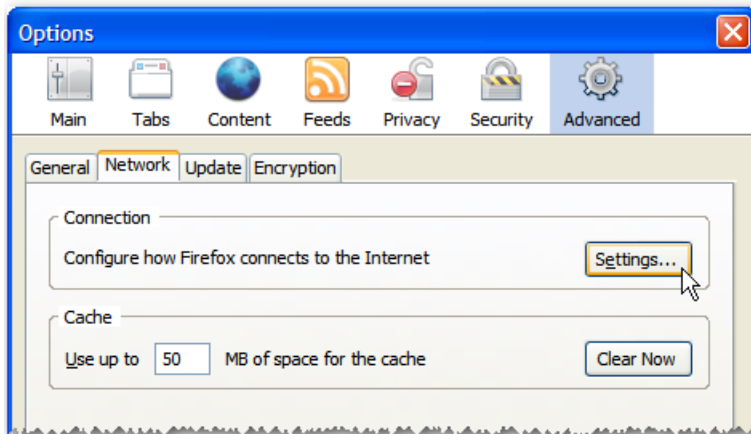
- Select **OK** to close each of the set up windows and return to the browser.

Your setting up is now finished and the browser will continue to use these settings in future sessions. When you want to switch off the proxy settings, follow section 2.2.

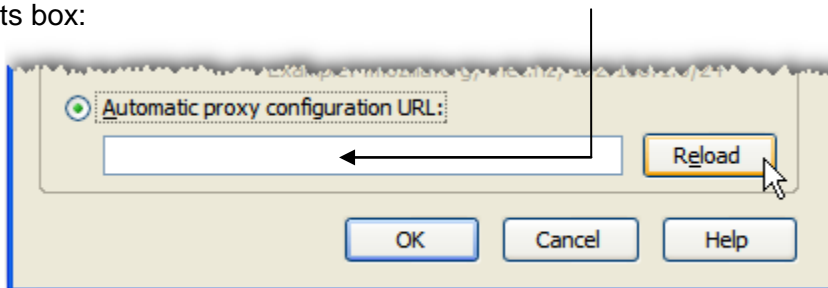
### 1.3 Firefox and other Mozilla-based browsers

These instructions apply to versions 2 or 3 of Firefox, whatever type of connection.

- a) Open Firefox and select **Tools** → **Options** ( on Linux select Edit → Preferences ) to get the appropriate window.
- b) From the row of icons across the top of this window, select **Advanced**, then the **Network** tab.
- c) Under the Connection heading, select **Settings**



- d) At the bottom of the new window that opens, ensure that **Automatic proxy configuration URL** is selected, and type <http://proxy.salford.ac.uk/proxy> into its box:



- e) Select the **Reload** button to make these settings take immediate effect.
- f) Select **OK** twice to return to the browser.

Your setting up is now finished and your browser will continue to use these settings in future sessions. When you want to switch off the proxy settings, follow section 2.2.

### 1.4 Setting up other browsers

For most other browsers, the set up is very similar to section 1.3. Usually, you select **Options** or **Preferences** from one of the menus, then look for a section labelled **Connections**, or **Network**.

## 2 Using your browser to reach 'restricted' pages

### 2.1 Authentication — supplying your username and password

The first time you try to display a web page after setting up your browser, you will be asked for your Salford username and password. This is to 'authenticate' you as a student or member of staff at Salford.

You will have to supply them twice but after that, you can continue your web browsing without being asked again. But if you stay on the same page without using your mouse for more than 10 minutes, the proxy may ask you to authenticate again — see section 3.



### 2.2 Back to normal — switching off authentication


When you've finished using restricted Salford pages, switch off your proxy set up.

With **Internet Explorer**, follow the steps in 1.1 or 1.2 until you reach the **LAN Settings** window where you selected  to use the proxy. Touch that box again to remove the tick, and ensure that all other boxes in the window are unselected:  The proxy address stays there, but is feint to show that it is no longer active. This makes it easier next time you want to switch on the proxy.

With the **Firefox** browser, follow section 1.3 as before, but at step (c), select **Direct connection to the Internet**. or **No proxy**, depending upon the version of Firefox you are using. The URL for the proxy will become feint to show that it is no longer active, but remains ready for next time you want to make it active.

## 3 Some questions answered

*I typed in my username and password but now I'm being asked to do it again!*

This is a security feature! OK, so it's also annoying. If you display the same web page for more than ten minutes, the proxy assumes you've gone away. If you are keeping the same page in view for a long time, use your browser's refresh button  every few minutes, so that the proxy knows you're still there.

*Should I let my browser save my username and password, so I need not type them next time?*

We recommend that you do not do this. Normally, you will only be asked to provide this information when you access your first web page at the start of each browser session. But read also the previous question.

*Should I keep the proxy set up all the time?*

There is no technical reason why not. But you should be aware that the proxy automatically logs the address of each site you visit. The University is required to do this under the contract with its network service provider, UKERNA (United Kingdom Education and Research Networking Association).

When browsing web pages not related to your work or study at Salford, there is no need to use the Salford proxy. You can protect your privacy by switching it off, and section 2.2 explains how to do this.

*I am a part-time student, and use Web access from my place of work.*

You should check with your employer's IT department that their policies (and corporate firewall) permit you to access web pages through Salford's proxy service.

*When I type my username and password, my browser warns that they will be sent in an insecure manner.*

Unfortunately, the Salford Web proxy does not yet use a secure connection, although future developments will make it secure.

Your browser is correct to warn you but at present, you must ignore that warning if you wish to use the proxy.

*I've followed these instructions but I'm still stuck. What should I do?*

Some ISPs override web proxies set up by their customers — ask their support desk. You can contact the ITS Service Desk at [its-servicedesk@salford.ac.uk](mailto:its-servicedesk@salford.ac.uk), or 0161 295 2444.

## 4 Related services

If you regularly work off campus, there are several other services that you may find useful. For example, you can access files in your network file space at Salford (F: and V: drives) and reach most library services from off campus.

All you need is a PC or Mac with a Web browser, a connection to the internet, and your Salford username and password. You can find more information about off-campus services at [www.its.salford.ac.uk/offcampus/](http://www.its.salford.ac.uk/offcampus/)