

Fixing the proxy settings after exiting the Board's secure website incorrectly.

If after working on the IEPs at home through the Board's secure website (<https://secure.occdsb.on.ca>) and you exited it incorrectly, you will leave proxy settings in place that will not allow access to the Internet. Below are the steps you need to do to fix the problem.

NOTE: this should only be done on home computers and not Board computers

1. Launch Internet Explorer

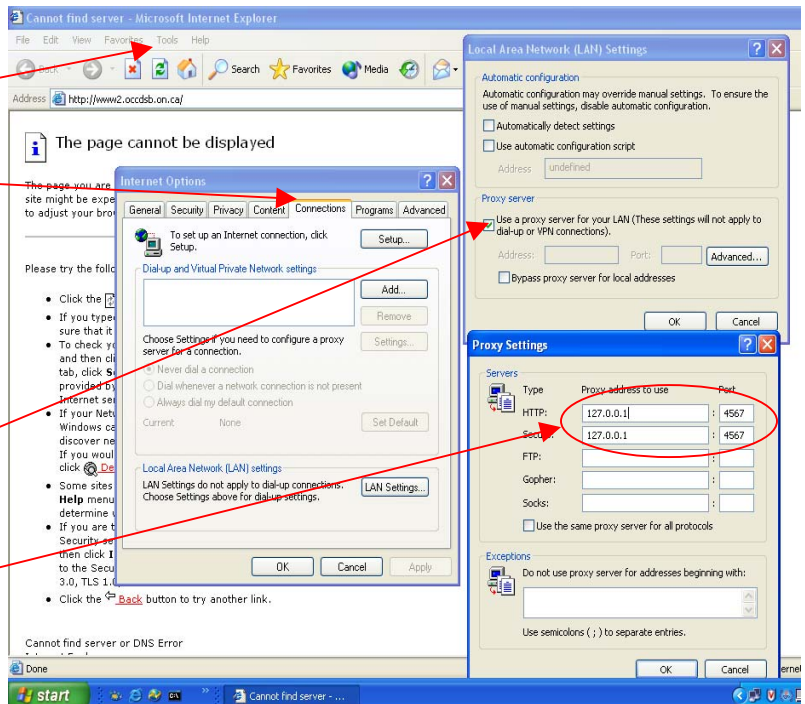
2. Go to the *Tools Menu* > *Internet Options* > *Connections* tab.

3. Click on the *LAN Settings* button.

4. If there is a checkmark in the *Use the proxy server for your LAN. . .* field then click on the *Advanced* button.

5. In the *Servers* section of the window clear out any entries and click *OK* – *for HOME use only*.

6. Back at the *Local Area Network (LAN) Settings*, uncheck the *Use a proxy server for you LAN . . .* setting.



If this is a Board computer you need to contact your tech support person for assistance.

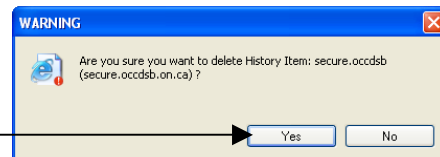
Exiting Correctly:

To prevent this from happening in the future make sure you follow the documentation where it states the following:

9. When you are done working in the IEP you will exit the IEP system BUT then you must ALSO exit the secure connection you have established. To do this click on the **Click here to logout** link.

10. Upon exiting the following window may appear:

Click on the **Yes** button.



11. Close your Internet Explorer browser program.

For full instructions please reference the documentation 'Accessing the IEP from Home' in the IEP folder of the Software Conference in First Class.