



## **HR Direct Minimum Desktop Requirements for Mac Users Ensuring Your Home Computer is Ready**

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*You should verify the following minimum desktop requirements before logging on to the HR Direct Application. It is recommended that you have the minimum requirements listed below to ensure the HR application runs smoothly on your desktop.*

### **Web Browser and Client Operating System Certifications**

Browser: Firefox 2.0, Safari 3.0

Resolution: Minimum resolution of 800 x 600

Internet Speed: 56K modem with Internet access

JavaScript: Enabled

Cookies: Enabled

### **Desktop Software to support HR Direct functionality (e.g. view paycheck)**

Adobe Acrobat Reader 6.0 (View PDF Documents)

Please note that while version 6 will work, due to security reasons the President's Office IT department recommends the use of Adobe Acrobat Reader 9.1.

### **Check your settings for your pop up blockers.**

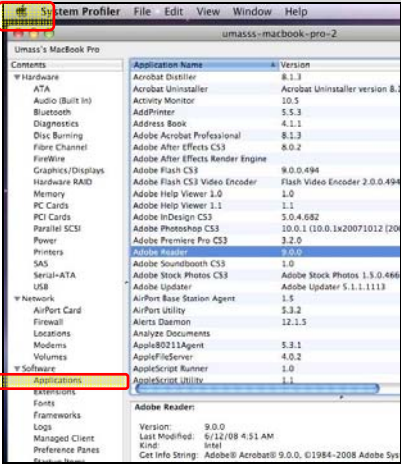
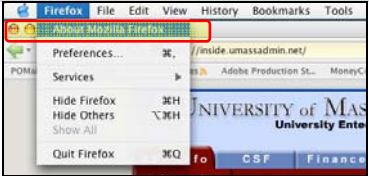

You may have trouble accessing specific pages of the application, including the online tutorials if your pop up blocker is turned on. When you click on the link, the current page may refresh and the link you clicked does not load. Try turning off the pop up blockers for that site only. See instructions on page 3 (Firefox) and page 4 (Safari).

### **Check Your Desktop Configurations**


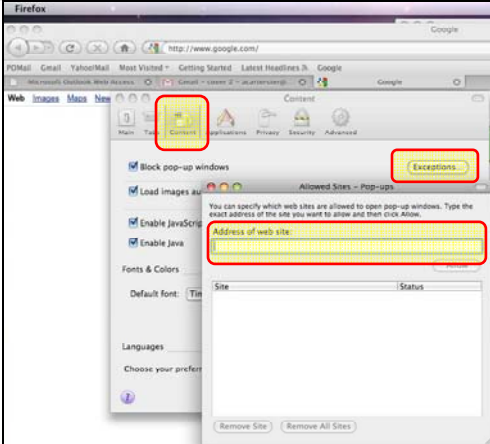
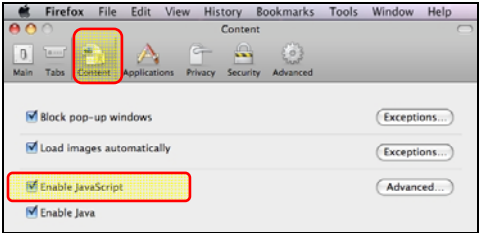
For detailed instructions on verifying your desktop configurations, please review the next few pages.

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| How Do I...                       | Instructions   | Example  |
|-----------------------------------|--|--|
| Check my desktop support software | <h3 style="margin: 0;">Adobe Acrobat Reader</h3> <ol style="list-style-type: none"> <li>1. Click the <b>Apple</b> icon on the top menu to the left.</li> <li>2. Click the <b>About This Mac</b> option. The About This Mac window opens.</li> <li>3. Click the <b>More Info...</b> button. The System Profile window opens.</li> <li>4. Click the <b>Applications</b> option in the Contents navigation menu to the left. All Applications are displayed.</li> <li>5. <b>Verify</b> Adobe Acrobat Reader is under the Application Name section (alphabetical order).</li> </ol> <p>Need Adobe Acrobat Reader? Download it for free at: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>.</p> <p><b>Minimum Requirements:</b><br/>Adobe Reader 6.0</p> |   |
|                                   | <h3 style="margin: 0;">Firefox</h3> <ol style="list-style-type: none"> <li>1. <b>Access</b> your internet browser.</li> <li>2. In your browser menu, <b>select Help</b>.</li> <li>3. <b>Select</b> the <b>About</b> option. A window will appear telling you which browser version you are running.</li> </ol> <p><b>Minimum Requirements:</b><br/>Firefox 2.0</p>   | <br> |

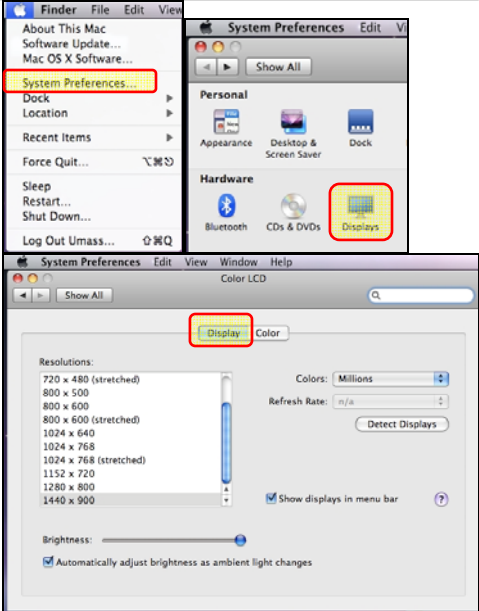
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| How Do I...  | Instructions   | Example   |
|--|--|---|
|  | <p><b>Safari</b></p> <ol style="list-style-type: none"> <li>1. <b>Access</b> your internet browser.</li> <li>2. In your browser menu, <b>select Safari</b>.</li> <li>3. <b>Select About Safari</b> option. A window will appear telling you which browser version you are running.</li> </ol> <p><b>Minimum Requirements</b><br/>Safari 3.0</p> <p><b>Important: UMass Productivity Kit Requirements</b></p> <p>UPK "Dolt" mode is not supported in Firefox. Also, UPK is not supported in Safari.</p>   |    |
| <p>Check browser settings (pop-ups, javascript, cookies)</p> | <p><b>Firefox</b></p> <p><b>Allowing Pop-up windows</b></p> <ol style="list-style-type: none"> <li>1. <b>Access</b> your internet browser.</li> <li>2. <b>Click the browser icon</b> at the top right of the browser menu.</li> <li>3. <b>Click Preferences</b>.</li> <li>4. <b>Click the Content</b> tab.</li> <li>5. <b>Click the Exceptions</b> button to the right of the Block pop-up windows checkbox.</li> <li>6. <b>Enter</b> the Secure Login domain name (ucollaborate.net) into the <b>Address of Web Site</b> field.</li> <li>7. <b>Click the Allow</b> button.</li> <li>8. <b>Enter</b> the HR Direct domain name (*.umasscs.net) into the <b>Address of Web Site</b> field.</li> <li>9. <b>Click the Allow</b> button.</li> <li>10. <b>Click the Close</b> button.</li> <li>11. <b>Click the OK</b> button.</li> </ol> |   |
|  | <p><b>Enabling Javascript</b></p> <ol style="list-style-type: none"> <li>1. <b>Access</b> your internet browser.</li> <li>2. <b>Click the browser icon</b> at the top right of the browser menu.</li> <li>3. <b>Click Preferences</b>.</li> <li>4. <b>Click the Content</b> tab.</li> <li>5. <b>Verify the Enable JavaScript</b> box is selected.</li> </ol>   |  |

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| How Do I... | Instructions  | Example |
|-------------|---|---------|
|             | <p><b>Enabling Cookies</b></p> <ol style="list-style-type: none"> <li><b>Access</b> your internet browser.</li> <li><b>Click the browser icon</b> at the top right of the browser menu.</li> <li><b>Click Preferences.</b></li> <li><b>Click the Privacy tab.</b></li> <li><b>Verify the Accept cookies from sites</b> box is selected.</li> </ol>  |         |
|             | <p><b>Safari</b></p>  |         |
|             | <p><b>Allowing Pop-up windows</b></p> <ol style="list-style-type: none"> <li><b>Access</b> your internet browser.</li> <li><b>Click Safari</b> (top right on the menu at the top of the browser).</li> <li>In the Web Content section, <b>uncheck</b> the box next to <b>Block pop-up windows.</b></li> </ol>   |         |
|             | <p><b>Enabling Javascript</b></p> <ol style="list-style-type: none"> <li><b>Access</b> your internet browser.</li> <li><b>Click Safari</b> (top right on the menu at the top of the browser).</li> <li><b>Click Preferences.</b></li> <li><b>Click the Security tab.</b></li> <li><b>Verify the Enable JavaScript</b> checkbox is selected.</li> </ol>  |         |
|             | <p><b>Enabling Cookies</b></p> <ol style="list-style-type: none"> <li><b>Access</b> your internet browser.</li> <li><b>Click Safari</b> (top right on the menu at the top of the browser).</li> <li><b>Click Preferences.</b></li> <li><b>Click the Security tab.</b></li> <li><b>Verify</b> the "Only from sites you navigate to" radio button is selected under <b>Accept Cookies.</b></li> </ol> |         |

## HR Direct Minimum Desktop Requirements for Mac Users Ensuring Your Home Computer is Ready

| How Do I...                          | Instructions  | Example  |
|--------------------------------------|---|--|
| <b>Verify your screen resolution</b> | <ol style="list-style-type: none"> <li>1. <b>Click the Apple</b> icon on the top menu to the left.</li> <li>2. <b>Click the System Preferences</b> option. The System Preferences window opens.</li> <li>3. <b>Click the Displays</b> option. The Color LCD window opens.</li> <li>4. <b>Verify the Screen Resolution.</b></li> </ol> <p><b>Minimum Requirements:</b><br/>Minimum resolution of 800 x 600</p> |  |
| <b>Check Internet Speed</b>          | <p>The internet speed on a Mac should meet the minimum requirement (56K) if you are using the Airport or Ethernet. For those using a dial up modem, please check the modem and confirm it is 56K or higher.</p>   |  |