

## About cookies

The Online Campus uses a technology called 'cookies' to record the fact that you have logged in. A cookie is a token that a website can use to track a person's progress through the various pages of the site. A particular web page may send this token to your computer, and then your computer is expected to return the token to the website next time it requests a page from the same website. Your computer can keep cookies in its memory or store them on its hard drive. At any time, there may be many different cookies on your hard drive, from different websites.

When you log into the Online Campus, you are sent a cookie that identifies who you are. This cookie should be stored in your computer's memory. When you next request a page, your computer should return the cookie. When the Online Campus sees this cookie, it knows who you are, and knows which parts of the Online Campus you have access to. It's possible to set up your browser so that it won't accept any cookies from any website. If you do this, the Online Campus will be unable to tell that you've already logged in, and you will only be able to see the log-in page. You will therefore need to enable cookies before you can use the Online Campus.

If you are using Internet Explorer or Mozilla Firefox, the instructions below tell you how to enable cookies. If you are using another browser, check your browser's documentation, or email the Open Polytechnic's [Helpdesk](#). Make sure you tell us your name and student ID in the message, as well as the name and version number of the browser that you're using.

### To enable cookies in Internet Explorer (version 6.x/7.x)

1. Select **Internet Options** from the **Tools** menu at the top of the screen.
2. Click on the tab marked **Privacy**.
3. Move the slider to any of the following positions: 'medium high', 'medium', 'low' or 'accept all cookies'.
4. If no slider is visible then click on the **Default** button and then Move the slider to any of the following positions: 'medium high', 'medium', 'low' or 'accept all cookies'
5. Click **OK**.

Alternatively, if you want to leave the cookies option set to 'high' or 'block all cookies', you can accept cookies from the Online Campus as follows.

1. On the **Privacy** tab under **Internet Options**, click the **Edit** button (version 6.x) or the **Sites** button (version 7.x).
2. Type **openpolytechnic.ac.nz** in the 'Address' field.
3. Click the **Allow** button.
4. Click **OK** on both dialogue boxes.

### To enable cookies in Mozilla Firefox

1. Select **Options** from the **Tools** menu at the top of the screen.
2. Click on **Privacy** at the top of the dialogue box.
3. Place a tick in the checkbox **Accept cookies from sites** in cookies section of the dialogue box.
4. Click **OK**.