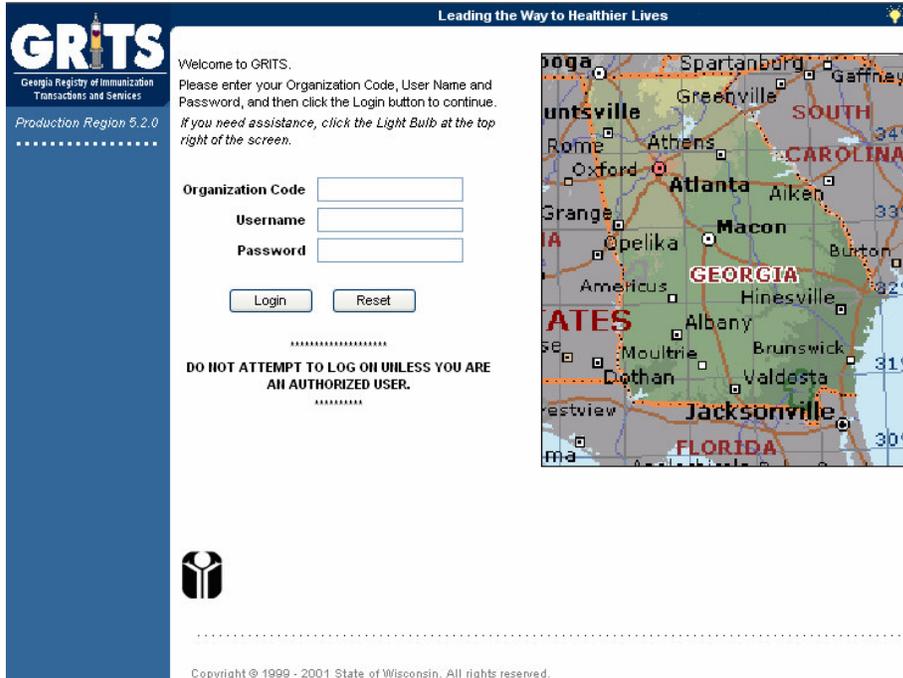# *Accessing GRITS*

Accessing the GRITS Web Site

To access the GRITS Web site, do the following:

1. Open your Internet browser. To open your browser, locate the browser icon on your computer's desktop (screen with program icons). Your icon will either be for Microsoft® Internet Explorer or Netscape®. Once you have located the icon, double click on it with your left mouse button.

2. Click File and choose Open (Open Web Location in Netscape®). If you are unable to see your browser's menu bar, you may have it set to Full Screen view. To switch this view, press F11 on your keyboard. This key toggles the Full Screen view on and off.

3. Type in the full GRITS address: https://www.grits.state.ga.us. Press [OK] (Internet Explorer) or [Open] (Netscape®). If you do not reach the GRITS security/certificate warnings or the GRITS Login screen after correctly typing in this address, port 443 of your network's firewall may be closed. Contact your network administrator to open this port for outgoing HTTPS, which is secure HTTP.

4. Depending on your browser, you may receive one or more security/certificate warnings before the browser will open the site. Accept any warnings regarding secure connections or security certificates. Both Netscape® and Internet Explorer will give you the option of turning off these warnings for future use.

5. At the GRITS login screen, enter your organization code, username, and password. The information on this screen is case sensitive; enter the information exactly as you received it.

The information on the Login screen is case sensitive; in other words, you need to enter the data in upper- and/or lower-case, exactly how you received it.

6. Press the [Login] button.

7. You will now be at the GRITS home page.

Refer to the Optimizing GRITS chapter in this manual to create a favorite or shortcut for the GRITS Web site on your computer.

Exiting GRITS

To exit from the GRITS Web site, press the [logout] button on the GRITS menu bar at the top of the screen. GRITS may be closed this way from any screen within the registry. Once you press the [logout] button, you will be returned to the GRITS Login screen. You may minimize your browser at this point by pressing [−] in the upper right corner of your computer screen.

If you wish to close your browser completely, you may either press [✕] in the upper right hand corner of your computer screen, or you may click on File and then Close on the browser's menu bar. If you do not see the menu bar, your browser may be in Full Screen view; press F11 on your keyboard.

Time Outs in GRITS

For security reasons, your session with GRITS will time out after one hour of inactivity. A message to that effect will be displayed briefly and then the login screen will be displayed. To continue to use GRITS, you will need to log in again.