



Safe Routes to School – Instructions for Technology Coordinator

In order to allow your users to properly access the Safe Routes to School survey in a computer lab environment, you must ensure that all computers accessing the site meet the following requirements:

- 1) Microsoft Internet Explorer ver. 7 or greater
- 2) Verify that the website <http://survey.saferoutesmichigan.org> is added to your Trusted Sites list in Internet Explorer. To do this:
 - a. In Internet Explorer click on Tools and choose Options.
 - b. Select the Security tab.
 - c. Highlight Trusted Sites (the green checkmark) and click the Sites button.
 - d. Type the URL: <http://survey.saferoutesmichigan.org> in the “add this website to zone:” field and click the Add button. You may need to uncheck the “Require server verification...” box at the bottom of the window.
 - e. Restart Internet Explorer and navigate to the website.
- 3) Verify that the settings for the Trusted Sites zone are the default. To do this:
 - a. In Internet Explorer click on Tools and choose Options.
 - b. Select the Security tab.
 - c. Highlight Trusted Sites (the green checkmark)
 - d. Click the “Default level” button.
 - e. Restart Internet Explorer.
- 4) Add the URL <http://survey.saferoutesmichigan.org> to your networks web content filter’s (e.g. Websense, Net Nanny, etc.) “safe” or “unfiltered” list.