
The ANS Guide to Accessing the Secure Server

I recommend that for ease of use that you print out this two page document.

Who is this Guide for?

This guide is for any current ANS member who has received a secure log in. It is written to help you get the most out of your secure server.

If you are an ANS member and currently do not have a log in please use the secure registration form (srf) at the following address, stating your name, email address, password and ANS membership number. Without ALL of information I will not be able to generate your account.

<http://www.ansuk.org/srf.php>

What to do

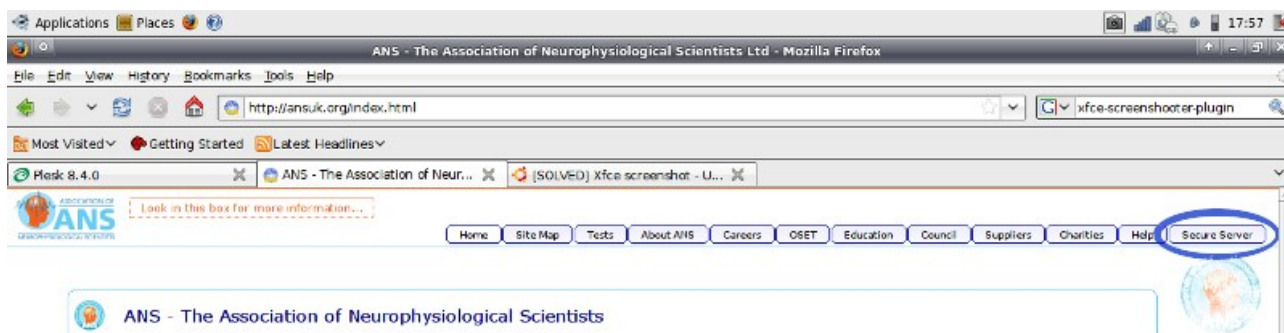
Once you have your log in credentials, visit the ANS server by opening a browser window (Firefox, Opera, Internet Explorer) and typing the following into the address bar:

<http://www.ansuk.org>

Then click [Go] or press the [ENTER] key on your keyboard.

You will be presented with the main page of the ANS website. This is where most of the open news is placed in order for it to receive maximal coverage. Notice the tabs across the top of the page.

These are hyperlinks to other pages within the site. Click the far right tab, named Secure Server. See the screenshot below with the Secure Server tab circled in blue. This link springboards you to the secured area login page.



Click the button to to go to the secure server.



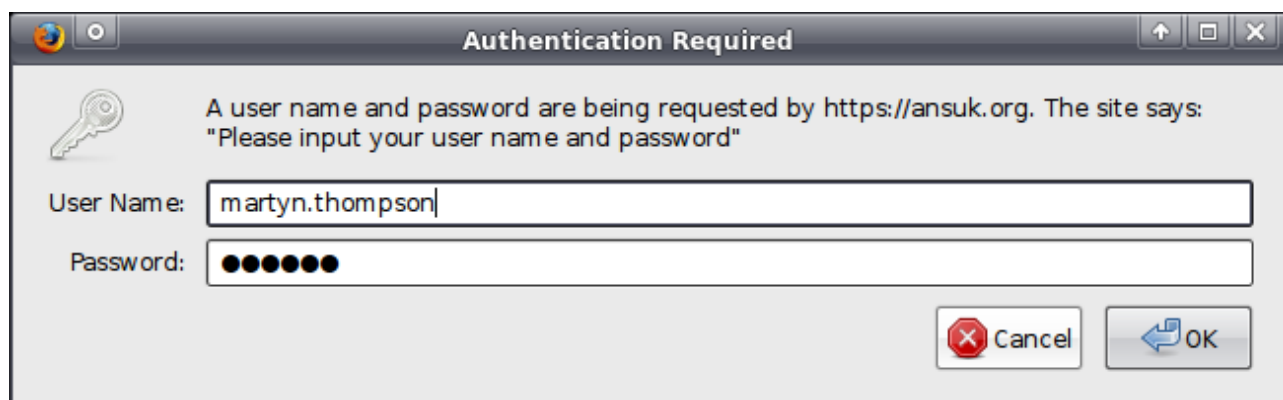
This page gives you options to enter each individual area of the website. There is the ANS Webmail facility, the moodle (education) server and finally the secure website.

Click the orange **ENTER SECURE SERVER** button.



The first time you do this you may (should) be challenged, asking if you wish to accept a certificate. It is quite safe to do this.

You will then be presented with a log in dialogue box. This will appear slightly different when drawn by different web browsers. The one below is the one shown in Firefox 3.0.



Your user name is

`firstname.lastname`

Take note of the period, or dot, between the two names!

Your password will have been given to you in your welcome email. If you forget this, or would like to request a personalised one, then please email me at martyn.thompson@ansuk.org.

When typing in the password box your password will not be displayed. Key presses will usually be indicated by asterisks or discs, like above.

Finally, press [ENTER] on your keyboard or click the [OK] button. After a short wait you will have access to the secured area.

- The same user name and password will allow you in to moodle and webmail. You will need to enter them again for each section of the site.
- All areas are covered by full 128-bit security – just like online banking.

