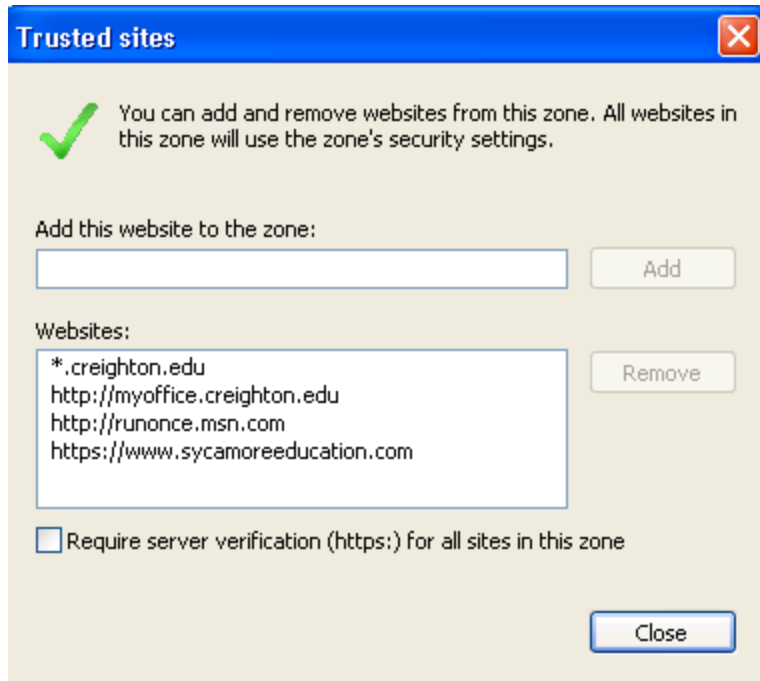


Instructions for Accessing the Print Initiative Site

The Print Initiative site is built using Windows SharePoint Services. When using Internet Explorer you should be able to access the site without entering your Blue credentials. If you are attempting to access www.creighton.edu/printing using Internet Explorer, and are presented with the following logon box, please follow these instructions:



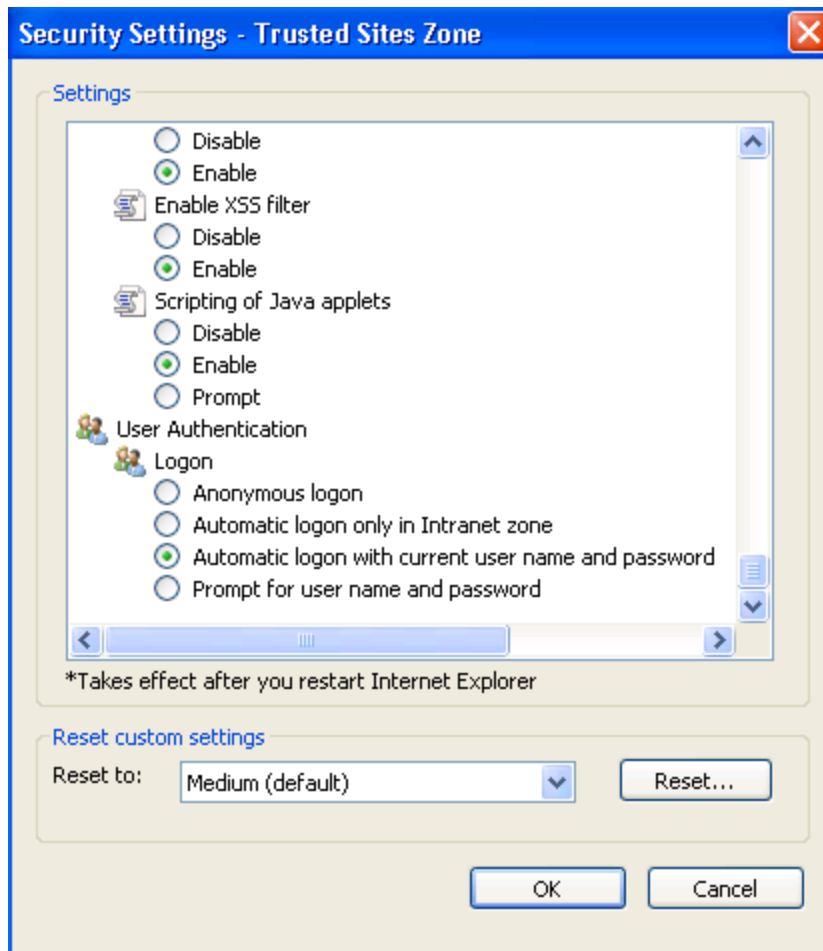
- 1) Click Cancel
- 2) On the “Tools” menu of Internet Explorer, go to “Internet Options”
- 3) Select “Trusted Sites” and confirm that *.creighton.edu is in the Websites box



- 4) If the *.creighton.edu entry is not in the Websites box, enter *.creighton.edu in the “Add this website to the zone” box and click “Add.”
- 5) If “Require server verification (https:) for all sites in this zone” is checked, uncheck
- 6) Click close
- 7) Back on the Internet Options page click the “Custom level...” button



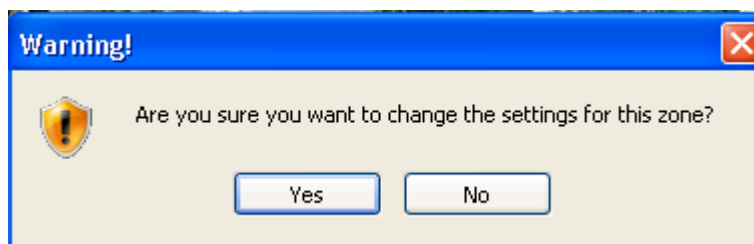
8) Scroll to the bottom of the list on the Security Settings – Trusted Site Zone page



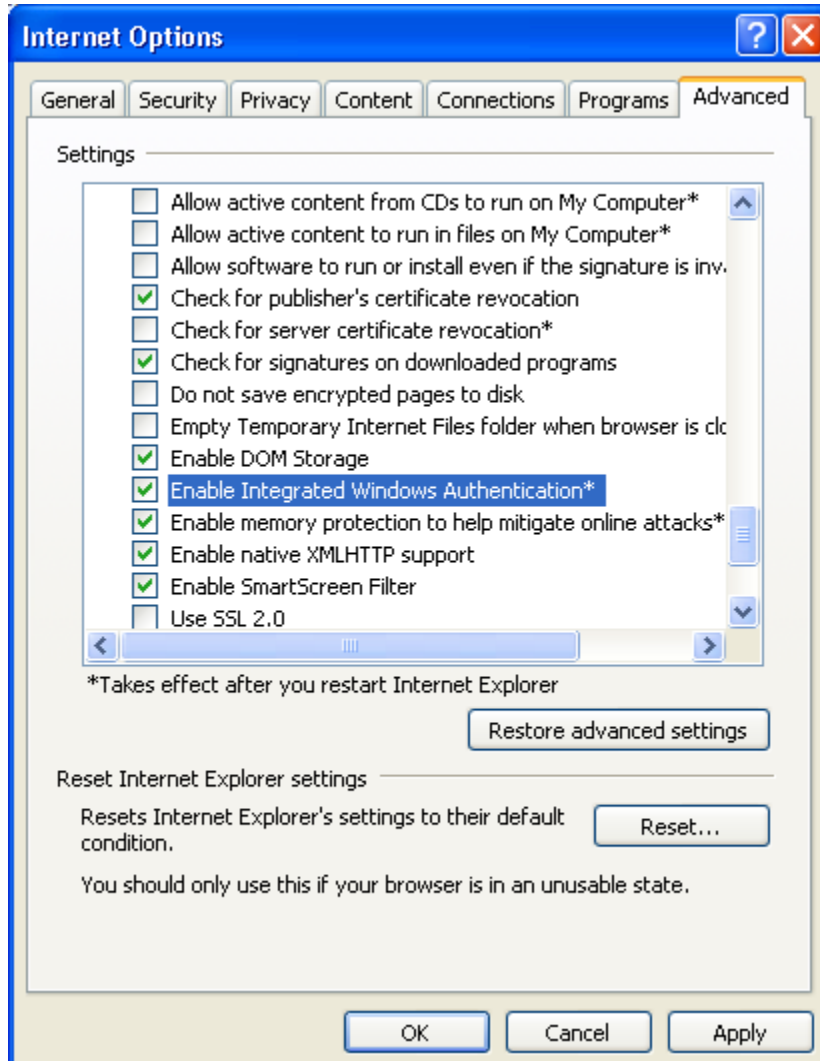
9) Select “Automatic logon with current user name and password”

10) Click “OK”

11) When presented with the following window, click “Yes”



12) Next click the “Advanced” tab on the Internet Options page:



13) Scroll to the last section on the page and make sure “Enable Integrated Windows Authentication” is selected.

14) Click “Apply”

15) Click “OK”

16) Close Internet Explorer and then restart it.

17) Enter www.creighton.edu/printing in your browser and you should now have access to the Print Initiative site.