Skyward Educator Access Plus now requires a higher level of security for webpage transmission.

What this means for the average parent is that you will need to re-create your shortcut links to your Family Access application.

This document will correct the following error with Family Access.



If you are using **Internet Explorer 7**, begin with <u>Step 1</u> If you are using **Firefox 2**, begin with <u>Step 21</u>. If you are using **Firefox 3**, begin with <u>Step 23</u>. If you are using **Google Chrome**, begin with <u>Step 28</u>. If you are using **Internet Explorer 6**, begin with <u>Step 49</u>.

If you are using Internet Explorer 7, complete Steps 1 through 20.

If you already have a shortcut icon on your desktop, complete steps 1 through 5. If you do not have an icon/shortcut, begin with step 6.

1. Find your Family Access icon on your desktop or your favorite.



- 2. Right Click on the icon, and select Properties.
- 3. On the Web Document tab, change the URL to: <u>https://fa.brandonvalley.k12.sd.us:444/scripts/cgiip.exe/WService=wsFam/fwemn</u> <u>u01.w</u>
- 4. You only have to add an "S" after 'http' and a ":444" after the 'fa.brandonvalley.k12.sd.us'

Skyward Educ	ator Access Plus Properties 🛛 🛛 🕅
General Web	Document Security
Skyw	ard Educator Access Plus
URL:	https://fa.brandonvalley.k12.sd.us:444/scripts/c
Shortcut <u>k</u> ey:	None
Visits:	Unknown
	Change Icon
	OK Cancel Apply

5. Click the **OK** button.

You could also delete the shortcut/favorite and re-create it.

If you receiving a security warning, go to Step 11 to fix it.

If you do not already have a Family Access icon on your desktop, follow steps 6 through 10 to create one.

- 6. Go to the webpage <u>http://brandonvalley.k12.sd.us</u>
- 7. Click on Parent Resources, and Family Access (Home)

BV Central Office	Middle School	Brandon Elemer	itary RB Elen	ientary VS Ele	ementary	Assam Elementary
A Contraction	Brand	lon V	alley	High	Sel	hool
W.S*	Sou	th Dakota Disting	Departme uished Hig	nt of Educ gh Schoo	cation I	
Daily "LYNX" Stude	nt Resources Tea	chers Resources	Parent Resources	Other Interests	Photos	Home
			Booster Club			
			Character Counts Su	rvey		
			Counselors			
			Dakota Step Test			
			Drug Survey Results			
			Lesson Plans			
		1	Family Access (Hom	•)		
		a .	Family Access (Scho	ol)		
			Monthly Newsletter			

8. This will open a new window with Family Access

9. **Right-click** on the IE icon in the address bar.



10. Click and drag to the desktop, and select Create Shortcuts Here.



Now you have an icon on your desktop for your Family Access Gradebook!

If you are receiving a security warning, complete Steps 11 through 20.



- 11. Click on the Continue to this website (not recommended) link
- 12. Click at the top of the screen where it says **Certificate Error**.
- 13. Click on View Certificates



14. This will open up a new window. In this window, click on the **Install Certificate** button.

Certificate ?
General Details Certification Path
Certificate Information
This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.
Issued to: 172.20.14.6
Issued by: 172.20.14.6
Valid from 8/26/2008 to 8/24/2018
Install Certificate
ОК

If you are missing this Install Certificate Button, CLICK HERE.

- 15. Click the **Next** button.
- 16. Leave the default selections and click Next again.

- 17. Click the Finish button.
- 18. Click **Yes** on the security warning.

Security	/ Warning
1	You are about to install a certificate from a certification authority (CA) claiming to represent: 172.20.14.6 Windows cannot validate that the certificate is actually from "172.20.14.6". You should confirm its origin by contacting "172.20.14.6". The following number will assist you in this process: Thumbprint (sha1): 443C1622 AE316894 9D988FDB 134D4EA0 4A668912 Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk. Do you want to install this certificate?

19. You should get a new box open stating the import was successful.

Certific	ate Import Wizard 🛛
(į)	The import was successful.
	ОК

20. Click the **OK** button.

You should be able to use the Family Access Gradebook just like normal!

If you are using Firefox 2, continue below.

If you are using Firefox 2, complete Steps 21 and 22.

- 21. Complete steps 6 and 7 above.
- 22. When you open the Family Access link, you should be prompted with the following Error. Click to select **Accept this certificate permanently**, and click the **OK** button.



If you are using Firefox 3, complete Steps 23 through 27.

- 23. Complete Steps 6 and 7 above.
- 24. When you open the Family Access link, you should be prompted with the following Error. Click on the **Or you can add an exception** link.

	Secure Connection Falled
J	172.20.14.6:444 uses an invalid security certificate.
	The certificate is not trusted because it is self signed.
	(Error code: sec_error_ca_cert_invalid)
	 This could be a problem with the server's configuration, or it could be someo trying to impersonate the server.
	 If you have connected to this server successfully in the past, the error may b temporary, and you can try again later.

25. When you click on this link, Firefox will warn you about adding an exception. Click on the **Add Exception...** button.

You should not add an ex	ception if you are usin	g an internet connection that you do not trust
completely or if you are n	ot used to seeing a wa	rning for this server.
Get me out of here!	Add Exception	

26. Firefox will warn you once again about adding the security exception. Click the **Get Certificate** button.

Add Securi	ty Exception	
	u are about to override how Firefox identifies this site. gitimate banks, stores, and other public sites will not as	k you to do this.
Location:	2.sd.us:444/scripts/cgiip.exe/WService=wsFam/fwemnu01.w	Get Certificate
Certificate	Status	

27. This will show the actual Family Access certificate. Make sure the box is checked that says **Permanently Store this Exception**, and click the **Confirm Security Exception** button.

Yo	are about to override how Fire	efox identifies this site.	
Le Le	gitimate banks, stores, and	l other public sites will not as	k you to do th
Server —			
Location:	0.14.6:444/scripts/cgiip.exe/v	WService=wsEAplus/seplog01.w	Get Certificate
Certificate	Status		
This site at	tempts to identify itself with inv	alid information.	View
			<u> </u>
UNKNOWN	Identity		
Certificate	Identity is not trusted, because it hasn't	t been verified by a recognized au	ithority.
Certificate	Identity is not trusted, because it hasn't	t been verified by a recognized au	ithority.
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Certificate	Identity is not trusted, because it hasn't	t been verified by a recognized au	thority.
Certificate	Identity is not trusted, because it hasn't nently store this exception	t been verified by a recognized au	thority.

You should now be able to use Family Access like normal!

If you are using Google Chrome, complete Steps 28 through 48.

- 28. Complete Steps 6 and 7 above.
- 29. When you open the Family Access link, you should be prompted with the following Error. Click on the **Proceed Anyway** button.

You	attempted to reach 172.20.14.6 , but the server presented a certificate issued by an entity that is not
trust	ed by your computer's operating system. This may mean that the server has generated its own
secu	rity credentials, which Google Chrome cannot rely on for identity information, or an attacker may be
tryini	g to intercept your communications. You should not proceed, especially if you have never seen this
warn	ing before for this site.
Pro	ceed anyway Back to safety
	la me understand

- 30. This will bring you to the Family Access Site. If you would like to install the certificate, continue with **Step 31.**
- 31. When you proceed to the Family Access site, click on the **Orange Exclamation** point in the URL bar. This will show you the security information of the page.

.w	0-	J

32. Click the **Certificate Information** button.



33. This will open up the Certificate information window. Click the **Details** Tab, and the **Copy to File** button.

Genera Details Certification Pa	th
Show: <all></all>	~
Field	Value
Version Serial number Signature algorithm Issuer Valid from Valid to	V3 Oe a0 de 5e e8 f3 bd b4 4a 2b sha1R5A 172.20.14.6 Tuesday, August 26, 2008 7:5 Friday, August 24, 2018 7:57
Public key	1/2:20.14.6 R5A (1024 Bits)

34. This will bring you to the Certificate Export Window. Click the **Next** button.

Certificate Export Wizard		×
	Welcome to the Certificate Export Wizard This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk. A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept. To continue, click Next.	
	< Back Next > Cancel)

35. Leave the Defaults, and click the **Next** button again.

Cer	tificates can be exported in a variety of file formats.
Sel	ect the format you want to use:
	DER encoded binary X.509 (.CER)
	Bage-64 encoded X.509 (.CER)
	○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
	Include all certificates in the certification path if possible
	O Bersonal Information Exchange - PKCS #12 (.PFX)
	Include all certificates in the certification path if possible
	Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)
	Delete the private key if the export is successful

36. In the Filename box, type **<u>Skyward Family Access</u>** and click **Next**.

Specify the name of the file	e you want to export
-	
Skyward Family Access	Browse

- 37. Click Finish. You should get an Export Successful message. Click OK.
- 38. In Google Chrome, click the Wrench Icon, and click Options.

	Always show bookmarks ba	ar Ctrl+t
	History	Ctrl+H
	Downloads	Ctrl+3
	Clear browsing data	
	Import bookmarks & setting	gs
	Options	
-	About Google Unrome	
	Help	
	Exit	

39. Click on the **Under the Hood** tab and scroll down and click on the **Manage Certificates** button.

ogle Chrome Op	inne	
Basics Minor Tweat	Under the Hood	
Show sug	gestions for navigation errors re-fetching to improve page load performan	nce
Web Content	when a pop-up is blocked	
Security	shing and malware protection	=
Computer-wid	e SSL settings:	
	for server certificate revocation	Reset to defaults
		Close

40. This will bring you to the **Certificate Import wizard**. Click the **Next** button.

41. One the next screen, click the **browse** button to browse for the file you just created.



42. Select the **Skyward Family Access.cer** file, and click the **Open** button.

Open						? 🛛
Look jn:	0.2.149.30		~	00	10 🛄	•
My Recent Documents Desktop	Installer Locales Resources Themes	nily Access.cer				
My Documents						
My Computer						
	File <u>n</u> ame:	Skyward Family Access.cer			~	<u>O</u> pen
My Network	Files of <u>type</u> :	X.509 Certificate (*.cer;*.crt)			~	Cancel

43. Click the **Next** button.



44. This Next step is <u>VERY</u> Important. Click on the **Browse** button, and select **Trusted Root Certification Authority**. If you select <u>anything</u> else, it won't install the certificate as a trusted certificate. Click the **OK** button.

Select Certificate Store	? 🗙
Select the certificate store you want to use.	
Devenal	
Trusted Root Certification Authoritie	
Intermediate Certification Authoritie	s
Active Directory User Object Trusted Publishers	~
< III	>
Show physical stores	
ОК Са	ncel

- 45. Click the **Finish** button.
- 46. You will get prompted with a Security Warning. Click **Yes** to install the certificate.
- 47. You should get an Import Successful screen. Click the OK button.
- 48. Click Close, and Close again.

You should be able to use Google Chrome normally again!

If you are using Internet Explorer 6, complete Steps 49 through 57.

- 49. Complete <u>Steps 6 and 7</u> above.
- 50. When you open the Family Access link, you should be prompted with the following Error. Click on the **View Certificate** button.

Securit	y Alert
P	Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
	The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
	The security certificate date is valid.
	The security certificate has a valid name matching the name of the page you are trying to view.
	Do you want to proceed?
	Yes <u>No</u> <u>View Certificate</u>

51. Click on the **Install Certificate** button.

artifice	ue					
General	Details	Certification	Path			
	Certif	icate Infor	mation			
This inst Aut	CA Root all this co horities s	certificate ertificate ir store.	e is not tr n the Tru	rusted. To e sted Root C	nable trust, ertification	
1 100.000						
_						
	Issued	. o: 172.20	.14.6			
	Issued	oy: 172.20	.14.6			
	¥alid fro)m 8/26/20	08 to 8/2	24/2018		
l,		-			1	
X			Install C	ertificate	Issuer State	ment

- 52. Click on the **Next** button on the Certificate Import Wizard.
- 53. Leave the defaults, and click Next on the following window.
- 54. Click the **Finish** button.
- 55. You will be prompted with a Security warning. Click Yes to install.

Security	y Warning
1	You are about to install a certificate from a certification authority (CA) claiming to represent: 172.20.14.6 Windows cannot validate that the certificate is actually from "172.20.14.6". You should confirm its origin by contacting "172.20.14.6". The following number will assist you in this process: Thumbprint (sha1): 443C1622 AE316894 9D988FDB 134D4EA0 4A66B912 Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk. Do you want to install this certificate?
	Windows cannot validate that the certificate is actually from "172.20.14.6". You should confirm its origin by contacting the following number will assist you in this process: Thumbprint (sha1): 443C1622 AE316894 9D988FDB 134D4EA0 4A668912 Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk. Do you want to install this certificate? Yes No

56. You should receive an Import was Successful message.



57. Click the **OK** button to close the window.

You should now be able to use Internet Explorer and Family Access like normal!

If you are missing this Install Certificate button. Please complete the steps below.



58. Right-Click on your Internet Explorer icon.



59. Select Run as Administrator, and click Allow to the warning.



Click here to return to the Step 11.

You should now be able to click on the Install Certificate button, and install the certificate like normal.

You should only have to "Run as Administrator" when you want to install the certificate. You don't need to do this every time you want to use the internet.