

SHAREPOINT LOGIN INSTRUCTIONS FOR INTERNET EXPLORER BROWSER

When logging into SharePoint on campus on a Goodwin College computer it may prompt you to login.

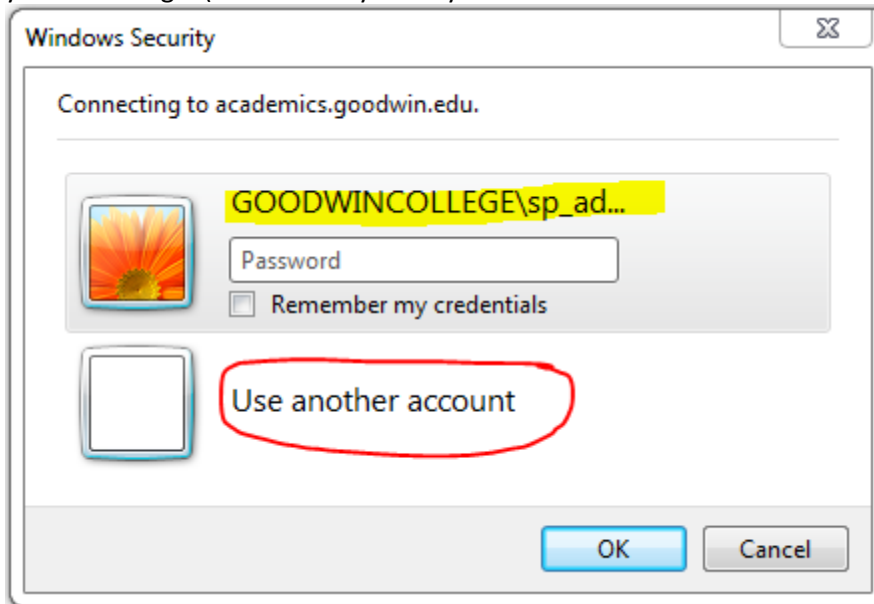
We only support Internet Explorer and Firefox. These are the fixes for them.

Internet Explorer

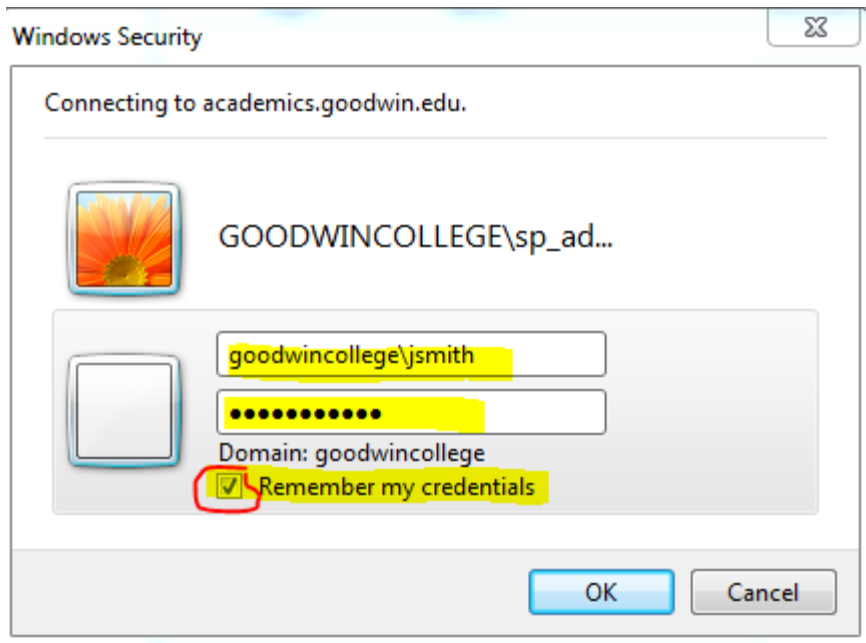
FIRST OF ALL, to properly log in to SharePoint, from the office OR home location follow these steps:

When you are displayed the following window, please make sure that

- A. The HIGHLIGHTED line reads something similar to: GOODWINCOLLEGE\... where the DOTS are your email login (ex. Jsmith – you may not see the full name but the first few letters)

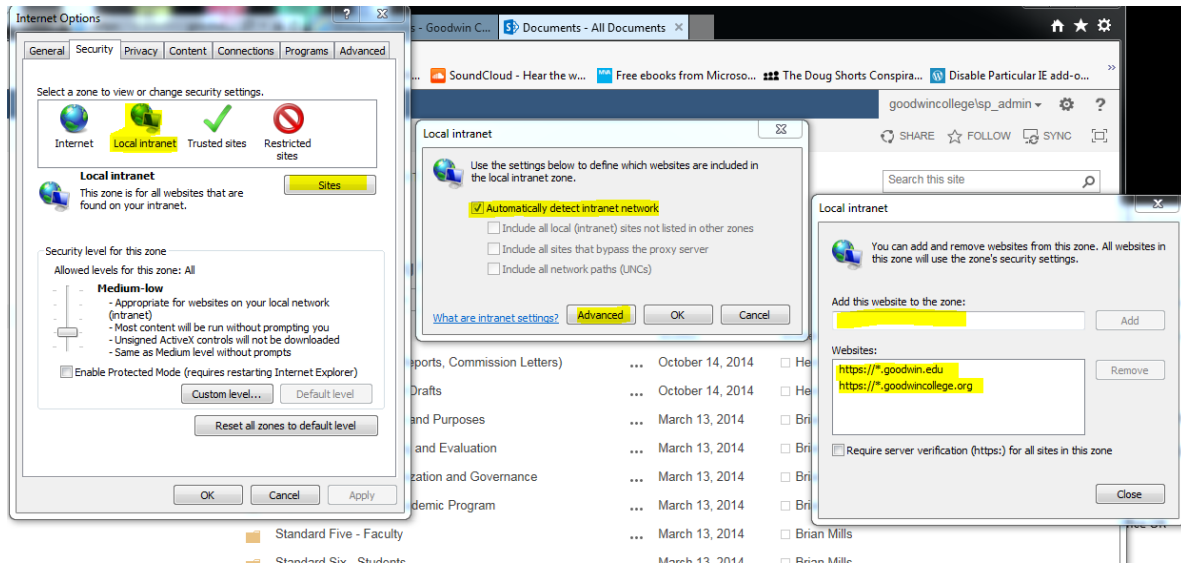


- B. IF the line for username does NOT read GOODWINCOLLEGE\... than click on USER ANOTHER ACCOUNT and simply type it out, and make sure that REMEMBER MY CREDENTIALS checkbox is selected:



C.
D.

1. Tools
2. Internet Options
3. Select the Security tab
4. Select on Local intranet
5. Click on SITES button
6. Check the box to **automatically detect intranet network**
7. **Click ADVANCED button.**
8. In the **ADD THIS WEBSITE TO THE ZONE** you will need to type in the following **TWO** lines. One at a time:
 - a. https://*.goodwin.edu
 - b. https://*.goodwincollege.org



9. Click CLOSE
10. On the next window click OK
11. Next window click OK again.
12. With Local Intranet highlighted click on **custom level**
13. Scroll to the bottom and select **User Authentication** check **automatic logon only in intranet zone**.
14. Click Ok
15. Select Trusted Sites
16. Click on Sites
17. Add **goodwin.edu** as a trusted site. **Be sure the check box for Require server verification is UNCHECKED**
18. Click Close then OK
19. Restart Internet Explorer

Now it should not prompt you for a login while logged in on a domain member PC. You should also do this for trusted sites.