

How to Bypass the Web Filter Step by Step

These instructions are only meant for Administrative staff ie. Principals, Vice Principal etc.. Please do not give out your login information or bypass any non-administrative staff users. This is monitored and logged.

When you receive a block page please follow the instructions below to bypass the web filter if you are authorized to do so.

1. On the block page you should see the option to “**login as a different user**”. If you do not see the option as illustrated in the picture below please log out and log back in. Note: **There is a process that needs to run when you login in order for the filter to recognize your login and assign the correct permissions.**



Page Blocked

Access to the requested site has been restricted due to its contents.

URL/Content: www.gambling.com/
Description: Website contains prohibited Gambling content.
Group Number: 26
Ip Address: 172.23.2.133



Request An Exception

Email:

Reason:

Request Exception

2. Clicking on the “**Login as a different user**” link will display a popup asking for your login credentials. The username and password is your computer username and password that you use to login to your computer daily. Once you enter in your credentials click on “**Login**”



3. You are now authenticated as a bypass user. You must now minimize the pop-up windows and leave it running in the background until you no longer have a need to be bypassed. **Do not close the window or you will not be bypassed.**



4. The final step is to go back to the web page that was previously blocked and either click on the link or type in the address of the website. You should now be able to reach the blocked site/s. Once you are done you can select the bypass window and select “Logout”.

If you have any trouble with this process or are unable to bypass after following the steps above please submit a helpdesk ticket <http://helpdesk.wusd.k12.ca.us> or call the helpdesk line at **916-375-7999 or **ext. 1400** for further assistance. Thank you**