

Adding the Inspections Portal as a trusted website

The Inspection Services Portal allows access to documents and information about inspections and training events that an inspector is involved with. As this information is restricted, it is necessary to store information about the user who is accessing the site while they are logged in.

This is done by using a cookie. A cookie is a set of information passed between a web browser and the web server and is commonly used across the internet for authenticating, tracking and maintaining information such as site preferences.

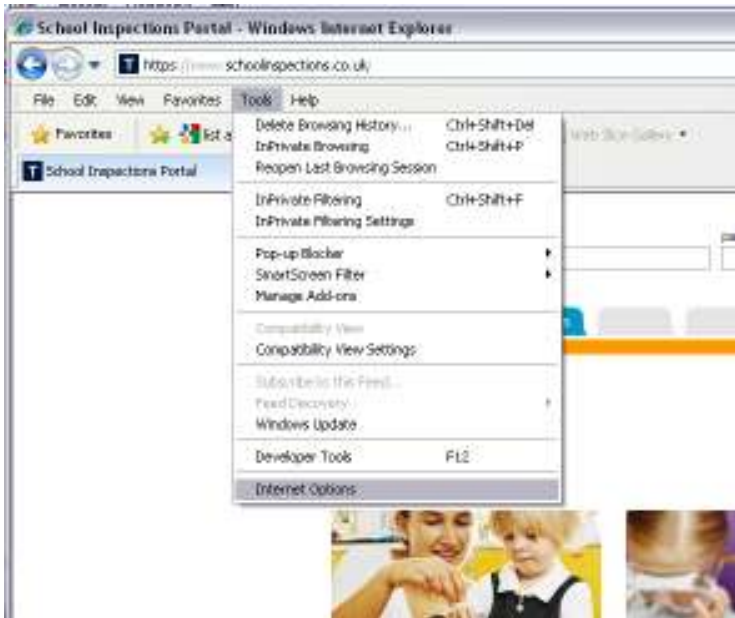
Most users that do not have cookies enabled will see the following screen when they attempt to log in, even if the user name and password are correct.

email: password: No login? [register now](#) Forgotten Password? [Password](#)

The easiest way to gain access to the portal is to add the portal website as trusted. This will cause the browser to allow cookies from our site, but will not lower the general security levels for other websites.

This can be done by following these steps.

- From within Internet Explorer, click on the tools->Internet Options menu item.



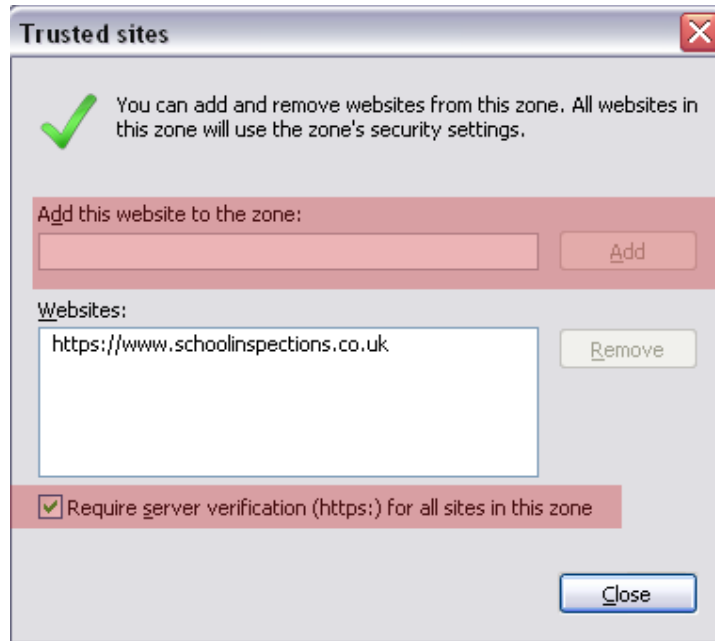
- A dialog box will appear with internet options. Click the security tab.



- Click on the Trusted Site zone and then click the 'Sites' button



- In the “Add this web site to the zone” field, enter <https://www.schoolinspections.co.uk>, and click the “Add” button. This entry will now be copied into the “Web Sites” list. Please ensure that the checkbox for Require Server verification is **UNTICKED**. Then Click the OK button.



- Click Ok until there are no dialog boxes left open. Restart Internet Explorer and try to log into the site again.