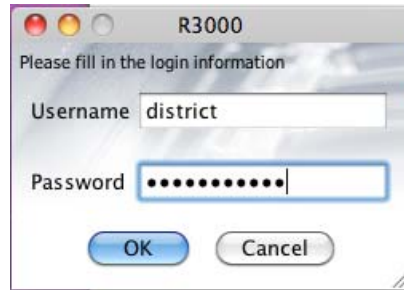


# 8e6 Filter Administration Log In / Change Password

1 <http://8e6.mdeca.org:88/>



2 Username: district [your district name]  
Password: district\*23



3 Click on "Group"



4 Expand "IP"



5 Click on "District"



6 Click on "Group Details"



7 Change & Confirm Password and click "Apply"

**Group Details** ⓘ  
Group > IP > MDECA > Group Details  
Group Administrator

Group Name	<input type="text" value="MDECA"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password"/>

# 8e6 Filter Administration Exceptions

1 Click on "Group"



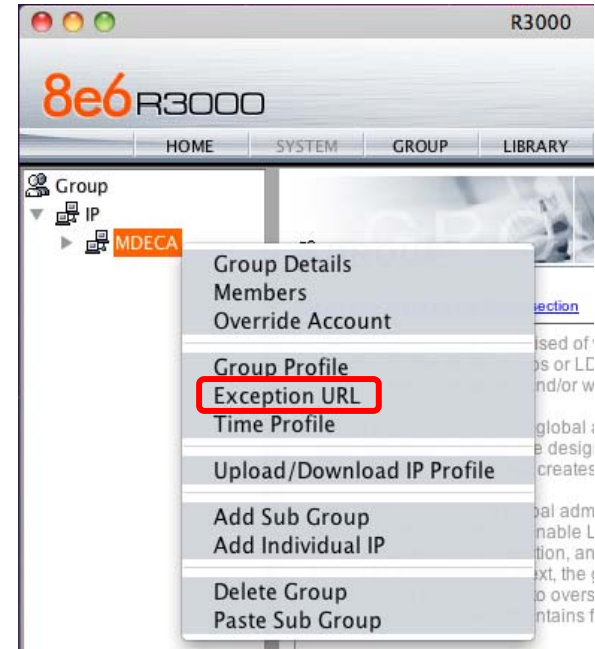
2 Expand "IP"



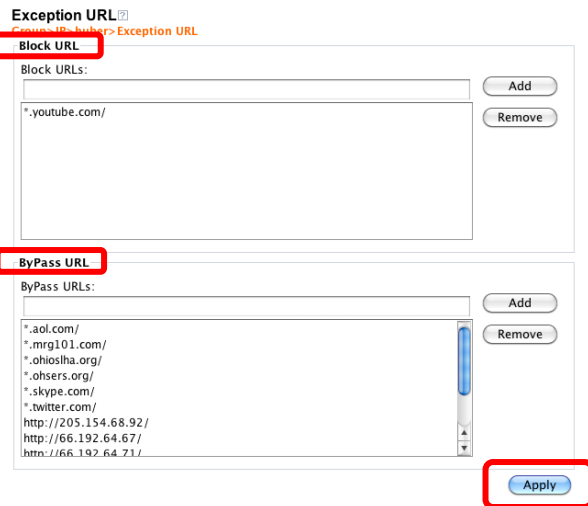
3 Click on "District"



4 Choose "Exception URL"



5 Enter Block or Bypass URL, click "Add", then click "Apply"



# 8e6 Filter Administration Group Profile

1 Click on "Group"



2 Expand "IP"



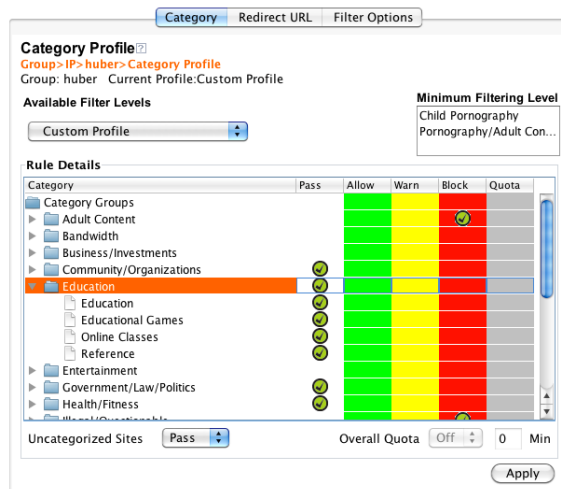
3 Click on "District"



4 Choose "Group Profile"



5 Double Click "Pass", "Allow", "Block" for each category or subcategory you wish to change.  
[Do Not Use "Warn" or "Quota"]



# 8e6 Filter Administration

## Creating an Individual IP

1 Click on "Group"



2 Expand "IP"



3 Click on "District"



4 Choose "Add Individual IP"



5 Enter unique "Member Name"

[Start with your 2 letter district prefix]



6 Click on the Individual IP Name

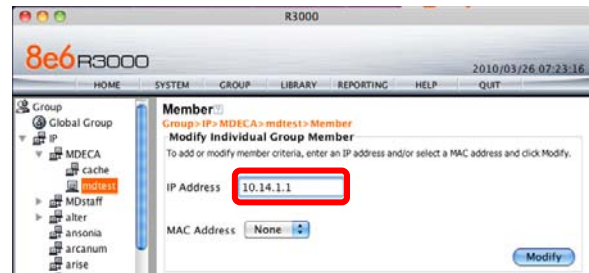


## 8e6 Filter Administration Creating an Individual IP

7 Click on the Individual IP Name and click on “Members”



8 Enter IP Address in the box provided and click “Modify”



# 8e6 Filter Administration

## Creating a SubGroup

1 Click on "Group"



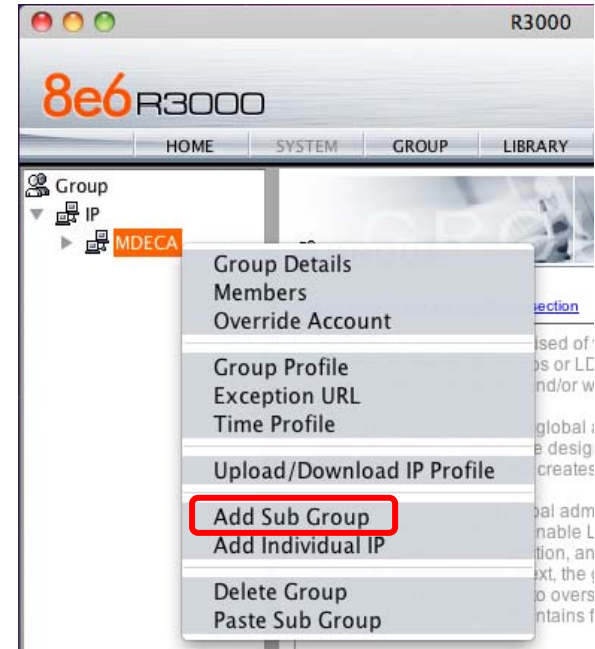
2 Expand "IP"



3 Click on "District"



4 Choose "Add Sub Group"



5 Choose "Member IP" for a subnet or choose "Member IP Start" for a range, then click "Modify"

