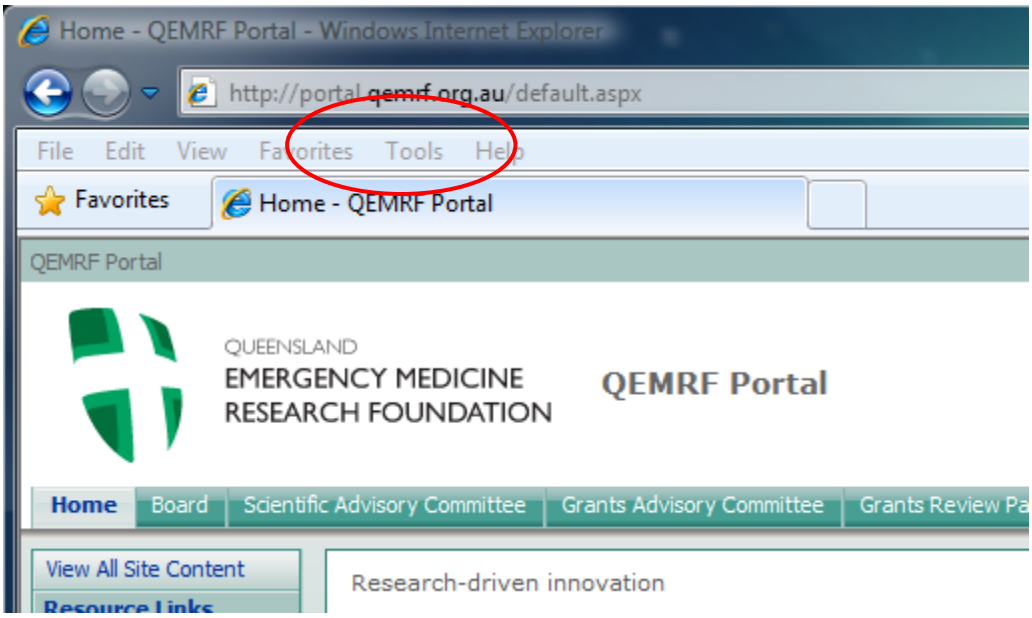
Configuring Your Internet Explorer to Remove Unnecessary Password Prompts!

The QEMRF Portal is a secure environment that requires a user to enter their user ID and password when logging in and/or accessing files. However, this can be somewhat tiresome, as Internet Explorer (IE) may ask you for this repeatedly. Moreover, while there is a "Remember my password" option, this does not work under normal situations, as Microsoft IE and SharePoint try to ensure a VERY secure environment.

You can however configure IE to only ask you once for your password, and thereafter use it automatically. **This will only work if your network administrator has not locked certain aspects of IE! If this is the case, you will need to contact your network administrator to have these settings applied.**

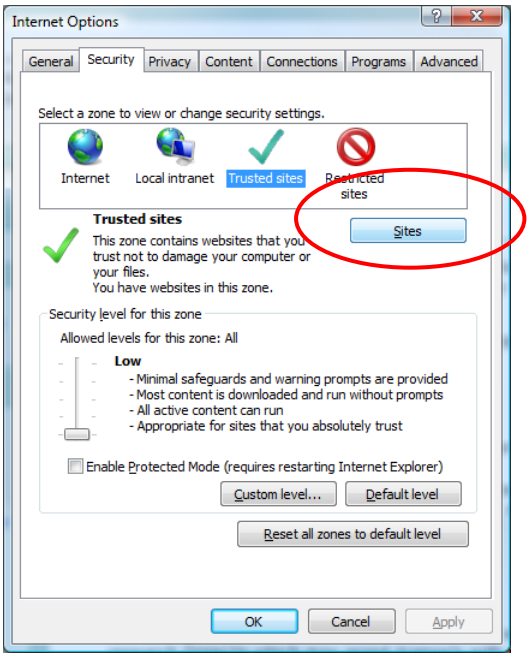
Use the following steps to do this configuration.

Go to the QEMRF Portal.

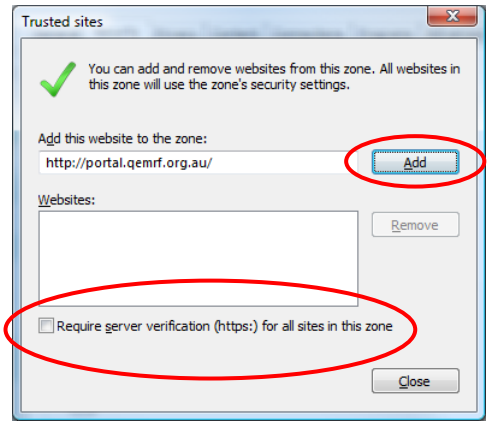


If your menu bar is not currently displayed, press the ALT button on your keyboard. From the menu bar, select Tools > Internet Options. This will open a new window. Click the "Security" tab, in order to access the security settings for IE.

On the security tab, you can edit a list of sites you trust. Click on the “Trusted sites” icon (large green tick) the “Sites” button; another new window will open.

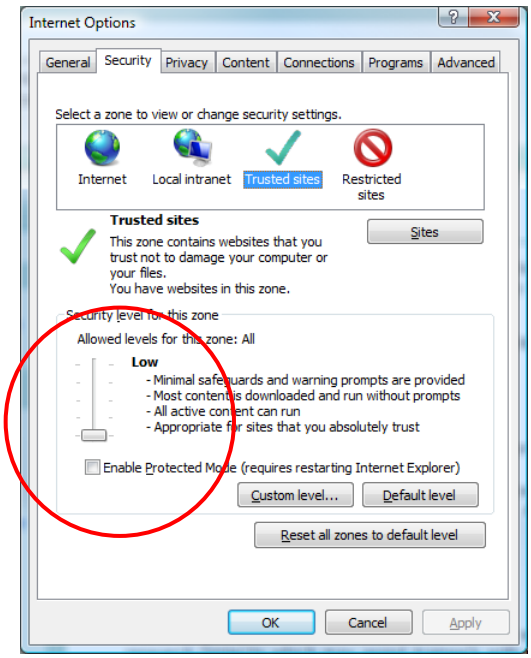


In the “Trusted sites” window you can add the URL for the QEMRF Portal (exactly as shown below). Make sure the option “Require server verification (https:) for all sites in this zone” is NOT checked. Then click the “Add” button.



Then click the “Close” button.

Now that the Portal is a trusted site, use the slider (highlighted below) to reduce the security level to "Low". Note that if you do not see the slider bar, you should click the "Default level" button, and then use the slider to set the level to "Low".



You are now finished, and can click "OK".

Once you have done all this, you can log into the site, selecting the remember password option. Thereafter you should be able to use the Portal without having to constantly enter your password.

Enjoy!