



Subject: ACPHS Proxy settings for Library Resources off Campus

Technical Reference #: TRD061

Intended Audience: ACPHS Students/ Faculty/Staff

Date: 1/4/2010

Services: Technology: Remote Access

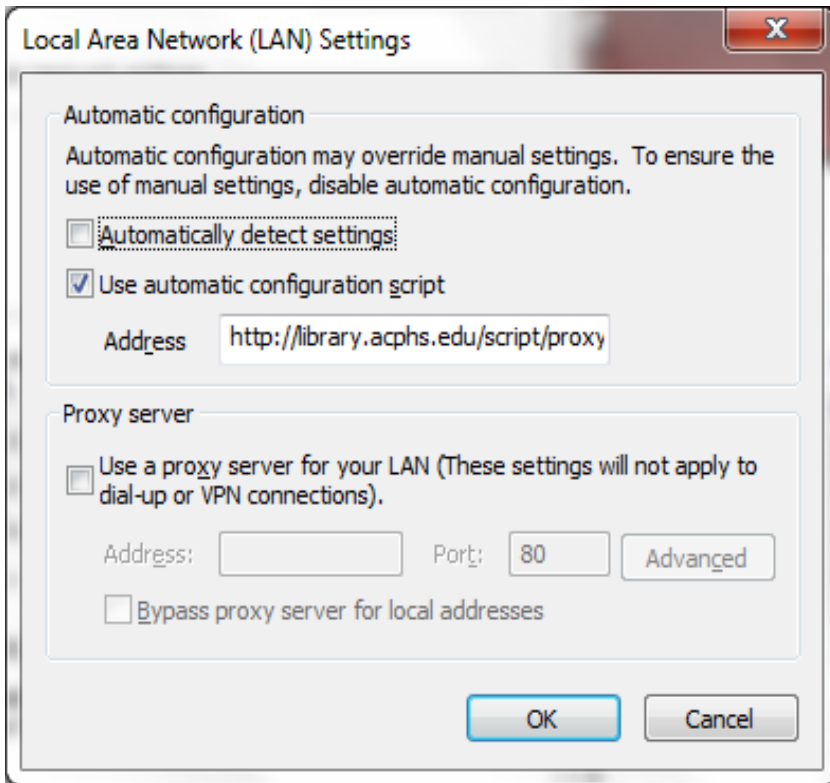
Many of the Library's web-based indexes, databases, e-journals and other resources are restricted to use by current Albany College of Pharmacy and Health Sciences faculty, students and staff. Computers that have an ACPHS network address, which includes all machines located on the campus network, are automatically allowed access to these resources. To provide off-campus access to valid ACPHS users we have set up a web proxy service. By using the proxy service it will seem to these databases that your computer is part of ACPHS's network, regardless of where you are working or what Internet Service Provider you are using. Any current student, faculty, or staff member who has a valid ACPHS username and password can access the proxy server.

To properly use the proxy server, make sure you are **not connected to the guest wireless even if you are directly connected to the Internet using a cable.**

Setting up the proxy server:

In Internet Explorer 7 or better

1. Click on [**Tools**], then [Internet **Options**].
2. Click the [**Connections**] tab.
3. Choose [**LAN settings**].
4. In the text box labeled [**Use Automatic configuration script**] type or paste ***http://library.acphs.edu/script/proxy.pac***
5. Click [OK].
6. Be sure Use Automatic Configuration Script is checked.



In Firefox 3.5 or better

1. Click on **[Tools]**, then **[Options]**.
2. Click the **[Advanced]** button.
3. Click the **[Network]** tab.
4. Click the **[Settings]** button.
5. Choose **[Automatic proxy configuration]**.
6. In the text box labeled **[HTTP Proxy]** type or paste ***http://library.acphs.edu/script/proxy.pac***
7. Click **[OK]**.

