

Virtual Code Authentication

As Workforce Ready is a browser-based software-as-a-service, security is controlled by authenticated browser “cookies” that tie the browser to the user. Therefore, once authentication has been made, the system transfers a cookie that will recognize the user as being authorized to access the system going forward.

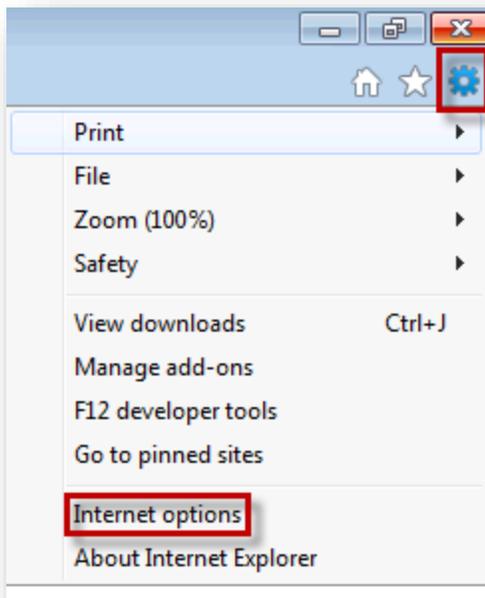
Cookies are specific to the browser and that computer. If a user uses a different browser, say Firefox in addition to Chrome on that computer, the system must also authenticate the user through that browser to obtain a “cookie”.

If there are multiple users on that computer and browser, each must authenticate to obtain a cookie to associate the user and that browser/computer. As long as that browser/computer is used within 30 days, no further virtual code authentication should be required.

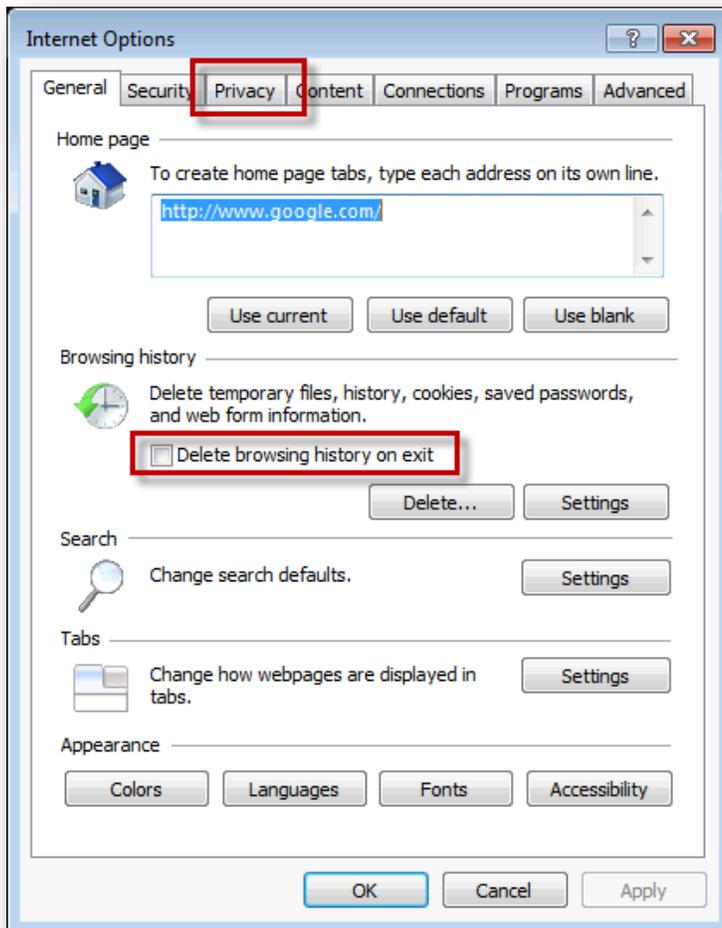
Because the authentication is tied to that stored cookie, the browser must be set to accept cookies and not delete them or re-authentication will be required. Below are instructions for different browsers to set them properly. Please note: If the IT department has restricted cookie settings through Group Policy, it may not allow settings to be modified and will require review and modification by your IT department. This has been approved by IT per Steve Clark on 7/10/15.

Internet Explorer 9 - 11

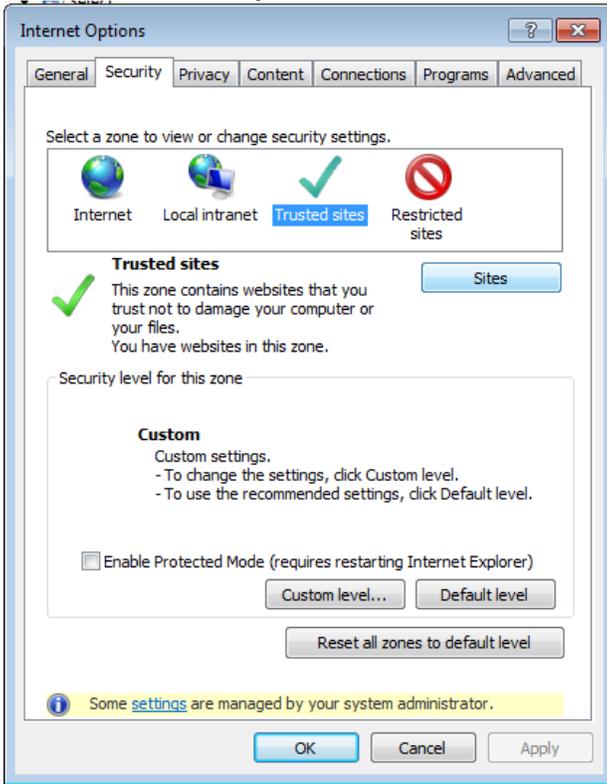
Start by selecting the “Options” button at the upper right and select “Internet Options”:



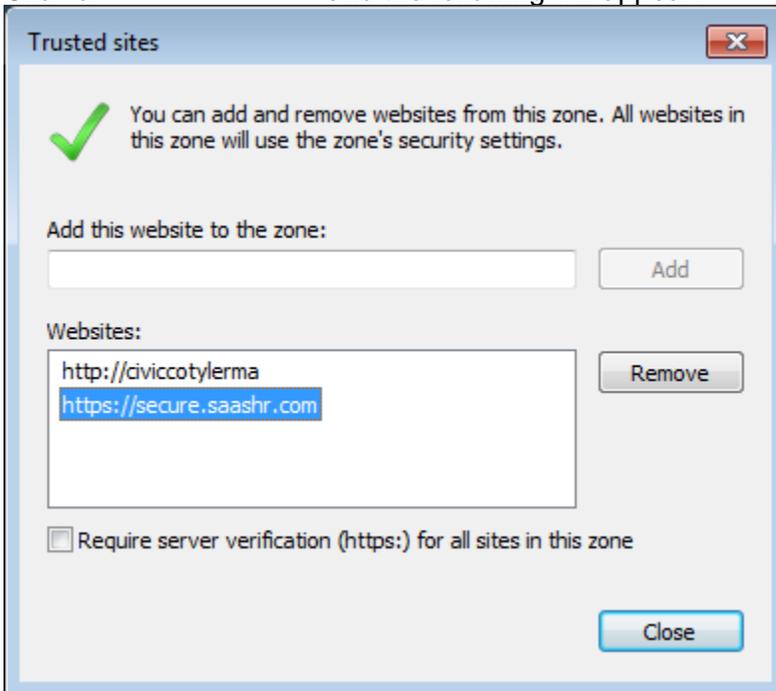
On the General tab, make sure that the “Delete browsing history on exit” is **unchecked**. Then select the “Privacy” tab:



Click on the Security tab and select Trusted sites;



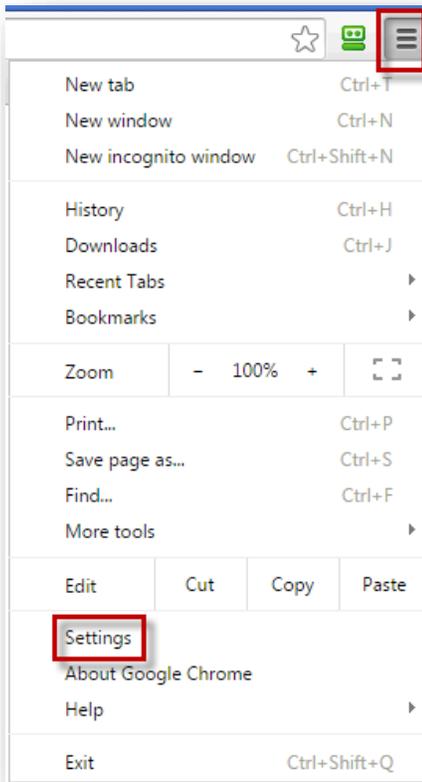
Click on  and the following will appear:



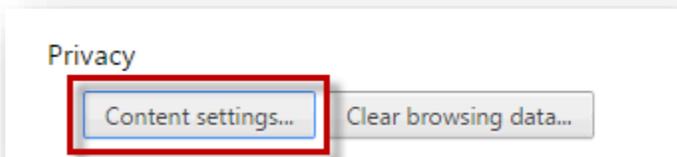
Enter <https://secure.saashr.com> in the . Click on Add and then Close.

Google Chrome (Version 43 shown)

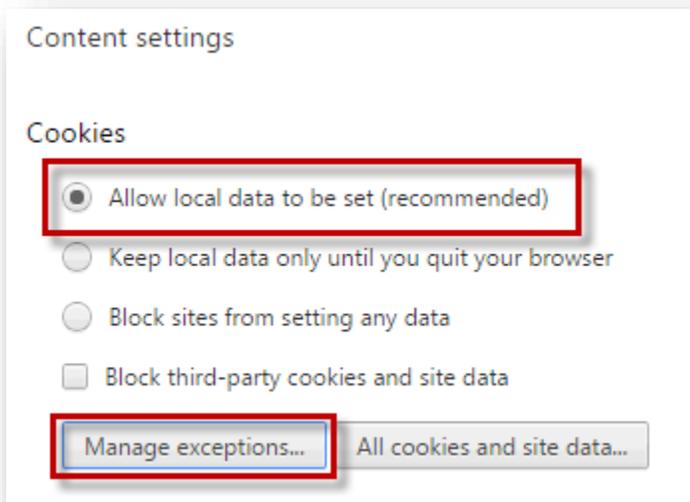
Select the Menu button in the upper right corner and select “Settings”, then select “Show Advanced Settings” at the bottom of the page:



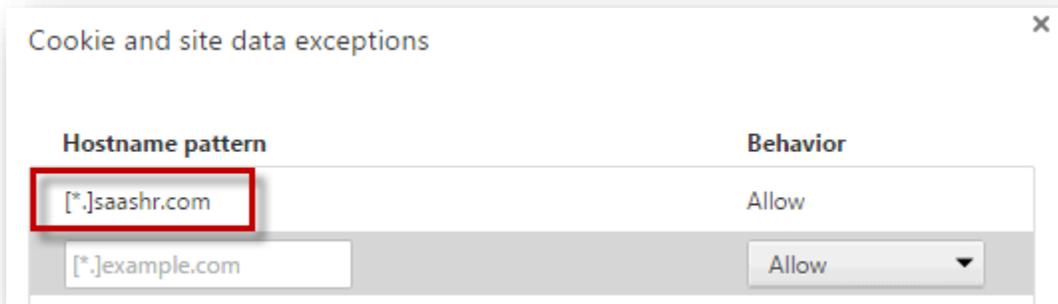
Then press the “Content settings...” button:



Check the top box:

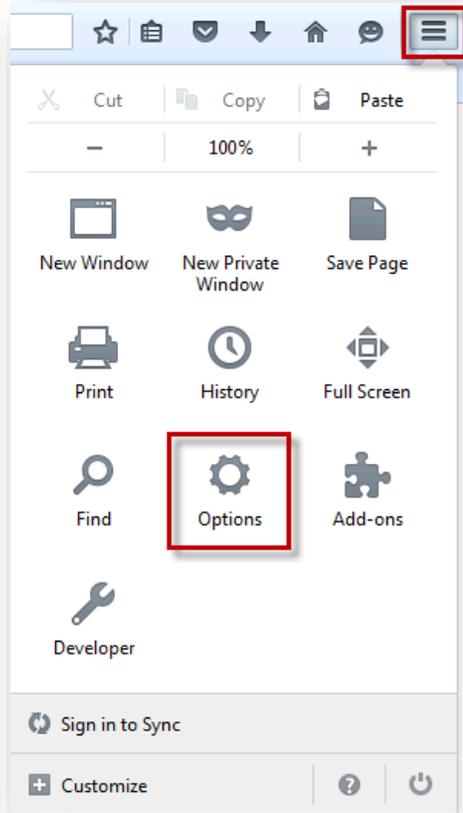


Or conversely, you can add an exception by pressing “Manage exceptions...” and adding `[*].saashr.com`

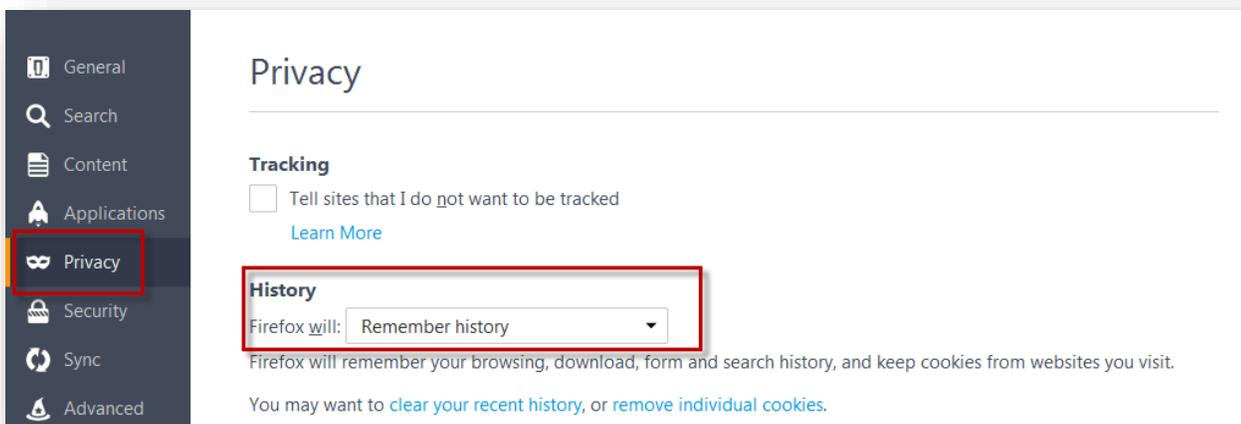


Mozilla Firefox

Select the Menu button in the upper right corner and select “Options”:



Make sure the “Remember History” drop down is selected. Exceptions can be added as with Chrome::



Safari

Select the settings and then “Privacy” – select one of the highlighted buttons:

