

# Using the Barracuda Webfilter

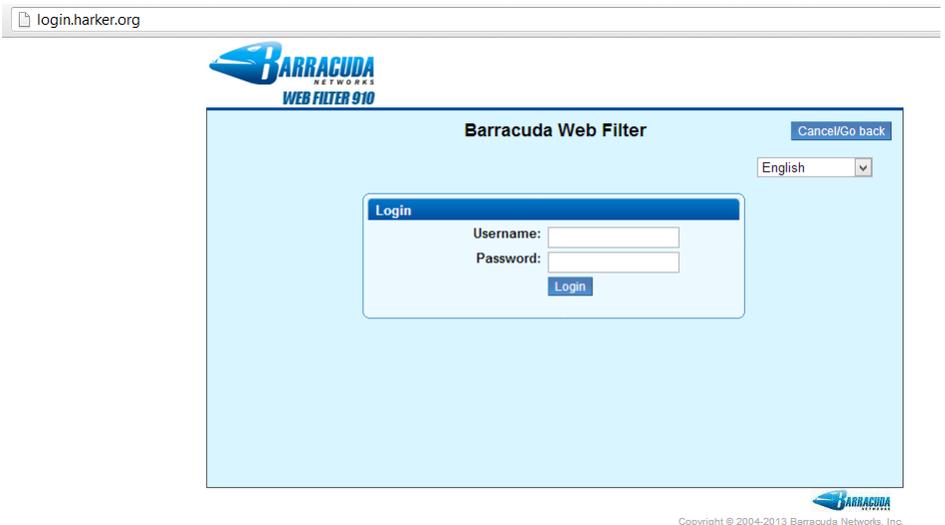
First here are some important points to keep in mind:

1. Everyone starts off with K-2 level of filtering **without** signing-in
2. When you hit a block page, it will allow you to sign-in (in case you haven't done so already)
3. Filtering sessions last **10 hours per network** (wired, Mercury and HarkerEvents are all **separate** networks)

## Our Suggested Process

(We recommend this process for best results)

1. Ensure your computer is connected to the network either with wire or wireless
2. Open a **web browser** and go to **login.harker.org**
3. Sign-in with your username and password (like you would for the Harker Homepage Portal)
4. Use the internet all day, **but if you switch networks** such as going from wired to wireless or go to a different campus you should sign-in again.



## If You Are Blocked

1. Are you logged in? You can tell by looking at the upper right corner of the block page. Under the "Go Back" button is the current username, and if there is none you're not logged in currently.



2. If you are logged in and being blocked then this site is either Uncategorized or Blocked for your filtering level. If this is the case you'll need to request the site be unblocked.

## How to Submit Unblock Requests

**Remember to include the full web address you're trying to access!**

### For Students:

- Send an email to [Librarians@harker.org](mailto:Librarians@harker.org) requesting access. Please include your grade level and your reason for requesting the page. (Research or Recreation and/or explain what the site is)

### For Teachers:

- Send an email to [AcadAdmin@harker.org](mailto:AcadAdmin@harker.org) and please be sure to clearly state if this request is for your use or student use. If for student use you must specify the grade level to ensure we get it categorized properly.

### For Staff:

- Send an email [HumanResources@harker.org](mailto:HumanResources@harker.org) requesting access.