Netsweeper User Guide

Logging In

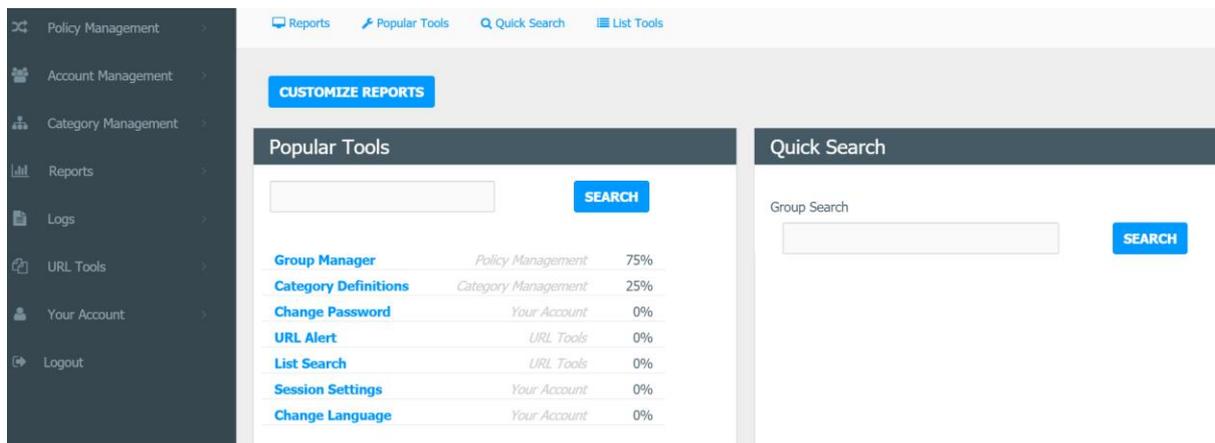In any browser navigate to http://netsweeper.nsix.org.uk/ it will automatically take you to the Netsweeper Cloud Manager Portal.
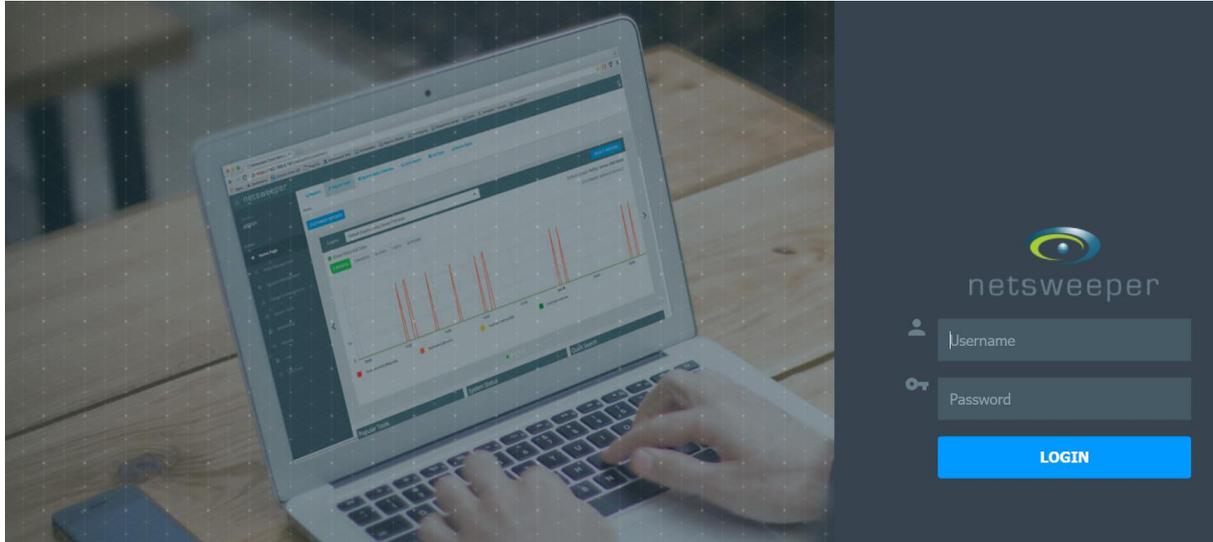
Please keep your password secure, we strongly recommend the use of Keepass in school to create a database and manage passwords.

The Home Page

Allowing and Denying Individual URL's

To add a blocked website to be allowed or to deny a website e.g. Facebook

Navigate to 'Policy Management' and then 'Policy Manager'
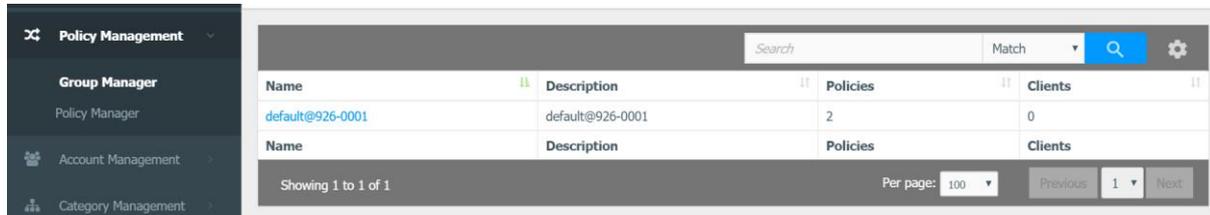
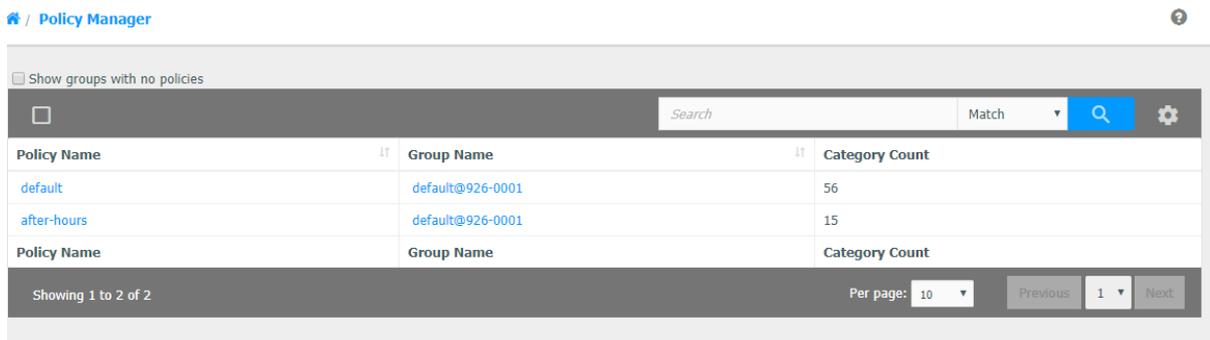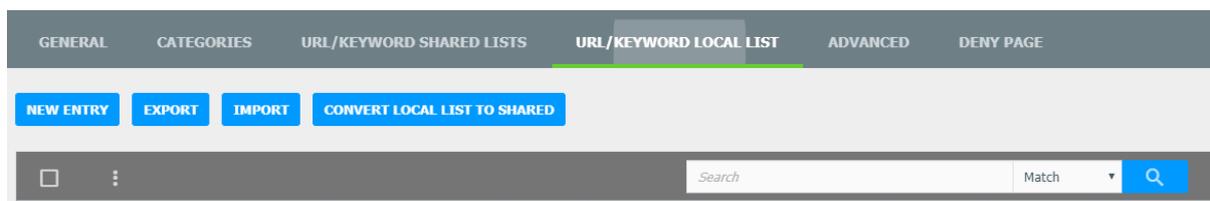In the policy name field choose the policy you would like changed, the default name is 'default' and the associated group is 'default_926-????'

In the next screen: select 'URL/Keyword Local List' and then click on 'New Entry'

Type in the URL facebook.com (there is no need to include https:// or www.)

Select 'Allow URL' to Allow and 'Deny URL' to Block from the 'Action' drop down box then 'Save Entry'

All individual URL's will be shown in the next screen, the Action will show if it is *allowed* or *denied*.

Changing Category Lists

Prior to Netsweeper if a school wanted to change castes we had to do it for you and this required a formal authorisation process from the school. In keeping with our move towards giving you more direct control, you can now do this yourself. Please ensure you have read the details below so you are aware of the implications of making changes to the Categories tab.

Navigate to 'Policy Management' and then 'Policy Manager'
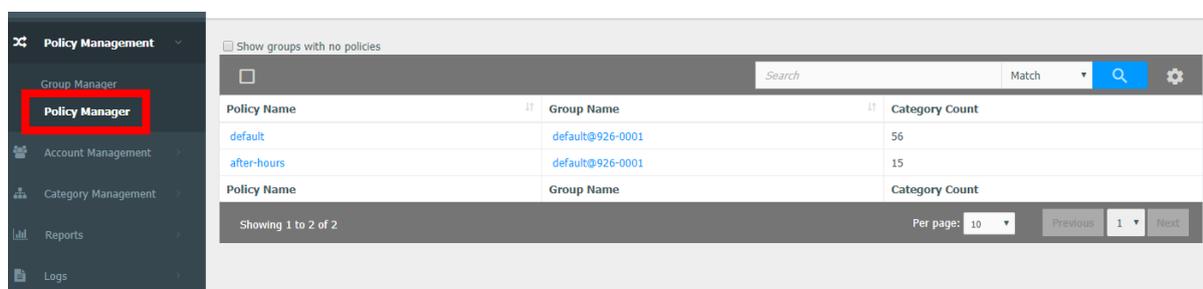
In the policy name field choose the policy you would like changed, the default name is 'default' and the associated group is 'default_926-????'.

In the next screen: select 'Categories'. Full details on the category groupings you will see listed on this page are available here. Please therefore be aware that amending the selection to a different grouping, and pressing submit, will amend the filtering level for **the whole school**.

Please therefore take this step with caution and feel free to contact us via the Service Desk to talk through the change.