Web Link Installation Instructions

Follow the instructions below to prepare the web server and install the Web Link program. <u>Be sure to complete the steps in the order they are listed and exactly as stated.</u> Please note that the instruction steps may vary by the operating system being used. If you have any questions on completing the installation, contact Customer Support at 800.756.0035 ext. 0.

Step 1: Install any of the editions of Microsoft Windows Server 2016 or 2019.

Note: Administrator privilege on the web server, and possibly one other machine [if the School Accounting System database is not located on the web server, see Step 11], is required of whoever completes the following steps.

Step 2: Install Internet Information and Microsoft .NET Framework 3.5 and 4.5 or higher

1. Open the **Server Manager**
2. Select **Add Roles and Features.**
3. A Before You Begin screen may appear. On this screen, click **Next** to continue.
4. Select **Role-based or Feature-based installation.** Click **Next** Highlight Roles on the left and then select the **Action** menu and then **Add Roles**.
5. On the Select Destination Server screen, select the server on which you would like to install IIS.
6. Check **Web Server (IIS)** and then click **Next**. An introductory page will appear with links to further information.
7. Click **Next**.
8. Select **all** items under Web Server section. Under the Management Tools section, select **IIS Management Console**, **IIS Management Scripts and Tools** and **Management Service**. **NOTE:** Be sure to expand every option to ensure that all features are selected to be installed.
9. Click **Next**.
10. Under the **Features Section select .Net Framework 3.5 and 4.5 or higher**.
11. Click **Install**.
12. After receiving the message that the installation succeeded, click **Close**.

Step 3: Apply all critical updates for the OS and .NET.

1. Open the **Control Panel**.
2. Select **Windows Updates**.
3. Select the link to **Check for updates from Windows Update**.
4. Once the updates are displayed, click **Install updates** to install all critical and important updates.
5. Repeat steps 1 through 4 until no updates come back from the system scan.

Step 4: Install Web Link.

1. Go to the following website to access SUI's File Transfer Center: https://transfer.su-inc.com/
2. Log into the File Transfer Center. To login, enter the customer ID number for your school district in the Customer ID field and your district's 5-digit zip code in the Zip Code field; click the **Login** button.
3. Click the **Download SQL Installation** link.
4. In the Password field, enter **SQLSAS** (all caps) and then click the **Login** button.
5. A screen will appear listing the available download files, click the **Download** button to the right of the **Web Link** option.
6. A message will appear prompting to Run or Save the file; click the **Save** button.
    Note: Depending on the Internet browser being used, an additional prompt may appear prompting for the location for which to save the file. Choose the desired location and then click the **Save** button.
7. Navigate to the location for which the setup file was saved and then right click on WebLink SQL Setup.exe file downloaded and run as Administrator to start the install.

8. On the Welcome screen, click **Next**, then **Install** on the Start Installation to start the installation.
9. Click **Finish**.

Step 5: Modify WL SQL User Account.
1. Open your start menu and select **Administrative Tools**
2. Open **Computer Management.**
3. Under **Configuration** on the left, expand **Local Users and Groups** and select the **Users** folder.
4. Double-click user **WLSQLUser**.
5. **Check** User cannot change password.
6. **Check** Password never expires and then click **OK**.

Step 6: Configure ASP.NET settings.
1. Click on **Start** and then **Administrative Tools**.
2. Open **Internet Information Services (IIS) Manager**.
3. On the left, expand the web server option (identified by the Computer Name of the server).
4. In the center of the screen under the IIS section, double-click **ISAPI and CGI Restrictions**.
5. Verify that **all** ASP.NET v4.0.30319 properties are set to Allowed under the Restriction column. If any are not set to allowed, right click on ASP.NET and select **Allow**.

Step 7: Configure Web Link properties.
1. On the left, expand your web server, **Sites**, and then **Default Web Site**.
2. Select the WebLinkSQL folder on the left.
3. In the center of the screen under the ASP.NET section, double-click **Application Settings**.
4. Right-click on **DBName** and then click **Edit**. In the Value field, enter the name of your database and then click **OK**. Example—[SD_111_SchoolName]
   Note: Only the **Value** field should be edited. The Name field should not change.
5. Right-click on **ServerName** and then click **Edit**. In the Value field, enter your server (use "." for this machine) and instance containing the database and then click **OK**. Example—[.\SUIDATA]
   Note: Only the **Value** field should be edited. The Name field should not change.

Step 8: Name Resolution, Extranet, and Internet Configurations.
Depending on your environment, name resolution can be configured several ways. If you have an internal DNS server, a host record can be created [such as http://weblinksql.siouxfalls.k12.sd.us/...]. The Web Link application can also utilize the web server name in some cases [such as http:// webserver/...]. The IP address may also be used [such as http://10.0.0.200/...].

To test the installation try using the web server name [http://webserver/weblinksql/login.aspx]. Once the link has been tested, forward it to the Business Manager in the Business Office. It will be distributed from there to the appropriate users.

Note: Steps 9 - 11 are optional, based on whether or not an SSL certificate will be implemented with the Web Link product [for example, when access will be allowed to Web Link from outside your network]. If you wish to expose Web Link to Internet clients, your firewall must be configured to allow SSL port 443. Refer to your firewall documentation for details.

Step 9: Create a certificate request.
1. Click on **Start** and then **Administrative Tools**.
2. Open **Internet Information Services (IIS) Manager**.
3. On the left, click on your web server.
4. In the center of the screen, in the IIS section, double click **Server Certificates**.
5. On the right, under Actions, select **Create Certificate Request**.

6. Under **Common name**, enter the web site address users will use to access Web Link [such as weblink.siouxfalls.k12.sd.us].

7. Under **Organization**, enter the name of your organization.

8. Under **Organizational Unit**, enter the name of your organizational unit.

9. Under **City/locality**, enter your city.

10. Under **State/province**, enter the state you are currently in [use the full name of the state].

11. **Country/Region** should already have 'US (United States)' selected [if not, select it].

12. Click **Next**.

13. On the Cryptographic Service Provider Properties screen, select the appropriate Cryptographic service provider and Bit length and then click **Next**.

14. In the Specify a file name for the certificate request filed, enter a file path and name for the certificate request [keep the '.txt' extension] and then click **Next**.

15. Review all entries to make sure they are correct. If there are any mistakes, use the **Back** button to return to the appropriate screen and correct the information necessary. When done, click **Next** and then **Finish**.

Step 10: Submit the certificate request.

If Web Link will be accessed outside of your local network, it is recommended that a public certificate authority [such as Thawte or VeriSign] is used to obtain an SSL certificate. Refer to a public certificate authority for details on submitting your SSL request. If Web Link will only be used internally and you have a certificate authority available internally, refer to the documentation for your certificate authority.

Step 11: Install the certificate.

1. Save the certificate received from your issuer somewhere on your web server.

2. Open the **Start menu** and then select **Administrative Tools**.

3. Open **Internet Information Services (IIS) Manager**.

4. On the left, click on your web server.

5. In the center of the screen, in the IIS section, double click **Server Certificates**.

6. On the right, under Actions, select **Complete Certificate Request**.

7. Enter the path to the file name containing the certification authority's response in the first field.

8. Enter a Friendly name [i.e. Web Link].

9. Click **OK**.

Web Link Module Artwork

If you would like to place a linked image on your school website for district staff to access the Web Link module, please click the following link https://docs.su-inc.com/sales/images/WL_Images.zip to download approved artwork. Please contact our Sales & Marketing Department at sales@su-inc.com if you would like modified artwork to better fit the design of your district's website.