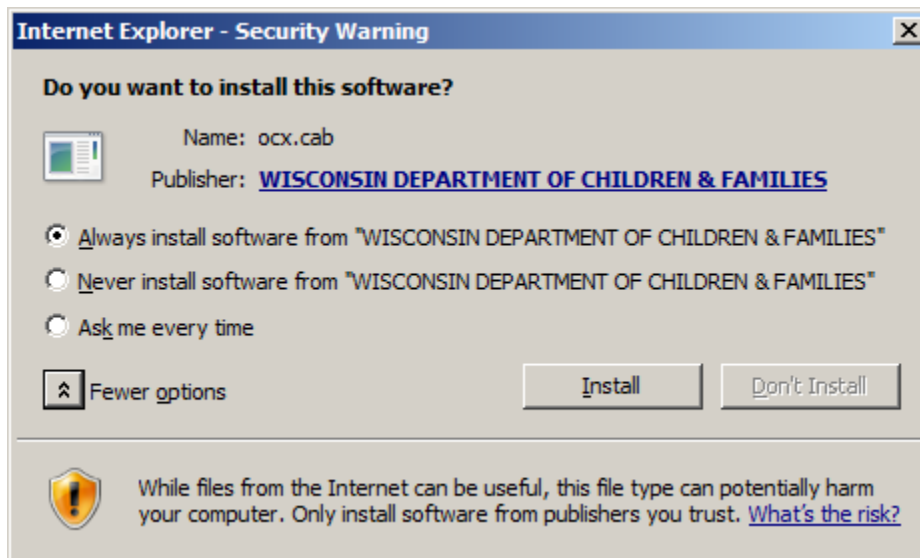**Windows 7 users: Administrator account**

Windows 7 users who have an Administrator account will automatically be prompted to install the new OCX file when logging into the eWiSACWIS after 8:00PM on October 14, 2016.

A typical **Windows 7 user** with an **Administrator account** will be prompted to install the new OCX file and Certificate at the point of login as shown in the following steps:

1. Enter Username and Password to begin the Login process
2. There will be a message: Do you want to install this software? ocx.cab

3. Click the "More options" dropdown arrow to reveal three radio buttons.

4. Choose the radio button: Always install software from "WISCONSIN DEPARTMENT OF CHILDREN & FAMILIES"
5. Click the "Install" button
6. From this point, the login to eWiSACWIS process will proceed seamlessly replacing the current OCX file with the new OCX file, as well as install the new certificate.

Windows 7 users: Non Administrator account

Windows 7 users who have do not have an Administrator account will not be able to automatically receive the OCX files or certificate. As has always been the case, these users will continue to need to utilize their local IT Support to install the OCX files and certificate. Typically this requires an IT Support person with Administrator privileges to utilize the [DeployOCX.html] tool found on the eWiSACWIS Knowledge Web to install the necessary software.

Window 10 users: Administrator account

Windows 10 users who have an Administrator account must follow the following steps to install the new OCX file and certificate after 8:00PM on October 14, 2016.

1. Right click on the Internet Explorer shortcut icon and choose to "Run as administrator." **NOTE:** *Failing to launch the browser by choosing to "Run as administrator" will install the OCX file but will fail to install the certificate and will result in a Security Warning (Macro error) each time an eWiSACWIS template is launched.*
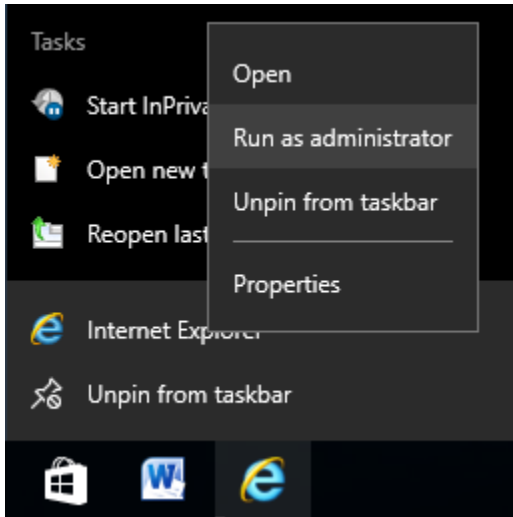

2. After Internet Explorer opens, navigate to the eWiSACWIS login page: https://apps.dcf.wisconsin.gov/ewisacwis/
3. Enter Username and Password to begin the Login process
4. There will be a message: This website wants to install the following add-on: 'ocx.cab' from 'WISCONSIN DEPARTMENT OF CHILDREN_FAMILIES'.
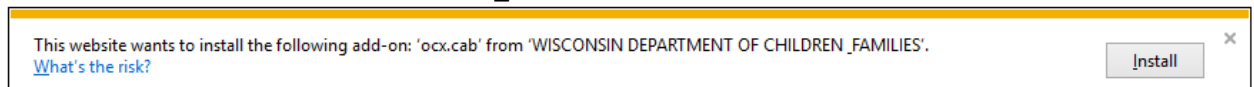
5. Click Install and a pop-up message will be displayed
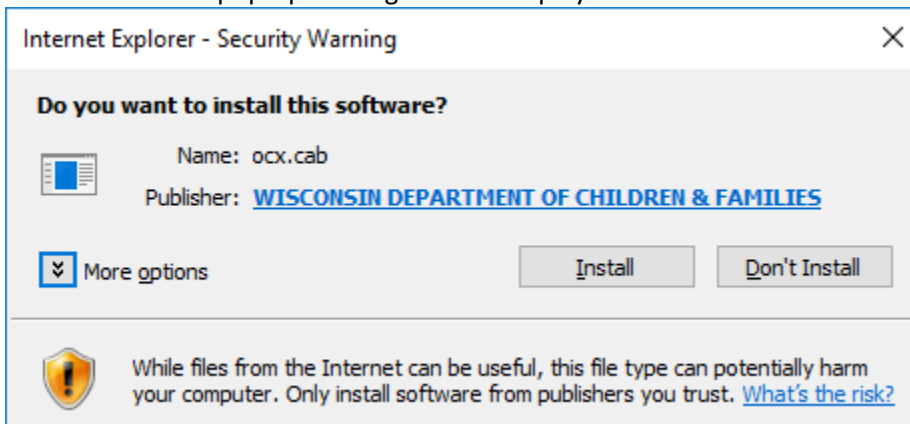
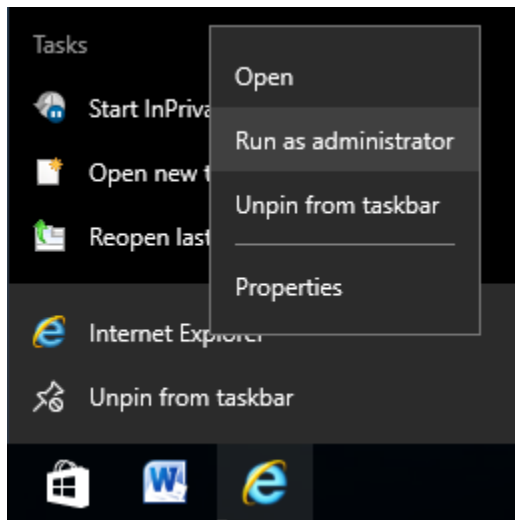6. Click the "More options" dropdown arrow to reveal three radio buttons.
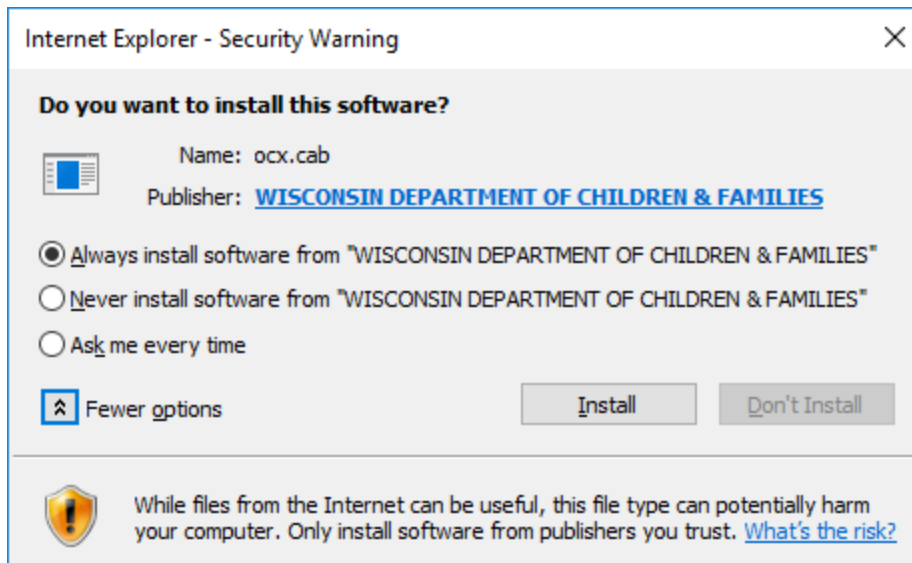
7. Choose the radio button: Always install software from "WISCONSIN DEPARTMENT OF CHILDREN & FAMILIES"
8. Click the "Install" button
9. Logging into eWiSACWIS will proceed and both the OCX and the Certificate are installed.

**Window 10 users: Non-Administrator account**

Windows 10 users who have do not have an Administrator account will require the assistance of an Administrator to install the OCX files and certificate. As in the past, these users will continue to rely on their local IT Support to install the OCX files and certificate. Unfortunately with Windows 10 the previous method of installation which utilized the [DeployOCX.html] tool no longer works.

The installation of the OCS files and the new certificate can be accomplished by a user with Administrator rights by following these steps:

1. Right click on the Internet Explorer shortcut icon and choose to "Run as administrator."

2. If the user does not have administrator rights there will be a prompt to enter the administrator password.
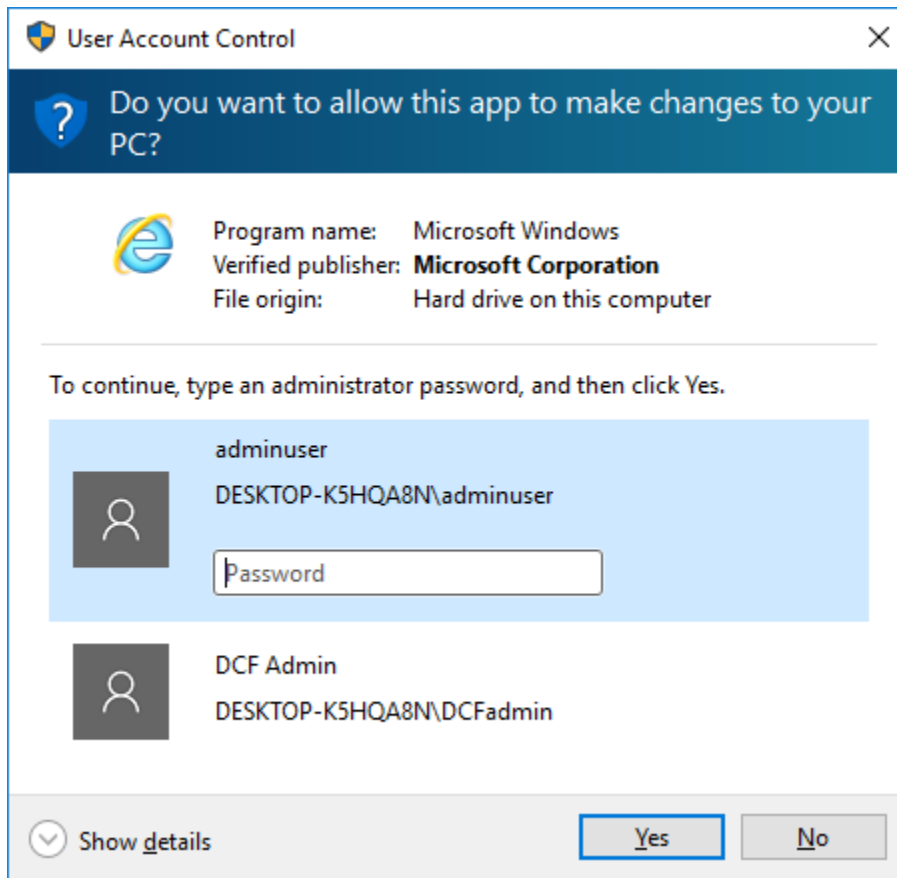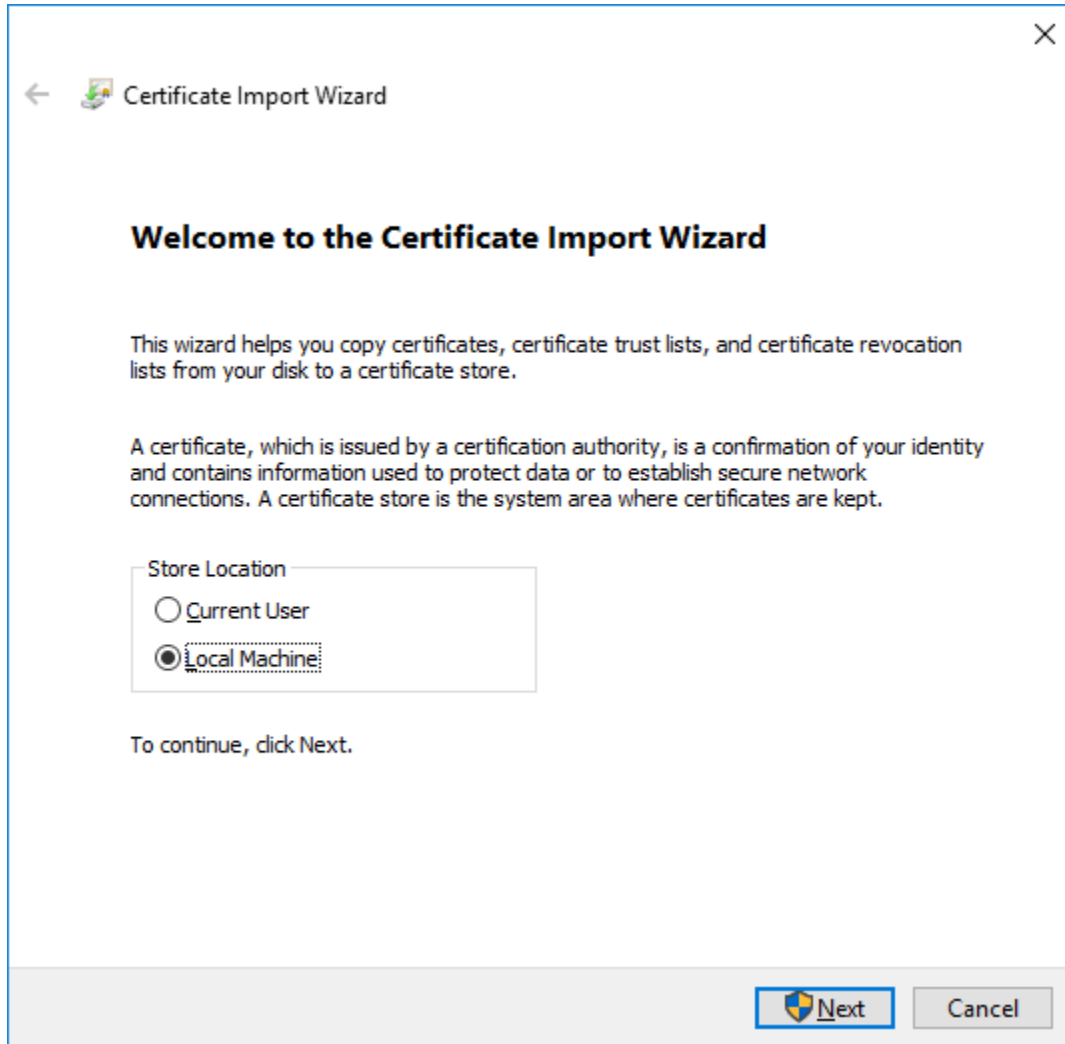

3. Enter the administrator password and the browser will open
4. After Internet Explorer opens, navigate to the eWiSACWIS login page: https://apps.dcf.wisconsin.gov/ewisacwis/
5. Login to eWiSACWIS
6. There will be a message: This website wants to install the following add-on: 'ocx.cab' from 'WISCONSIN DEPARTMENT OF CHILDREN_FAMILIES'.
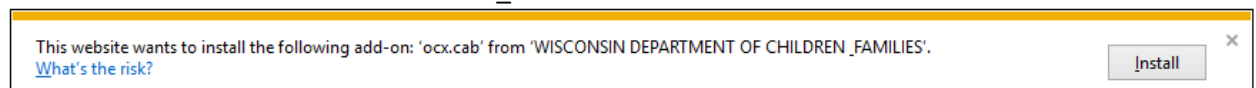
7. Click Install and a pop-up message will be displayed
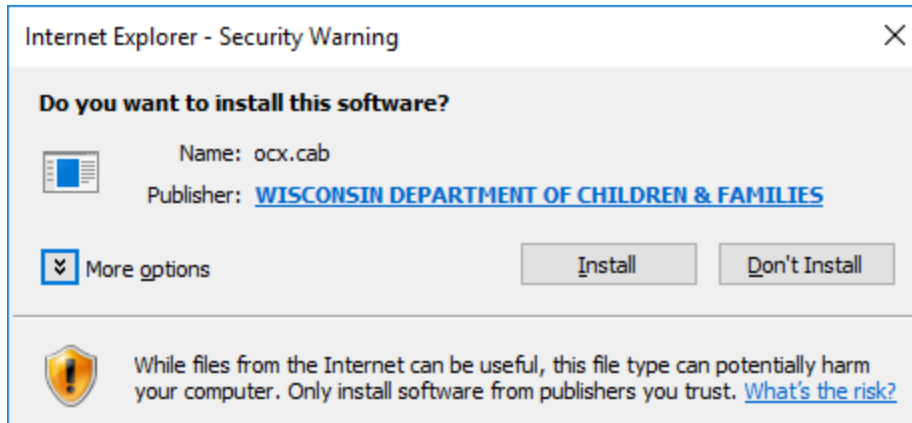
8. Click the "More options" dropdown arrow to reveal three radio buttons.
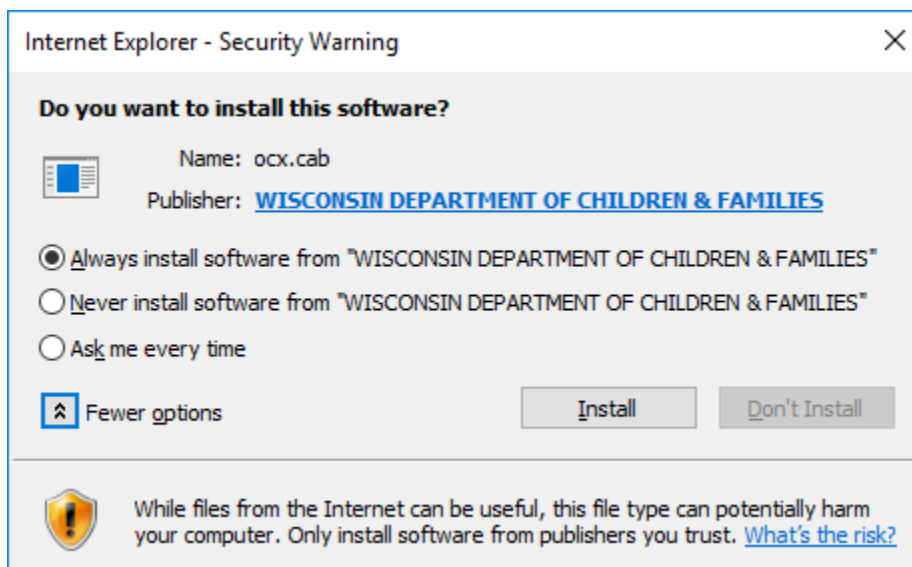
10. Choose the radio button: Always install software from "WISCONSIN DEPARTMENT OF CHILDREN & FAMILIES"
11. Click the "Install" button
12. Logging into eWiSACWIS will proceed and the OCX file will install but the certificate will not have installed correctly. **Note:** *The certificate installs but only at the administrator level and will not work for the general eWiSACWIS user. Continue on to the remainder of the steps to install the certificate next.*
13. Download the new certificate from the eWiSACWIS Knowledge Web and save it locally on the PC.

14. Double click on the Certificate and then click the "Install Certificate" button
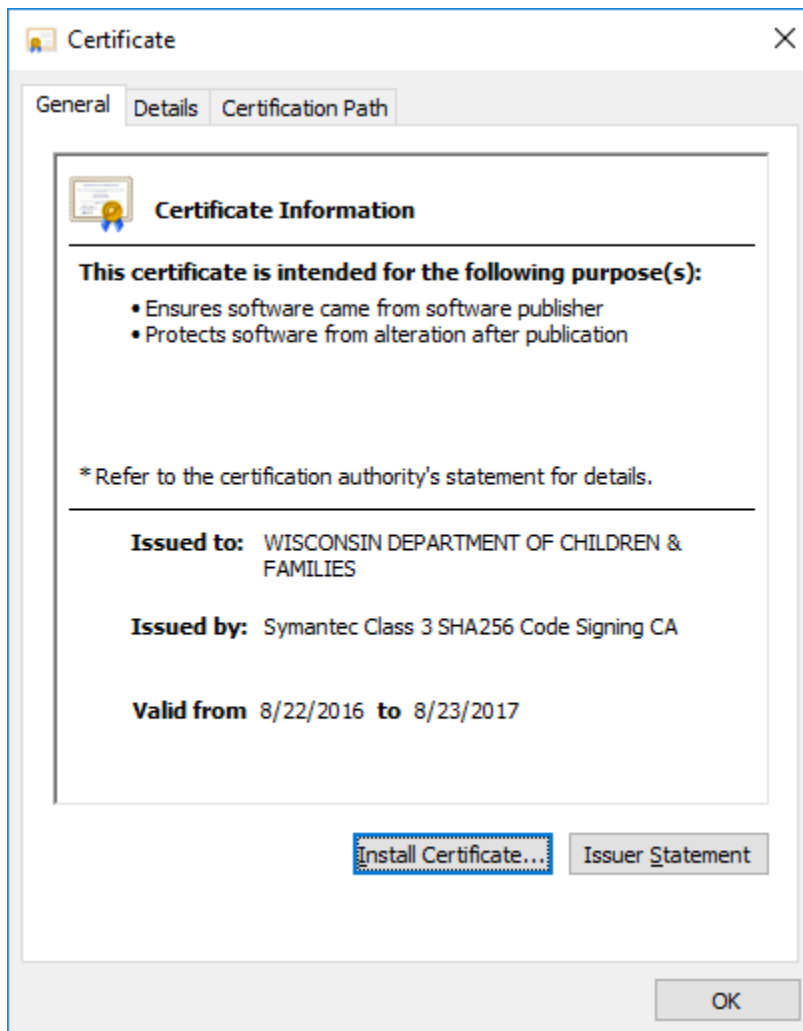
9. When the Certificate Import Wizard opens, choose the "Local Machine" radio button and click "Next"

10. Once again, if not logged into Windows 10 as an Administrator the AUser Account Control page will pop-up and you will be prompted to enter the administrator password.
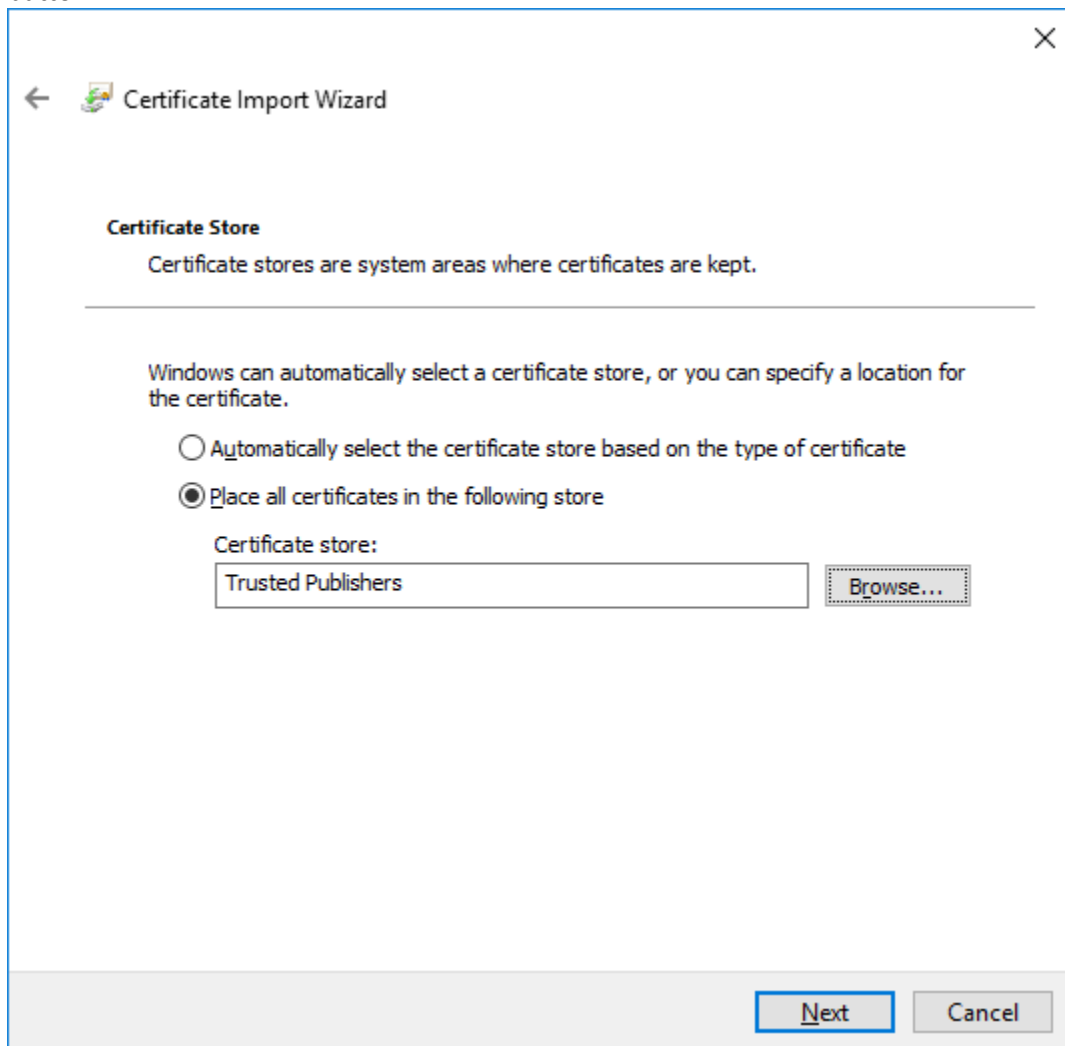11. Enter the password and click "Yes"
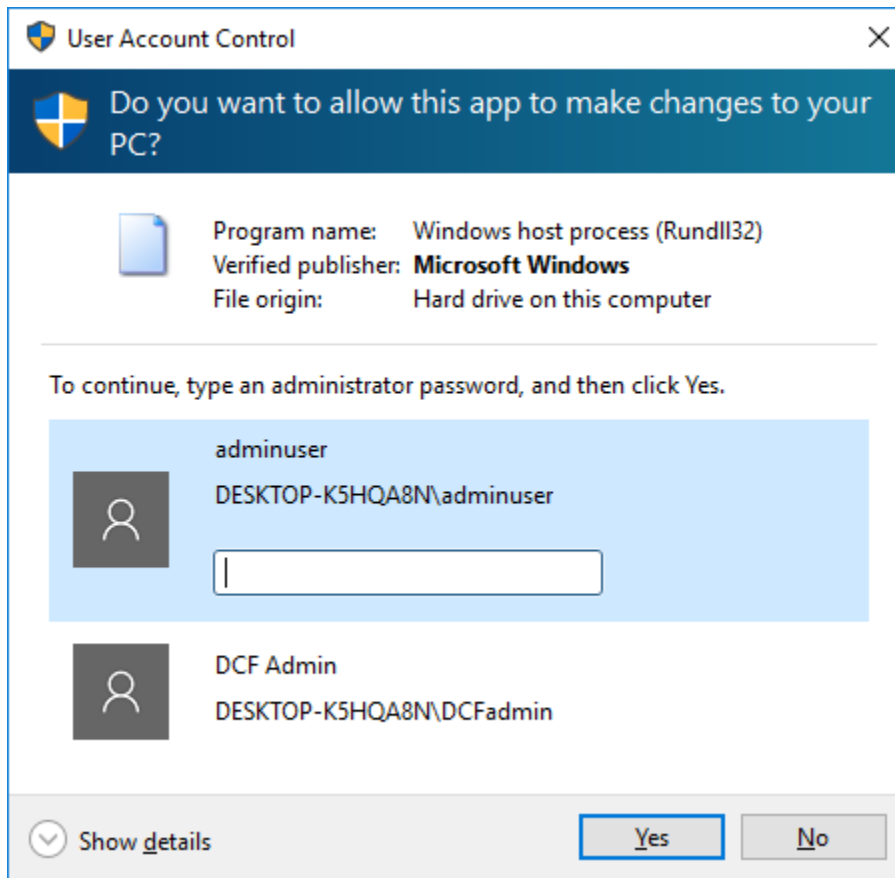
12. On the Certificate Import Wizard page, choose the radio button for "Place all certificates in the following store" then click the "Browse" button.
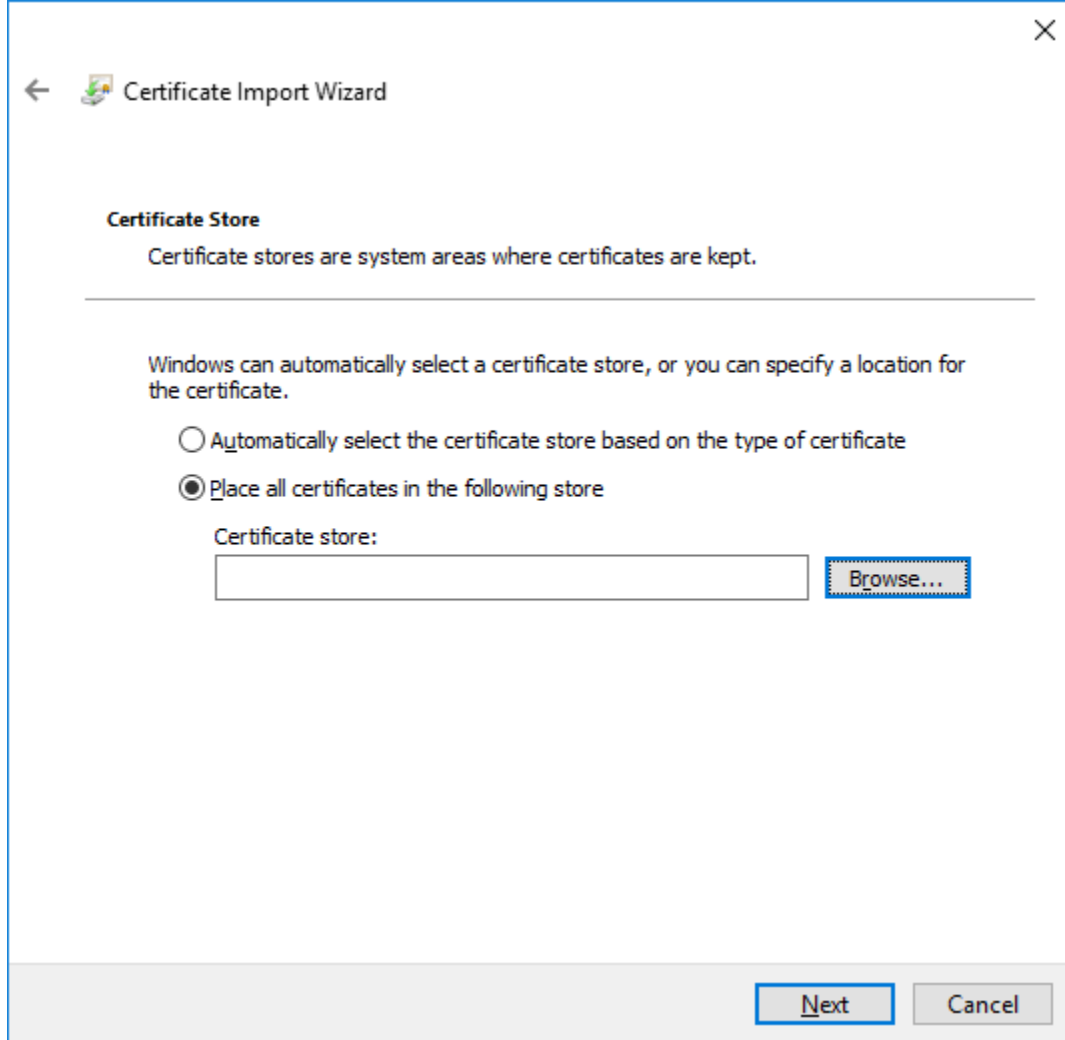
13. Browse for the "Trusted Publishers" folder and click "OK"
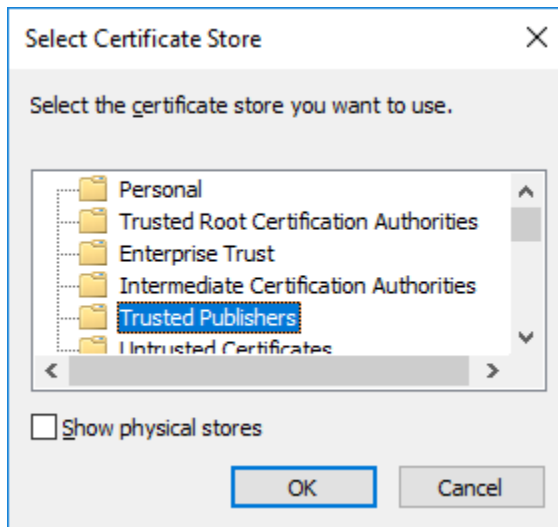
14. After having selected to place the certificate in the "Trusted Publishers" folder, click the "Next" button.

15. Click "Finish" on the last page.
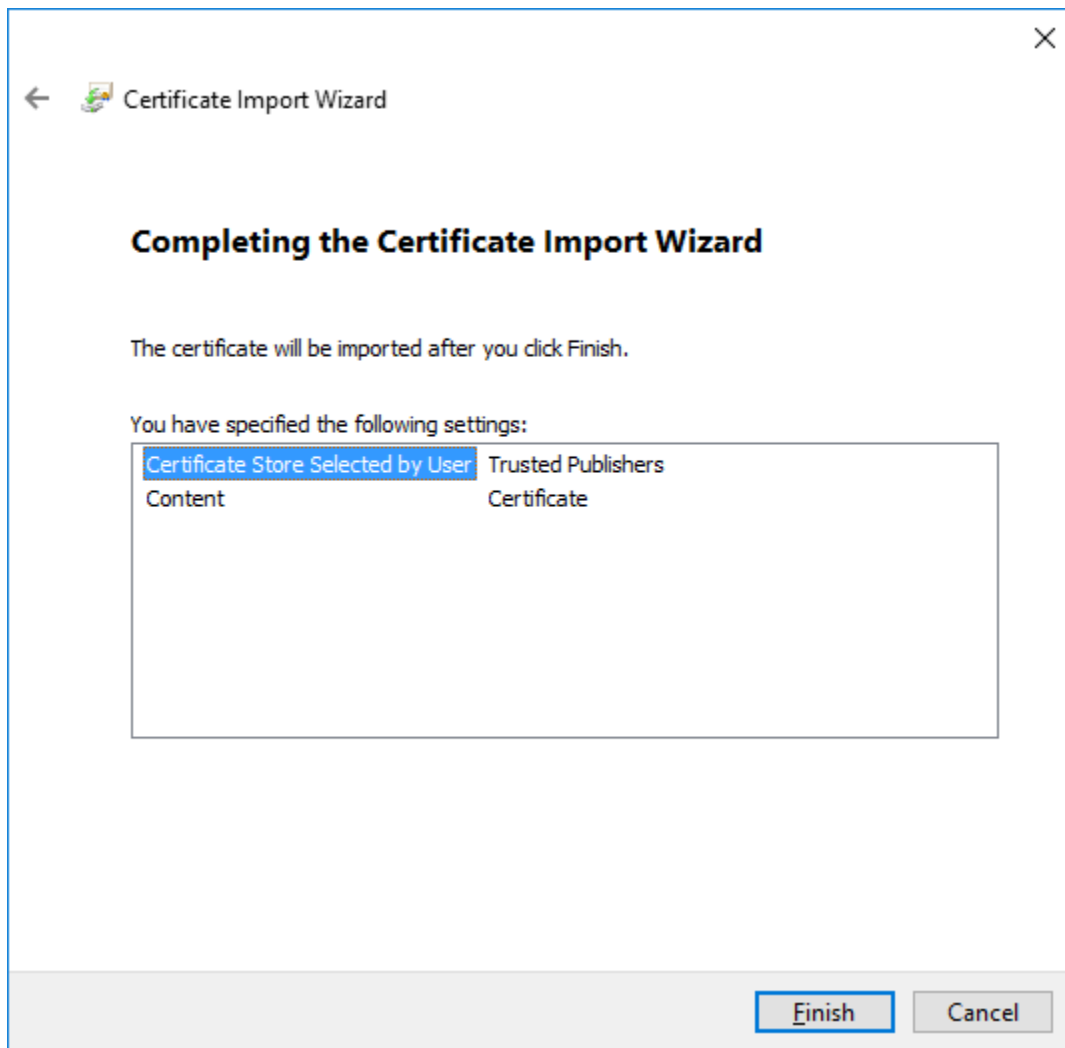
16. At this point the certificate is installed for all users on the PC.