

TNSConnect works well with both Internet Explorer and FireFox

- Internet Explorer (IE 6 or 7) is seamlessly integrated with Hawkid credentials from your current session requiring no login to TNSConnect; requires set-up
- FireFox requires a login to TNSConnect for every session

Internet Explorer 6 & 7 Set-up

Start Internet Explorer

Tools Options or Internet Options

Click on the **Security tab**

Click on **Trusted sites**

Click button Sites

Enter <https://TNSConnect.iowa.uiowa.edu/SelfService> into the “Add this website to the zone:”

Click on the Add button

Click on the Close button

Click on the **Advanced** tab

1. Move down the list to “**Show Friendly HTTP error messages**” and uncheck the box
2. Move further down the list to “**Enable Integrated Windows Authentication**” and uncheck the box

Click on the Apply button

Click on the OK button

Close the browser

Restart the browser

To access TNSConnect, enter <https://TNSConnect.iowa.uiowa.edu/SelfService> in your browser address.

FireFox should work without changes except you will be required to log in using the domain name and hawkid; for example, iowa\pbulmahn
You will need to allow “pop-ups for this site”

Internet Explorer users will have automatic authentication.

Monthly Reports:

The screenshot shows the 'View Reports/Invoices' page with the following data:

| Report Title | Date |
|---|------------|
| Call Detail by MFK 11-26 to 12-20-07 - pbulmahn | 12/27/2007 |
| Call Detail by MFK 12-21 to 1-22-08 - pbulmahn | 1/31/2008 |
| Call Detail by MFK 9-21 to 10-23-07 | 11/7/2007 |
| Call Detail Excel Friendly 11-26 to 12-20-07 - pbulmahn | 12/27/2007 |
| Call Detail Excel Friendly 12-21 to 1-22-08 - pbulmahn | 1/31/2008 |
| Invoice Summ. By MFK 11-26 to 12-20-07 - pbulmahn | 12/28/2007 |
| Invoice Summ. By MFK 12-21 to 1-22-08 - pbulmahn | 1/31/2008 |
| Invoice Summ. EqpSvc Excel 11-26 to 12-20-07 - pbulmahn | 12/28/2007 |
| Invoice Summ. EqpSvc Excel 12-21 to 1-22-08 - pbulmahn | 1/31/2008 |

1. Call Detail by MFK – printable report designed for user signature to verify long distance usage
2. Call Detail Excel Friendly – report designed for export to Excel
3. Invoice Summ by MFK – printable report detailing all Telecommunication and Network Services charges that appear on the GLDSS SA3 report; including list of services with locations
4. Invoice Summ by MFK EqpSvc Excel – report of services by location designed for export to Excel

NOTE Regarding Invoice Summ by MFK EqpSvc Excel Report:
 The report detail is longer than can be viewed on the screen. The fields that do not display on the screen will still be included in the exported Excel file.

If you have questions or difficulties retrieving your reports, please do not hesitate to contact the TNSConnect Service Team at its-tnsconnect@uiowa.edu