
The Smoothwall solution enables schools to control access to specific websites by adding websites to allowed or blocked Filter lists, to meet their individual filtering requirements.

The following changes can be made within your portal:

- Allow or deny specific website domains, URLs or search phrases (whilst keeping the complete category blocked or unblocked)
- Allow or deny categories and sub categories of websites

NOTE: Should you experience display issues, as per the example below, try an alternative web browser such as Google Chrome.

1. Log into your account as shown during training, using the provided username and password via http://smoothwall.gfl.suffolk.org.uk/portal

2. Once you have successfully logged in, you will be presented with the main menu, which should look similar to the example below.
3. The **FILTER** menu has 3 headings

- **FILTER > LIST** – This section allows the administrator to allow or deny specific website domains, URLs or search phrases (whilst keeping the complete category blocked or unblocked). It is recommended that all required changes are applied in this section.

- **FILTER > LIST GROUPS** – This section allows the administrator to allow or deny entire categories and sub categories of websites. It is not recommended that schools amend these settings, but if changes are made they should be done with care.

- **FILTER > POLICIES** – This lists the policies and their priority, for information only.

Choose **LIST**, as shown below.

4. You will then be presented with the **Manage filter lists** screen, as shown below. (The screenshot below shows n/a as no websites have been configured)
5. In the example below, you can see that www.bbc.co.uk is allowed as we can open the page. We are going to block this website.

6. Simply highlight and copy the URL as shown below.
7. Decide which filter list name you wish to target to block, i.e. which key stage group or staff group. For this example, we want to block access for Key Stage 1 and 2.

Then click on the corresponding section under the heading **Website**, (it may show n/a if no websites have been configured) and paste the URL you copied earlier, or type it in.
8. Click on **Save**, as shown below, and the change will be saved. You should see the website added to the list, but be aware that it could take up to 5 minutes for the changes to become active.

9. The screenshot below shows the website bbc.co.uk in the blocked list for Key Stage 1 and 2.
10. If a website is blocked for a user, it will display a message like the one presented below, which confirms that [www.bbc.co.uk](http://www.bbc.co.uk) is blocked.

![Image of a blocked website message]

**NOTE:** It is advisable to consider adding all other associated domains related to the websites you want to block, for example for [pinterest.co.uk](http://pinterest.co.uk), consider adding [pinterest.com](http://pinterest.com) and [pinimg.com](http://pinimg.com), to ensure those sites are also blocked/controlled.