Database Instructions Addendum

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Logging in to the Database from an Off-Campus Location:

1. In order to log in to the database off campus, you need to use WMU’s VPN service. Use the following link for further instructions: [http://www.wmich.edu/hd/security/vpn.html](http://www.wmich.edu/hd/security/vpn.html)
   a. The “appropriate link” referred to by the instructions is the second link on the list: [vpn.wmich.edu](http://www.wmich.edu/hd/security/vpn.html).

2. After following the instructions and logging in, you should be presented with the following screen:

   ![Database Login Screen](image)

   a. Enter the link for the database ([https://odi-apps1.wade.wmich.edu/DMA_Steam/Default.aspx](https://odi-apps1.wade.wmich.edu/DMA_Steam/Default.aspx)) in the textbox next to “Browse.” Click on the Browse button to go to the database website.

3. You will be given the following warning:

   ![Warning Screen](image)

   a. This warning is of no concern – the database is secure and safe. Click “Continue” to access the database.
4. You will be met with the normal log-in screen for the Mentoring for Success Program’s Student Database. Enter your Bronco NetID and password in the appropriate text boxes and click on “Log In” to log in to the database as usual.

Bypassing Security Certificate Warning Message:
(If the computer you are using does not allow you access or does not give you the options to add security certificate exceptions.)

1. Navigate to the database as you would normally do so. A warning message will appear. Click “Continue to this Website” to continue. Do no worry – the database website is hosted by WMU and is harmless. Your error message may vary depending on your browser and browser version, but the concept is the same.

Adding Security Certificate Exceptions:
(If the computer you are using allows you access or gives you the options.)

1. You can add a security certificate exception so you do not have to see a warning every time before you log in to the database. **Note:** This can only be done if you are accessing the database with the network or Internet on campus.

2. **In Windows,** you can add the exception (for all browsers and applications) through Internet Explorer. First, navigate to the database as you would normally do so. A warning message will appear. Click “Continue to this Website” to continue. Do no worry – the database website is hosted by WMU and is harmless. Your error message may vary depending on your browser and browser version, but the concept is the same.
3. Click the small shield with an “x” icon next to the URL. It will bring a pop-up message to the screen. Next, click “View certificates” to continue.

4. The following panel will appear. Click “Install Certificate” to continue.

5. You will be brought to the Certificate Import Wizard. Click “Next.”
6. On the next screen, click “Next” again.

7. You will be brought to the final screen. Click “Finish” to complete the process. This will add the certificate for all browsers and applications. You will not see the warning again.
8. In both **Mac** and **Windows**, you can add the exception through Firefox, but on some computers, this may not apply to other browsers. First, navigate to the database as you would normally do so. A warning message will appear. Click “I Understand the Risks” and then “Add Exception” to continue.

![Image of Firefox warning message]

9. An “Add Security Exception” panel will show up. First, check the “Permanently store this exception” box and then click “Confirm Security Exception.” You will no longer see any warning when visiting the STEM Database.

![Image of Add Security Exception panel]