

HR Direct Application: Adding a Trusted Site



This job aid provides step by step instructions on how to add the HR Direct Application as a trusted site for the following browsers:

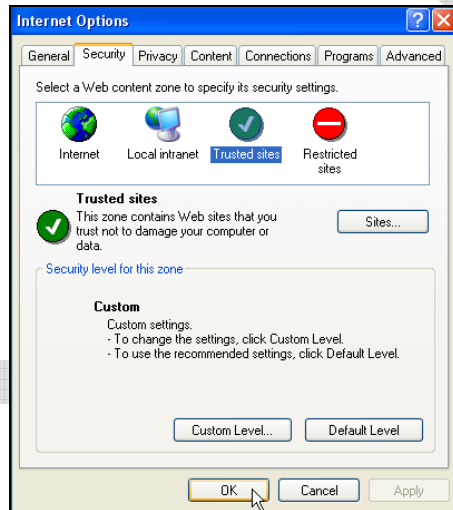
- Internet Explorer 6.0 (PC only)
- Internet Explorer 7.0 (PC only)
- Firefox 3.0 (PC and Mac)

Internet Explorer 6.0

Step 1.
IE 6

Navigate to Internet Explorer > Tools > Internet Options > Security

The **Internet Options** page opens.




Step 2.
IE 6

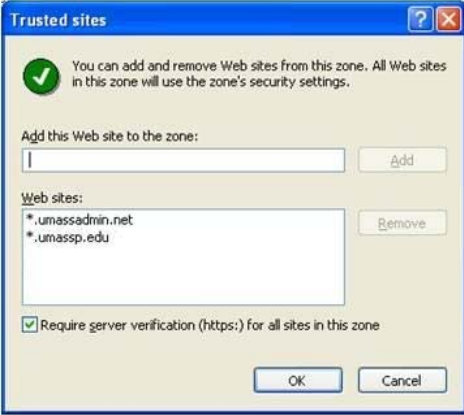
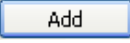
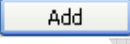
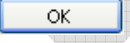
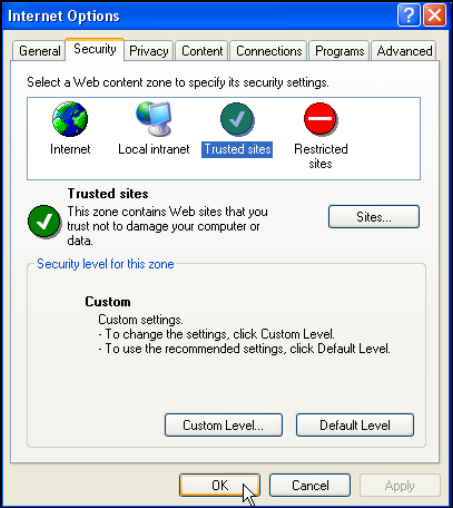
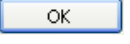


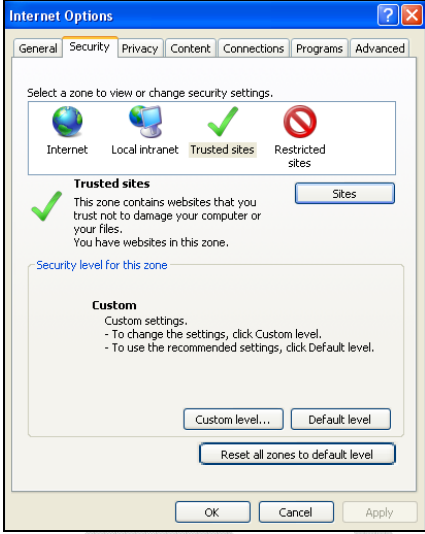


Select the **Trusted sites** icon.

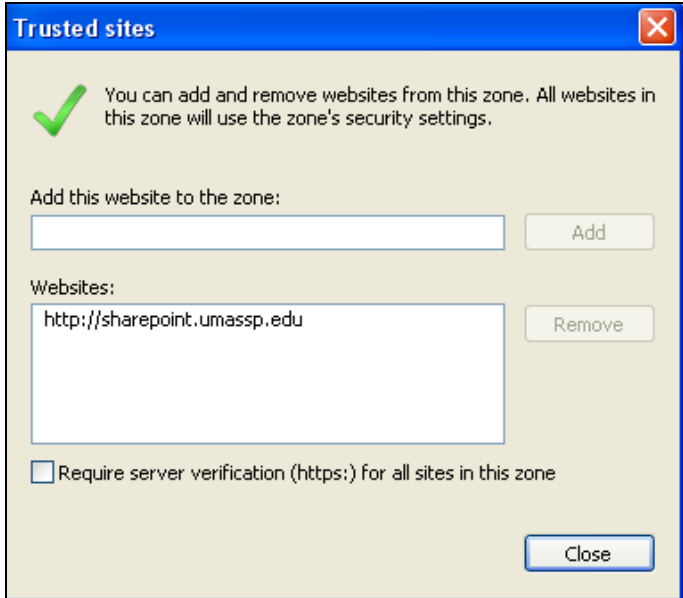
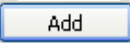
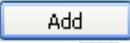
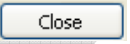
Step 3.
IE 6

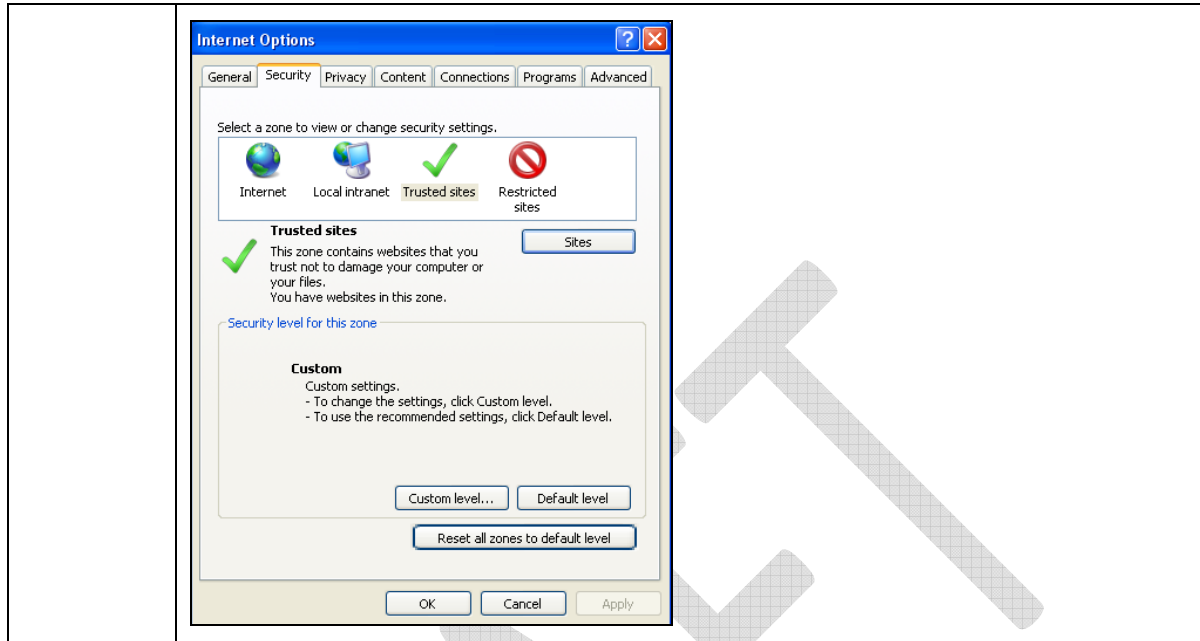
Click the  button.

The **Trusted sites** window will open.

	
<p>Step 4. IE 6</p>	<p>Insert the HR Direct Application domain in the Add this Web site to the zone field: *.umasscs.net.</p>
<p>Step 5. IE 6</p>	<p>Click the  button.</p>
<p>Step 6. IE 6</p>	<p>Insert the Secure Access Login domain in the Add this Web site to the zone field: ucollaborate.net.</p>
<p>Step 7. IE 6</p>	<p>Click the  button.</p>
<p>Step 8. IE 6</p>	<p>Click the  button. The Trusted Site window will close.</p> 
<p>Step 9. IE 6</p>	<p>Click the  button on the Internet Options window.</p>

Internet Explorer 7.0	
Step 1. IE 7	Navigate to Internet Explorer > Tools > Internet Options > Security
	<p>The Internet Options page opens.</p> 
Step 2. IE 7	 <p>Select the Trusted sites icon.</p>
Step 3. IE 7	 <p>Click the Sites button.</p> <p>The Trusted sites window will open.</p>

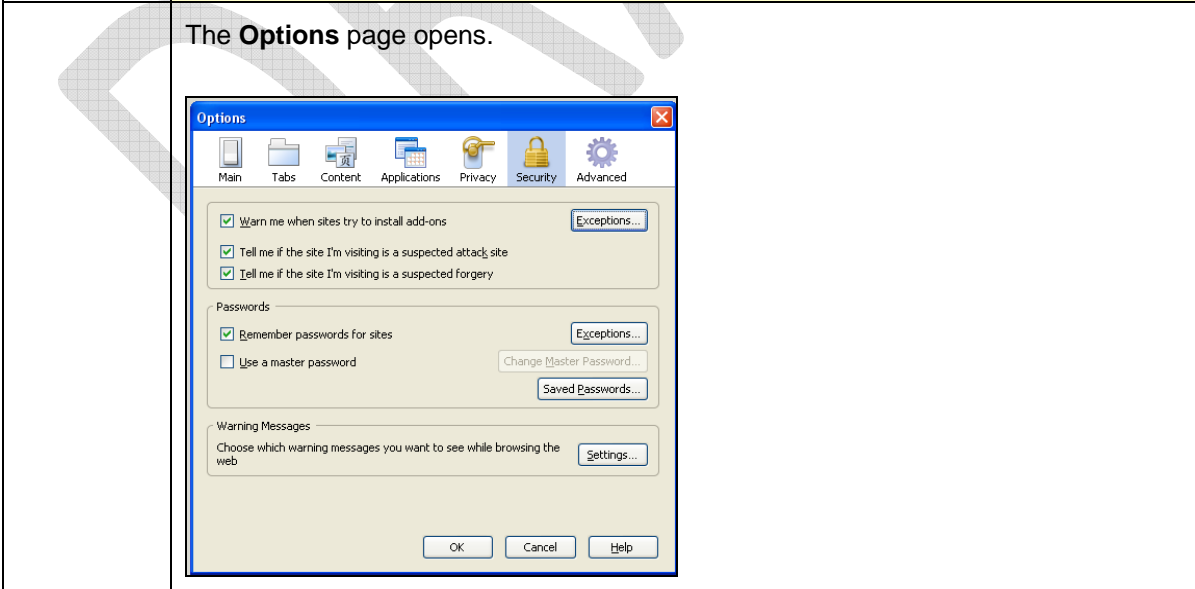
	
<p>Step 4. IE 7</p>	<p>Verify the Require server verification (https:) for all sites in this zone box is unchecked.</p>
<p>Step 5. IE 7</p>	<p>Insert the HR Direct Application domain in the Add this Web site to the zone field: *.umasscs.net.</p>
<p>Step 6. IE 7</p>	<p>Click the  button.</p>
<p>Step 7. IE 7</p>	<p>Insert the Secure Access Login domain in the Add this Web site to the zone field: ucollaborate.net.</p>
<p>Step 8. IE 7</p>	<p>Click the  button.</p>
<p>Step 9. IE 7</p>	<p>Click the  button. The Trusted Site window will close.</p>



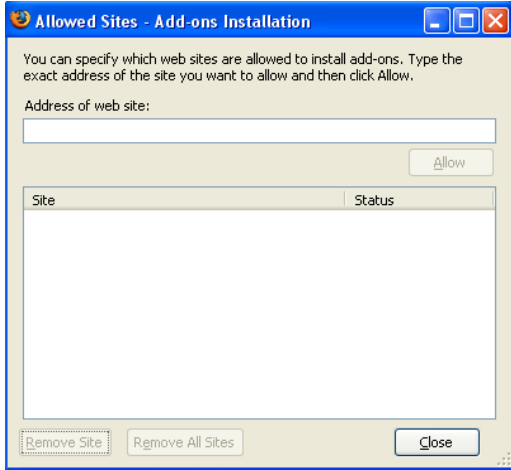

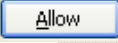
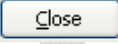
Step 10.
IE 7
Click the  button on the Internet Options window.

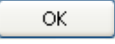

Firefox 3.0 (for PCs)

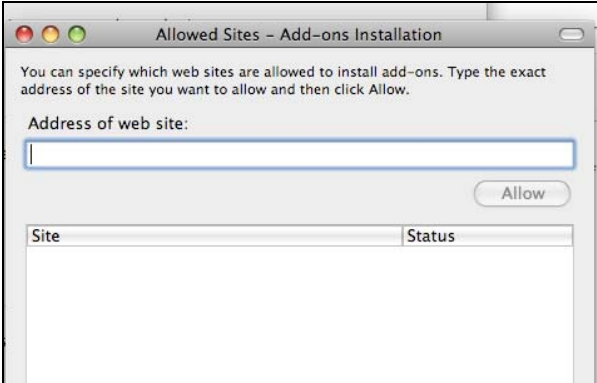
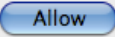
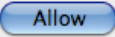



Step 1.
F 3.0 (PC)
Navigate to Firefox > Tools > Options > Security



Step 2.
F 3.0 (PC)
Click the  button.

	<p>The Allowed Sites – Add-ons Installation window opens.</p> 
<p>Step 3. F 3.0 (PC)</p>	<p>Insert the HR Direct Application domain in the Address of web site field: *.umasscs.net.</p>
<p>Step 4. F 3.0 (PC)</p>	<p>Click the  button.</p>
<p>Step 5. F 3.0 (PC)</p>	<p>Insert the Secure Access Login domain in the Address of web site field: ucollaborate.net.</p>
<p>Step 6. F 3.0 (PC)</p>	<p>Click the  button.</p>
<p>Step 7. F 3.0 (PC)</p>	<p>Click the  button. The Allowed Sites – Add-ons Installation window will close.</p>

<p>Step 8. F 3.0 (PC)</p>	<p>Click the  button.</p>
<p>Firefox 3.0 (for Macs)</p>	
<p>Step 1. F 3.0 (Mac)</p>	<p>Navigate to Firefox > Preferences > Security</p>
	<p>The Security window opens.</p>
<p>Step 2. F 3.0 (Mac)</p>	<p>Click the  button. The Allowed Sites - Add-ons Installation window opens.</p>

	
<p>Step 3. F 3.0 (Mac)</p>	<p>Insert the HR Direct Application domain in the Address of web site field: *umasscs.net.</p>
<p>Step 4. F 3.0 (Mac)</p>	<p>Click the  button.</p>
<p>Step 5. F 3.0 (Mac)</p>	<p>Insert the Secure Access Login domain in the Address of web site field: ucollaborate.net.</p>
<p>Step 6. F 3.0 (Mac)</p>	<p>Click the  button.</p>
<p>Step 7. F 3.0 (Mac)</p>	<p>Close the window ().</p> <p>The Allowed Sites – Add-ons Installation window will close.</p> 
<p>Step 8. F 3.0 (Mac)</p>	<p>Close the window ().</p>
<p>End of Procedure</p>	



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