



## HR Direct Minimum Desktop Requirements for PC 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 or later; Internet Explorer 6 (Service Pack 2)

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 (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 (Internet Explorer) and page 4 (Firefox).

### Check Your Desktop Configurations

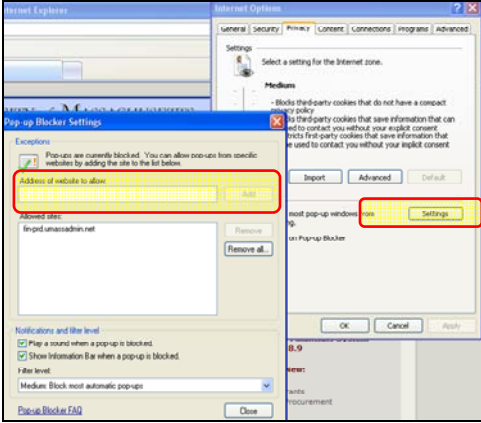
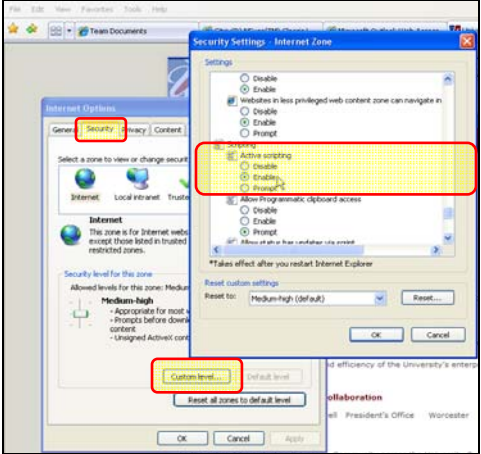
For detailed instructions on verifying your desktop configurations, please review the next few pages.

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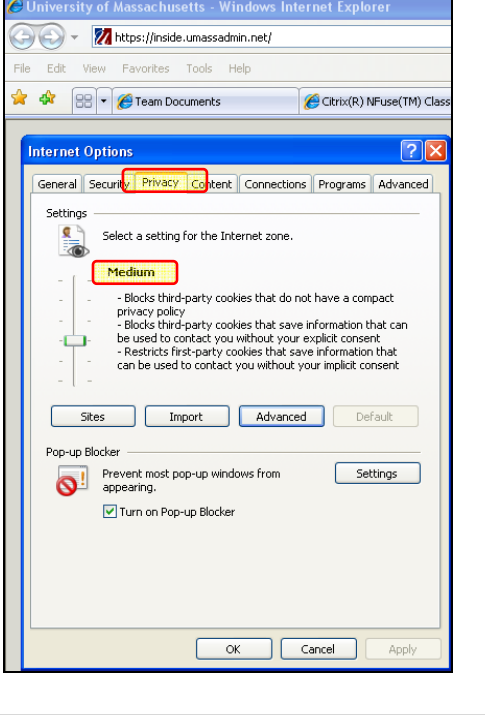
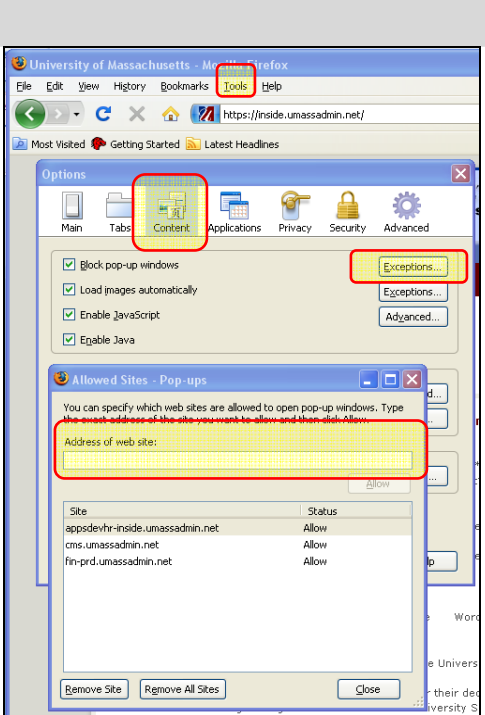
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How Do I...	Instructions	Example
	<b>Adobe Acrobat Reader</b>	
Check my desktop support software	<p><b>Required: Adobe Acrobat Reader</b></p> <ol style="list-style-type: none"> <li>Click the <b>Start</b> menu.</li> <li>Click the <b>All Programs</b> option. A list will appear to the right of the menu.</li> <li><b>Confirm</b> Adobe Acrobat Reader is in the <b>All Programs</b> list.</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> Adobe Reader 6.0</p>	
	<b>Internet Explorer and Firefox</b>	
Check my internet browser	<ol style="list-style-type: none"> <li><b>Access</b> your internet browser.</li> <li>In your browser menu, <b>select Help</b>.</li> <li><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 Requirement:</b> Firefox 2.0; Internet Explorer 6 (Service Pack 2)</p>	 
	<b>Important: UMass Productivity Kit Requirements</b>	
	<p>UPK "Dolt" mode is not supported in Firefox. Also, UPK is not supported in Safari.</p>	

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How Do I...	Instructions	Example
<p>Check browser settings (pop-ups, javascript, cookies)</p>	<p><b>Internet Explorer</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</b> the <b>Tools</b> drop down list in the menu at the top of the browser.</li> <li>3. <b>Click Internet Options.</b></li> <li>4. <b>Click</b> the <b>Privacy</b> tab.</li> <li>5. <b>Click</b> the <b>Settings</b> button under the Pop-up Blocker section.</li> <li>6. <b>Enter</b> the Secure Login domain name (ucollaborate.net) into the <b>Address of Web Site to allow</b> field.</li> <li>7. <b>Click</b> the <b>Add</b> button</li> <li>8. <b>Enter</b> the HR Direct domain name (*.umasscs.net) into the <b>Address of Web Site to allow</b> field.</li> <li>9. <b>Click</b> the <b>Add</b> button.</li> <li>10. <b>Click</b> the <b>Close</b> (or <b>OK</b>) button.</li> <li>11. <b>Click</b> the <b>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</b> the <b>Tools</b> drop down list in the menu at the top of the browser.</li> <li>3. <b>Click Security.</b></li> <li>4. <b>Click</b> the <b>Custom level...</b> button. The Security Settings window opens.</li> <li>5. <b>Scroll down</b> until you find "Active Scripting" under the Scripting section.</li> <li>6. <b>Verify</b> the <b>Enable</b> radio button 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>1. <b>Access</b> your internet browser.</li> <li>2. <b>Click</b> the <b>Tools</b> drop down list in the menu at the top of the browser.</li> <li>3. <b>Click</b> <b>Internet Options</b>.</li> <li>4. <b>Click</b> the <b>Privacy</b> tab.</li> <li>5. <b>Verify</b> Cookies are set at Medium.</li> </ol>	
	<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</b> the <b>Tools</b> drop down list in the menu at the top of the browser.</li> <li>3. <b>Click</b> <b>Options</b>.</li> <li>4. <b>Click</b> the <b>Content</b> tab.</li> <li>5. <b>Click</b> the <b>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</b> the <b>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</b> the <b>Allow</b> button.</li> <li>10. <b>Click</b> the <b>Close</b> button.</li> <li>11. <b>Click</b> the <b>OK</b> button.</li> </ol>	

How Do I...

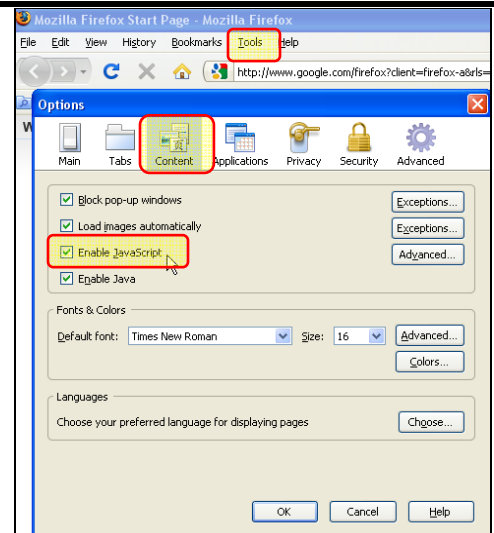
Instructions

Example

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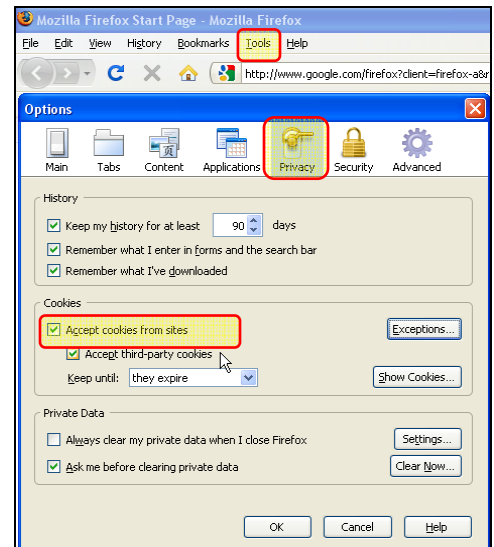
### Enabling Javascript

1. **Access** your internet browser.
2. **Click** the **Tools** drop down list in the menu at the top of the browser.
3. **Click Options.**
4. **Click** the **Content** tab.
5. **Verify** the **Enable Javascript** box is selected.



### Enabling Cookies

6. **Access** your internet browser.
7. **Click** the **Tools** drop down list in the menu at the top of the browser.
8. **Click Options.**
9. **Click** the **Privacy** tab.
10. **Verify** the **Accept cookies from sites** box is selected.



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

How Do I...	Instructions	Example
<p><b>Verify your screen resolution</b></p>	<ol style="list-style-type: none"> <li><b>Right click</b> on your desktop screen.</li> <li><b>Select Properties.</b> The Display Properties page opens.</li> <li><b>Click the Settings</b> tab.</li> <li><b>Verify the Screen resolution.</b></li> </ol> <p><b>Minimum Requirement:</b> Minimum resolution of 800 x 600</p>	
<p><b>Check Internet Speed</b></p>	<p>The internet speed on a PC should meet the minimum requirement (56K) if you are using wireless or a network cable. For those using a dial up modem, please check the modem and confirm it is 56K or higher.</p>	