

CLASP Registration Access

Access to the CLASP Registration Site requires a Medical Center (**URMC-SH**) or River Campus (**UR**) domain username and password.

At the prompt, you will need to type your **domain** followed by a **back slash** and **your username**.



If you do not have an domain account or forgot your account information on either the **URMC-SH** or **UR** domain, please call the appropriate Help Desk (Medical Center 5-3200, River Campus 5-2000) or please check the links provided below for further information.

- URMC-SH Domain user: <http://mcs.medicine.rochester.edu/adtools/>
- UR Domain user: http://www.rochester.edu/ITS/dcs/forms/NT_EXC_ACCOUNT.htm

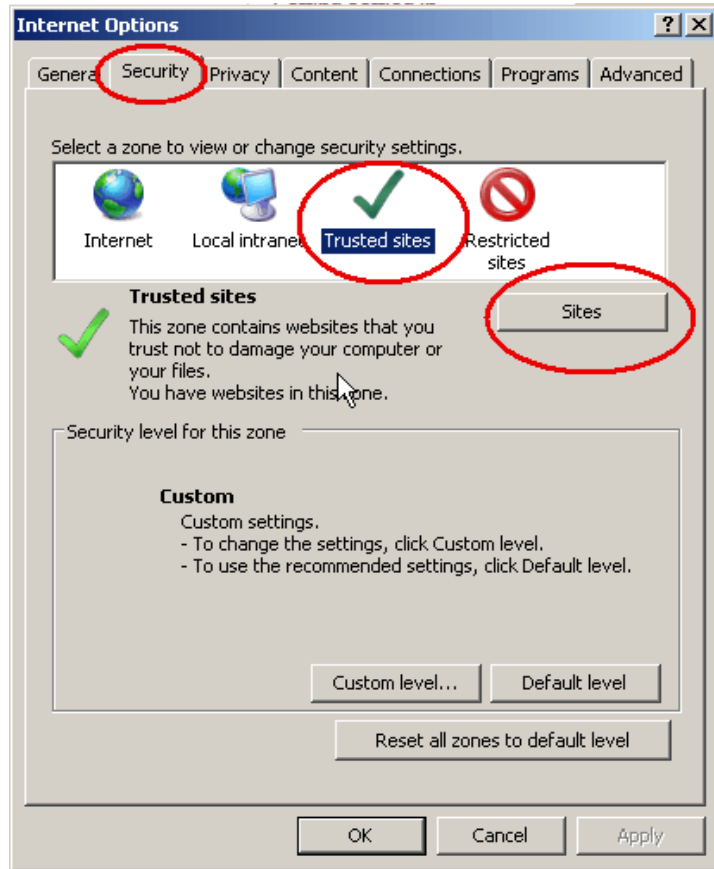
Configure your Internet Explorer (IE) browser for SharePoint - to reduce the number of authentication requests

1) Navigate to the Trusted Sites using Internet Explorer (IE):

From the IE menu, go to Tools -> Internet Options -> Security Tab

2) Select the "Trusted Sites"

3) Click "Sites "

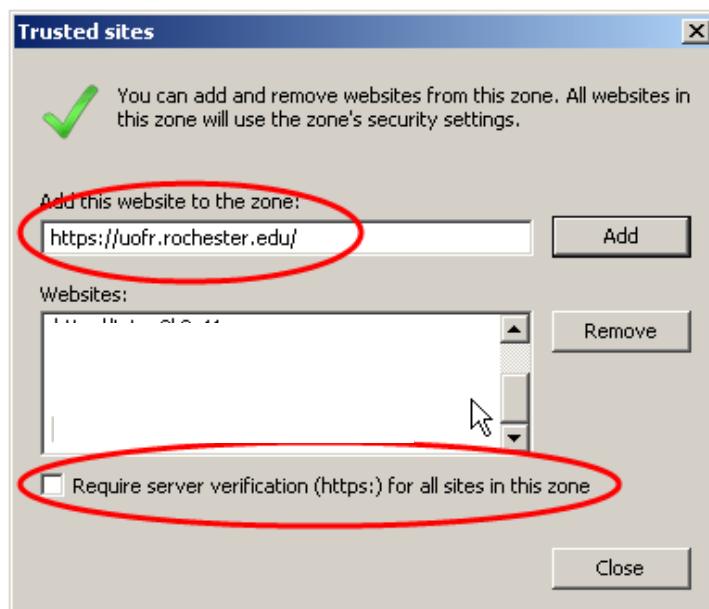


4) De-select the "Require Server verification..." checkbox and input the U of R address: <https://uofr.rochester.edu>

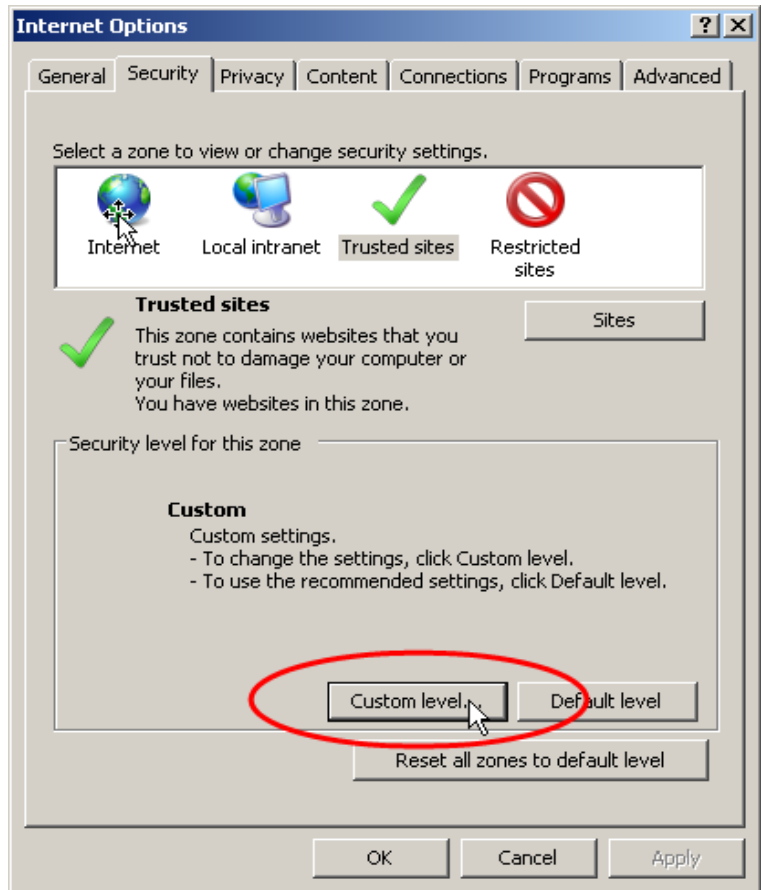
On the line: "Add this website to the zone", type: <https://uofr.rochester.edu>

Click "Add"

Click "Close"

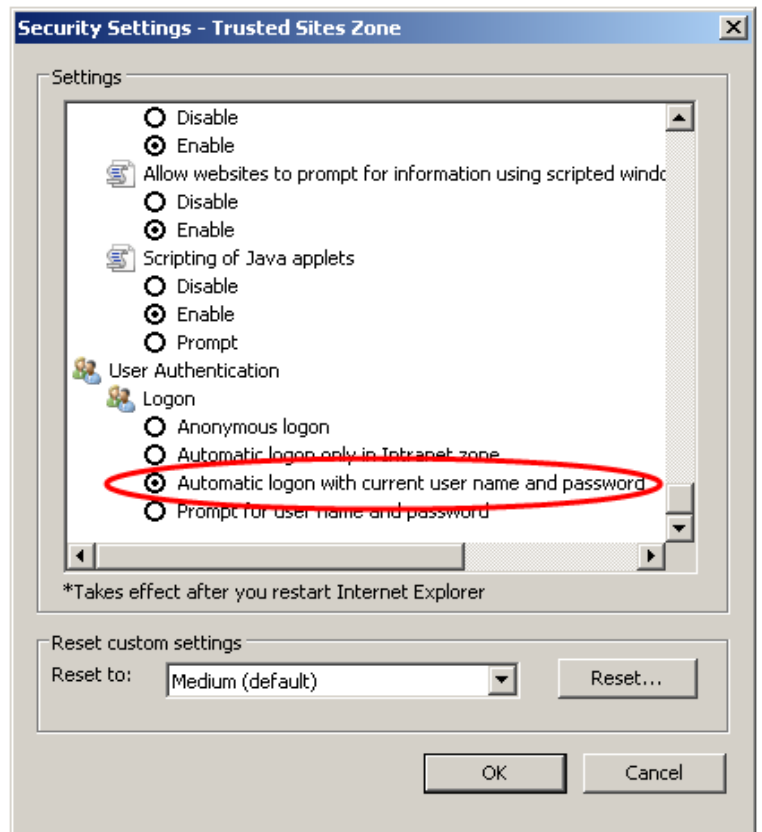


5) Back at the Security tab, Click "Custom level"



6) On the Security Settings for the Trusted Sites Zone, scroll down to the end of the page.

7) Under "User Authentication", "Logon"; verify that "Automatic logon with your current user name and password" is selected so that you can logon automatically with your (UR or URMCSH) credentials.



8) Click "OK" and restart your browser.