Tips for accessing the "Members Only" section
of the Council's Website: www.kofc8668.org

Several members have contacted me, explaining that they are experiencing difficulties logging into the **"members only" section** of our website. More times than not this is due to features built into their web browser (e.g. Internet Explorer) related to preventing "scripts" from running.

The following **Tips** are being provided to help council members access the **"members only" section of the Website,** which contains the latest information on council activities such as phone lists, meeting agendas and minutes of meeting.

It is **highly recommended that you implement OPTION B** (see page 2) on the computer that you would normally use to access the Council's website.

These tips will not compromise the security of your system.

ISSUE: *"I cannot log into the members only page"*, or, *"I do not see an entry box or prompt asking for the members-only password"*

SOLUTIONS:
There are two possible options to remedy this situation:
   Option A: A temporary solution which must be used every time you access the "**members only"** page; and,
   Option B: A permanent solution, when implemented, will allow you to access the **"members only"** page from that particular computer every time you open the Council website.

In both cases you still must manually enter the password to open the "**"members only"** page each time that you want to access the **"members only"** section of the website.

OPTION A: Temporarily allow Scripts to Run

i)   When you click on **"Click here to enter password",** a yellow-coloured banner will appear below the Internet Explorer 7, 8 or 9 (IE7, IE8 or IE9) tabs with the following words displayed: "? This website is using a scripted window to ask you for information. If you trust this website; click here to allow scripted windows …"

ii)   You must then **click the yellow-coloured banner**; when you click, a "drop-down menu" will appear on the top-right of the screen with the following choices:
* Temporarily allow scripted windows
* More information

iii)   Select the first option **"Temporarily allow scripts",** (Note: The yellow banner and drop-down menu will disappear)

iv)   Click on **"Click here to enter password"** prompt on the "members only" login page a **second time**; this time an "Explorer User Prompt" box will appear.

v)   **Enter the password** (IMPORTANT: use lower-case and NO spaces) in the "Explorer User Prompt" box, and press **"Enter"** or click **"OK";** The **"Members Only"** page will open

Note: This procedure must be used each time you open the Council's webpage and want to access the "Members Only" section

For a solution that has to be completed only once, see OPTION B, on page 2

**OPTION B: Add the Council's Webpage Address
to the TRUSTED SITES LIST in Internet Explorer 7, 8 or 9**

i) Start **Internet Explorer**

ii) **From the menu, select Tools -> Internet Options**; an "Internet Options" window will open.

iii) Click on the **"Security" tab**

iv) Click on the "**Trusted Sites"** icon (i.e., a green checkmark)

v) Click on the **"Sites"** button (just below the row of icons); a "Trusted sites" window will open.

   Uncheck the box labelled "Require server verification (https:) for all sites in this zone"

   In the white space below the words: "Add this website to the zone", Type the following:

   http://www.kofc8668.org and click the **"Add"** button (this will add it to the "Websites" list)

vi) Click the **"Close"** button; the "Trusted sites" window will close

vii) Click the **"OK"** button; the "Internet Options" window will close

This completes the changes and will now allow scripted windows to run on the Council's website.

You should now be able to access the "Members Only" section of the webpage **without the yellow warning banner appearing in Internet Explorer.**

Try it Out …

To test it, go to the Council webpage (i.e., www.kofc8668.org)

- Click the "Members" button (i.e., red button on the bottom left of the screen)

- Click on **"Click here to enter password"** prompt on the "members only" login page; an "Explorer User Prompt" box will appear.

- **Enter the password** (IMPORTANT: use lower-case and NO spaces) in the "Explorer User Prompt" box, and press **"Enter"** or click **"OK";** The **"Members Only"** page will open

**It is highly recommended that you implement OPTION B on the computer
that you would normally use to access the Council's website**