



The Division of Information Technology

How to use the Web Override Filter

Step 1

Your request has been blocked by BVSD web filter.

The web override filter allows staff to use a pre-determined username and password to gain access to a blocked website. ***Note: The override option will ONLY appear when logged in as a BVSD staff member. Students do not get the option to override blocked web pages.**

Step 2

URL: http://www.youtube.com/
IP: 161.97.2.197
CATERGATED
USER: BVSD\admin.dist.provisioned\jeanne.sullivan
For Staff Override, [click here](#)

The blocked webpage will show the following information:

- the attempted URL
- the IP address of the computer
- the category the website is blocking
- the user logged into the computer

There is a link to access the override, select the blue “**click here**” link to continue.

***Note: The web filter process is written for Internet Explorer. The process will work for Firefox but will require the user to authenticate their BVSD credentials prior to seeing this screen. See step 7 for detailed instructions.**

Step 3

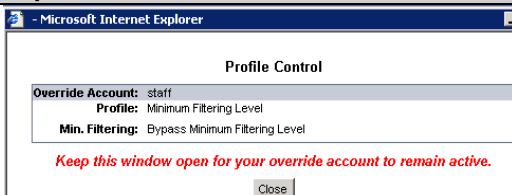
Option 1: If you have an override account, enter your username and password.

Username:
Password:

Warning! The override account option will not function if anti-popup software your system.

At the next webpage there is the option to enter a pre-determined username and password to override the blocked webpage. This is NOT the user’s BVSD username and password. Contact the IT Support Center for this information.

Step 4



A new window will open. As long as this window remains open, the override will be in effect. All override activity is logged.

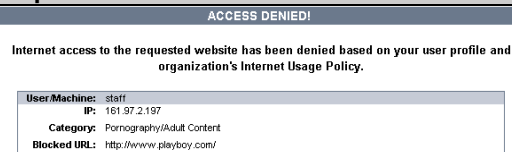
If the web browser has a pop-up blocker on, this window cannot open and the override will not work.

Step 5



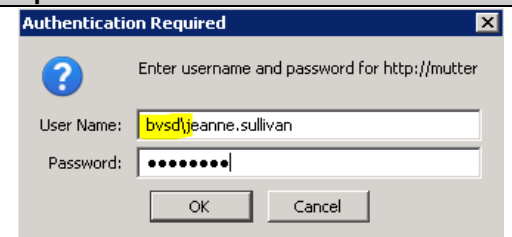
With the override in effect, the user can access multiple blocked websites. Once the Profile Control window, (see step 4), is closed the override is terminated.

Step 6



There are sites that will always be blocked without the option for override. These sites are blocked based on the Internet Usage Policy.

Step 7



NOTE FOR FIREFOX USERS

Authentication will be required PRIOR to getting the override option webpage.

Be sure to type BVSD\username and then the current BVSD network/email password. (Use the backslash key located above the Enter key on the keyboard.) Click OK to get to the override page.