

Tips for Toolkit Navigation

Access and navigate the Volunteer Centre Toolkit with ease!

Accessing resources on the Volunteer Centre Toolkit should not be a trying experience. Based on our focus-testing experiences, we know that some users will be prompted repeatedly if they do not ask their web browser to remember their password. This tip sheet is designed to show you how to set up your browser to remember your login information.

Note: The following has been prepared for users of Internet Explorer (v. 6). Similar steps can be taken to manage your passwords if you are using a different web browser (i.e. Internet Explorer 7, Mozilla Firefox, Netscape, etc.). We encourage you to seek technical support as needed.

Getting Internet Explorer (v. 6) to remember your password

This should effectively get your web browser to remember your username and password for the Volunteer Centre eXtranet or e-toolkit (same username and password).

1. Launch your web browser (Internet Explorer v.6)
2. Click on “Tools”, “Internet Options”, “Security” tab (Figure 1)
3. Then select “Local intranet” and click the “Sites” button (Figure 2)
4. In the dialog box that appears, select the “Advanced” button (Figure 3)
5. In the local intranet dialog box, type in “*.volunteer.ca” and click the “Add” button (Figure 4)
6. Click “OK” three times (to close all the windows) and you’re done.

Figure 1

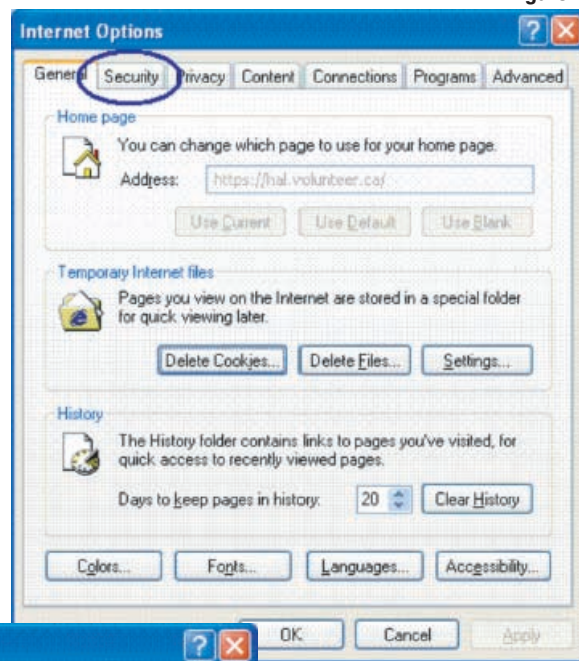


Figure 2

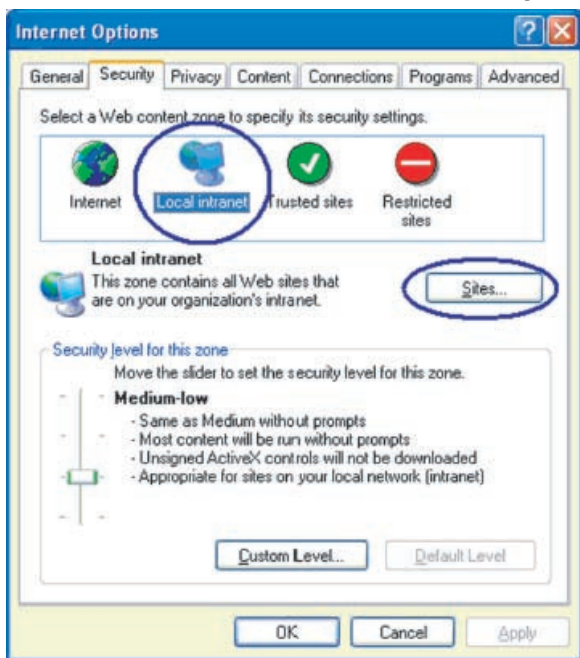


Figure 3

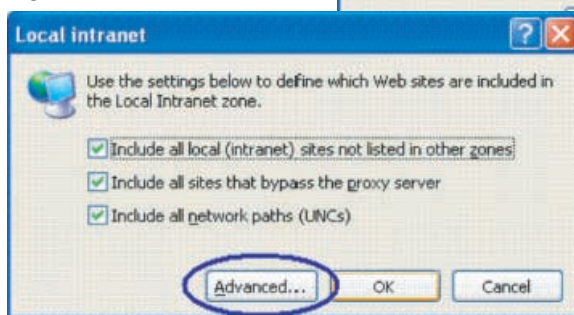
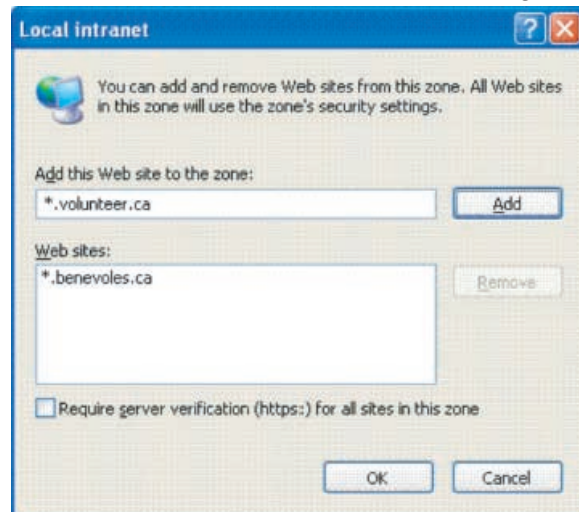


Figure 4



Completing these six simple steps will allow your web browser to remember your username password therefore reduce prompts to enter the information. However, when opening another application (i.e. when you choose to open a Word document that is housed in the Toolkit), you will be prompted to enter the login information again. Unfortunately Word and most other Microsoft Office programs don't have the ability to “remember” passwords. If you keep the application open, once you've authenticated your access by entering your login information, it should not prompt you again.