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INTRODUCTION

♦ This version of the VASS Browser booklet is for Windows 7 Internet Explorer 9.0. Internet Explorer 8 introduced the Per-Site ActiveX feature which allowed users to run a certain ActiveX control only on white-listed sites. Internet Explorer 9 introduces another similar feature named ActiveX Filtering. When ActiveX Filtering is enabled, websites you visit are prevented from installing new ActiveX Controls and running existing ActiveX Controls. **It is recommended that this NOT be turned on when accessing VASS.**

Schools requiring browser booklets for earlier versions of Windows and Internet Explorer can obtain them from the VCAA website or Administrative Support Unit.

♦ VASS can **ONLY** be accessed using a PC with MS Internet Explorer as the browser. In order to access VASS some changes must be made to the default Internet Explorer settings. These settings are detailed in this document. Most of the Internet Options settings may be left as the default value; however, the settings detailed in this document **MUST** be set as indicated.

♦ In addition to changes to the default Internet Explorer settings, the MeadCo Licence Agreement and program **must** be downloaded for VASS to work. This normally happens at the time of the first login.

♦ In Schools where the PC accessing VASS is linked into the LAN (local Area Network) within the school, changes to Internet Explorer settings and downloading the MeadCo Licence Agreement and program **cannot** be done by a person with Standard User access. They can only be done by a person with the highest **IT Network Administrator level account.**

♦ We have found that Yahoo! and Google toolbars can interfere with the operation of VASS and therefore advise that they **not** be installed on any computer that will be used to access VASS.

♦ Please make sure that the text rather than the images is followed as some of the images represent the original Internet Explorer settings rather than the changes required for VASS.

CONTACTS

♦ The Administrative Support Unit can be contacted on:
  **Phone** (03) 9651 4482 or 1800 827 721
  **Fax** (03) 9651 4551
  **Email** vass.support@edumail.vic.gov.au
The VASS web address

- Open Internet Explorer, enter the VASS web address: https://www.vass.vic.edu.au and hit the [Enter] key.
- The ‘Welcome to VASS’ page will be displayed. See figure 1.

Changing the Browser Settings

- Go to Tools → Internet Options.

The General Tab

The Internet Options page will appear open at the ‘General’ tab.

Figure 1: The Welcome to VASS page

Figure 2: The ‘General’ tab with VASS set as a home page
Step 1 – Home Page Section

♦ If you wish the ‘Welcome to VASS’ page to be your homepage, you can click on the [Use Current] button. The VASS web address will replace any web address previously listed in the entry pane. See figure 2.

♦ To make this change permanent click on the [Apply] button.

Step 2 – Browsing History Section - Temporary Internet Files and Cookies

♦ Internet Explorer will display stored or cached internet pages unless set otherwise. VASS must always display the most up-to-date data so changes are required in the Browsing History section to prevent out-of-date data being displayed.

♦ Cookies are files stored on your computer by websites to save preferences such as login information.

♦ Click on the [Settings] button in the ‘Browsing History’ section. The following page will appear. See figure 3.

![Figure 3: Temporary Internet Files and History Settings](image)

On this page:

➢ Ensure that the ‘Every time I visit the webpage’ radio button is selected rather than ‘Automatically’.

➢ Adjust the ‘Amount of disk space’ to use to at least 50MB or leave if it is already greater than 50MB.

➢ Click on the [OK] button. You will be returned to the ‘General’ tab of the ‘Internet Options’ page.
Any previously cached internet files (pages) and cookies must be deleted. To do this click on the [Delete] button in the ‘Browsing History’ section of the ‘General’ tab to display the ‘Delete Browsing History’ page. See figure 4.

![Delete Browsing History](image)

**Figure 4:** The ‘Delete Browsing History’ page

On this page:
- Leave the tick in the ‘Preserve Favourites websites data’ section
- Leave the tick in the ‘Temporary Internet Files’ section
- Leave the tick in the ‘Cookies’ section
- Leave the tick in the ‘History’ section
- Click on the [Delete] button
- The cursor will change to a circle while any files are being deleted.

You are still in the ‘General’ Tab of the ‘Internet Options’ page.

**Step 2 – Security Tab**

In order for VASS to function correctly some ActiveX controls need to be installed. To ensure the security of your PC the default setting in Internet Explorer should be set so that ActiveX controls are never accepted without question. Consequently, VASS must be placed in the Trusted Sites Zone so that it automatically permits approved ActiveX controls routinely, without user input.

Click on the ‘Security’ tab of the ‘Internet Options’ page. See figure 5.
Click on the ‘Trusted Sites’ icon in the ‘Select a zone to view or change security settings’. The [Sites] button will become active.

Click on the [Sites] button and the ‘Trusted Sites’ page will appear. See Figure 6.

Enter https://www.vass.vic.edu.au in the ‘Add this Web site to the zone:’ field.

Enter https://vceds.vass.vic.edu.au to ensure you can access the VCEDS (VCE Data Service) site also.

Click the [Add] button after entering each address to add the sites to the Websites list. See figure 6.

Click on the [Close] button. You will be returned to the ‘Security’ tab of the ‘Internet Options’ page. The ‘Trusted sites’ icon should still be selected.
With the ‘Trusted sites’ icon selected click on the [Custom Level] button and the following page will appear. See figure 7.

![Security settings – Trusted Sites Zone]

**ActiveX controls and plug-ins Section**

- Scroll down to the ‘ActiveX controls and plug-ins’ section and check that:
  - ‘Allow ActiveX filtering’ is set to **Disable**.
  - ‘Download signed ActiveX controls’ is set to **Enable**.
  - ‘Initialize and script ActiveX controls not marked as safe’ is set to **Enable**.
  - ‘Run ActiveX controls and plug-ins’ is set to **Enable**.
  - ‘Script ActiveX controls marked safe for scripting’ is set to **Enable**.

**Downloads Section**

- Scroll down the page to the ‘Downloads’ section. In this section check that:
  - ‘Automatic prompting for file downloads’ is set to **Enable**.
  - ‘File Download’ is set to **Enable**
  - ‘Font Download’ is set to **Enable**.

**Miscellaneous Section**

- Scroll down to the ‘Miscellaneous’ Section.
- In this section check that:
  - ‘Submit nonencrypted form data’ is set to **Enable**.
  - ‘Use Pop-up Blocker’ is set to **Disable**. This setting should only be used if you wish to allow pop-ups from all sites.
Scripting Section

- Scroll down to the ‘Scripting Section’. In this section check that:
  - ‘Active scripting’ is set to **Enable**.
- These are all the changes required in the Security section. Click on the [OK] button.
- If changes have been made the ‘Warning! Are you sure you want to change the security settings for this zone?’ box will appear. See figure 8.

![Warning: Are you sure you want to change the settings for this zone?](image)

**Figure 8: Security warning**

- Click on the [Yes] button. The ‘Security Settings – Trusted Sites Zone’ page will close and you will be returned to the ‘Security’ tab of the ‘Internet Options’ page.

Step 3 – Privacy Tab

Settings Section

- Click on the ‘Privacy’ tab. The following page will appear. See figure 9.

![Internet Options Privacy tab](image)

**Figure 9: Privacy tab**

- The privacy setting for the Internet zone should be set to ‘Medium’.
Cookies

♦ Click on the [Advanced] button under the ‘Privacy’ tab. See figure 10.

![Advanced Privacy Settings](image)

Figure 10: Cookies - Advanced Privacy Settings

♦ On the Advanced Privacy Settings page check that:
  ➢ ‘Override automatic cookie handling’ is unchecked.
  ➢ Click [OK].

♦ You are still on the ‘Privacy’ tab of the ‘Internet Options’ page.

Pop-up Blocker Section

♦ To use VASS successfully you must allow ‘pop-ups’. There are two options:
  1. Allow pop-ups from all Internet sites, or,
  2. Only allow pop-ups from VASS.

♦ To allow pop-ups from all Internet sites, ensure that there is no tick in the ‘Turn on Pop-up Blocker’ check box. See figure 9.

♦ To only allow pop-ups from VASS, ensure that there is a tick in the ‘Turn on Pop-up Blocker’ check box. This will activate the [Settings] button.
  ➢ Click on the [Settings] button. The ‘Pop-up Blocker Settings’ page will appear. See figure 11.
Enter **www.vass.vic.edu.au** in the ‘Address of Web site to allow:’ field.

Click the [Add] button to add the site to the ‘Allowed sites:’ list. See figure 11.

Ensure that the Filter Level is set to ‘Low: Allow pop-ups from secure sites’.

Click on the [Close] button. The ‘Pop-up Blocker Settings’ page will close. You are still on the ‘Privacy’ tab of the ‘Internet Options’ page.

**Step 4 – Connections Tab**

Click on the ‘Connections’ tab. The following page will appear. See figure 12.
Local Area Network (LAN) Settings Section

- The type of connection that you have to the internet determines what you do at this point. There are two options:
  - If you have a direct connection to the internet (stand-alone PC, accessing from home etc.) or,
  - If your computer is part of a Local Area Network (LAN) and you connect to the Internet via a proxy server. This is the usual set up at a school.

- If your computer is part of a Local Area Network click on the [LAN Settings] button and the following page will appear. Most schools have their LAN settings locked for security so the school’s IT technician usually completes these steps.

![Image](image.png)

**Figure 13:** The ‘Local Area Network (LAN) Settings’ page with Proxy Server address entered.

*The IP address shown in figure 13 SHOULD NOT be used. This is for instructional purposes only.*

- If there is a direct connection between your PC and the Internet, ensure that no check boxes are checked on this page.

- Click on the [OK] button. The ‘Local Area Network (LAN) Settings’ page will close. You are still in the ‘Connections’ page of the ‘Internet Options’ page.

- If a proxy server is used please consult your Network Administrator for details of the IP address to be entered in the ‘Address’ line of the Proxy Server section of this page.

- Place a tick in the ‘Use a proxy server’ checkbox to activate the Address field.
  - Enter the correct IP address and Port for your school.
  - Click the [Advanced] button. The ‘Proxy Settings’ page will open. See figure 14.
In the ‘Servers’ section, enter the IP addresses for the proxy settings.

In the ‘Exceptions’ section, enter the web address: *.vass.vic.edu.au or if it is not necessary to go through the proxy to access the school server, then enter the IP address of the school server.

Click [OK]. This will return you to the ‘Local Area Network (LAN) Settings’ page.

Click [OK]. This will return you to the ‘Connections’ tab of the ‘Internet Options’ page.

Step 5 – Advanced Tab

Click on the ‘Advanced’ tab. See figure 15.
Browsing Section

- In this section:
  - Ensure that the ‘Disable script debugging (Internet Explorer)’ box is **ticked**.
  - Ensure that the ‘Disable script debugging (Other)’ box is **ticked**.

Security Section

- Scroll down to the ‘Security’ section.
- In this section:
  - Make sure that ‘Do not save encrypted pages to disk’ box is **unchecked**.
  - Make sure that the SmartScreen Filter is set to **Enable**
  - Click on the **[Apply]** button if it is active.
- Click on **[OK]** to close the ‘Internet Options’ page.
- The browser configurations for Microsoft Internet Explorer™ are now complete.

Step 6 – Settings check

- After you have completed your Browser Setup, the next step is to access the VASS home page to ensure that everything is working correctly.
- If you have set VASS as your Internet Explorer home page close Internet Explorer and open it again. The ‘Welcome to VASS’ page should be displayed. See figure 16.

![Figure 16: The ‘Welcome to VASS page](image-url)
If VASS has not been set as your Internet Explorer home page then enter the URL address in the address field of your browser:  
http://www.vass.vic.edu.au

- Press the [Enter] key on the keyboard. The ‘Welcome to VASS’ page should be displayed. See figure 16.

Before attempting to log into VASS you must action the following section of this document (MeadCo Publishing Software and Licence).

MEADCO PUBLISHING SOFTWARE & LICENCE

- The first time a VASS user logs into VASS from a particular computer which has not been used to access VASS before, the MeadCo Publishing software MUST be downloaded and the Licence agreement MUST be accepted.

- Without the MeadCo software VASS will not work. You can log into VASS but go no further than browse and parameters pages.

- Click on the error message to open it. An ‘Internet Explorer’ message will appear. See Figure 18.

![Figure 18: The initial error message.](image)

- Click on the [Show Details] button. An information pane will appear containing the phrase “.top.factory.”. This indicates that the error on page is due to the absence of the Mead Software and Licence. See Figure 19.
Figure 19: The error message indicating that the MeadCo Licence is missing.

- Click on the [OK] button to close the error message and log out of VASS. Nothing can be done until the MeadCo Software and Licence is downloaded.
- The MeadCo Software and Licence can ONLY be downloaded if the person logged into the computer has sufficient network privileges (a full IT Network Administrator level account).
- Each time a user logs into VASS the software searches for the MeadCo Software and Licence. If it is not present and the person logged into the computer is an IT Network Administrator then the MeadCo software and Licence will be automatically installed. It is stored in C:\Windows\Downloaded Program Files.
- Two pop-ups may occur after the entry of the VASS user ID and password and before the VASS Home page is displayed.
- The first pop-up ‘Internet Explorer Add-on Installer – Security Warning’ asks if you wish to install the MeadCo ScriptX software. This pop-up does not always appear. See figure 20.

Figure 20: The Internet Explorer Add-on Installer – Security Warning

- Click on the [Install] button and the software will be downloaded.
- The next pop-up ‘MeadCo Publishing Licence’ asks if you want to allow advanced printing. Click on the [Yes, allow] button. See figure 21.

See figure 21: The MeadCo Publishing Licence
The file version of the MeadCo ScriptX Control used by VASS 8.44 is 6.6.440.26. See figure 22.

Figure 21: The MeadCo Publishing Licence

Figure 22: The current version of the MeadCo ScriptX Control