

HR Direct - Minimum Desktop Requirements for PC Users

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 3.6, 7.0; Internet Explorer 7.0, 8.0, 9.0

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 (View PDF Documents)

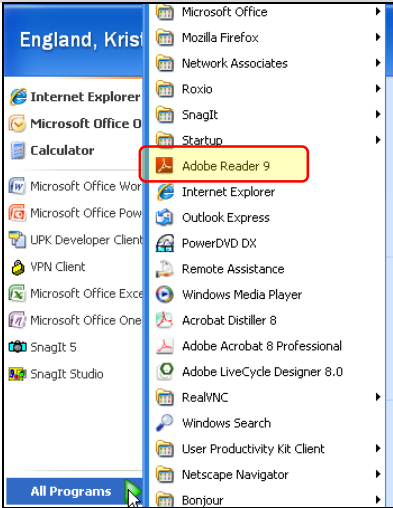
Please note that while version 6 will work, due to security reasons the President's Office IT department recommends the use of Adobe Acrobat Reader 9.1.

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.

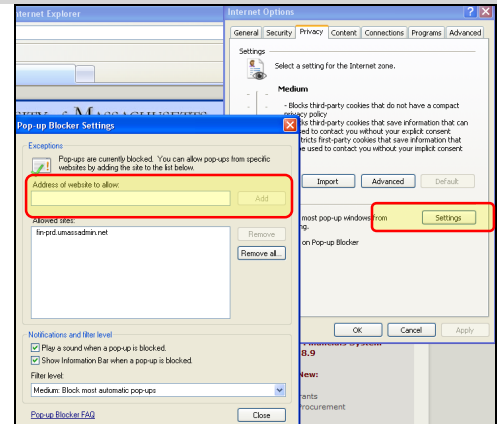
How Do I...	Instructions	Example
<p>Check my desktop support software</p>	<p>Adobe Acrobat Reader</p> <p>Required: Adobe Acrobat Reader</p> <ol style="list-style-type: none"> 1. Click the Start menu. 2. Click the All Programs option. A list will appear to the right of the menu. 3. Confirm Adobe Acrobat Reader is in the All Programs list. <p>Need Adobe Acrobat Reader? Download it for free at: http://get.adobe.com/reader/</p> <p>Minimum Requirements: Adobe Reader 6.0</p>	
	<p>Check my internet browser</p>	<p>Internet Explorer and Firefox</p> <ol style="list-style-type: none"> 1. Access your internet browser. 2. In your browser menu, select Help. Note: In IE8, if the browser menu bar does not display, use the blue question mark in the right corner of the browser window. 3. Select the About option. A window will appear telling you which browser version you are running. <p>Minimum Requirement: Firefox 3.6; Internet Explorer 7.0</p>

Check browser settings (pop-ups, javascript, cookies)

Internet Explorer

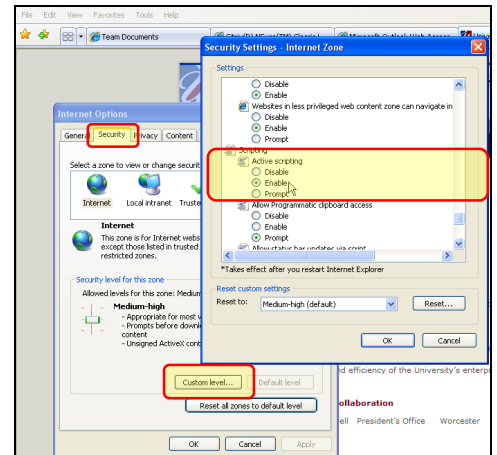
Allowing Pop-up windows

1. **Access** your internet browser.
2. **Click the Tools** drop down list in the menu at the top of the browser.
3. **Click Internet Options.**
4. **Click the Privacy** tab.
5. **Click the Settings** button under the Pop-up Blocker section.
6. **Enter** the Secure Login domain name (ucollaborate.net) into the **Address of Web Site to allow** field.
7. **Click the Add** button
8. **Enter** the HR Direct domain name (*.umasscs.net) into the **Address of Web Site to allow** field.
9. **Click the Add** button.
10. **Click the Close (or OK)** button.
11. **Click the OK** button.



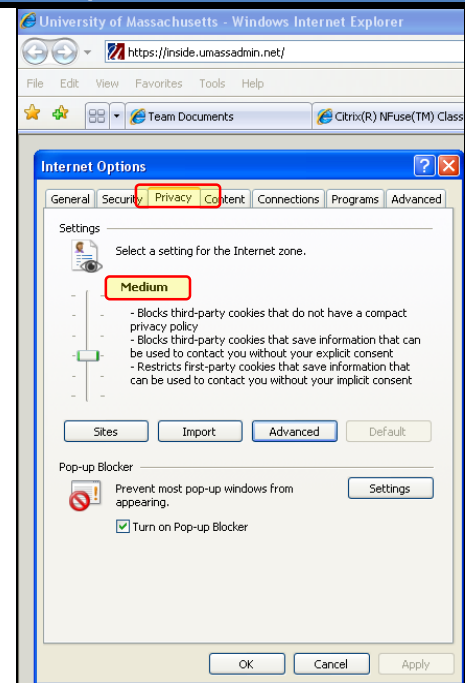
Enabling JavaScript

1. **Access** your internet browser.
2. **Click the Tools** drop down list in the menu at the top of the browser.
3. **Click Security.**
4. **Click the Custom level...** button. The Security Settings window opens.
5. **Scroll down** until you find "Active Scripting" under the Scripting section.
6. **Verify the Enable** radio button is selected.

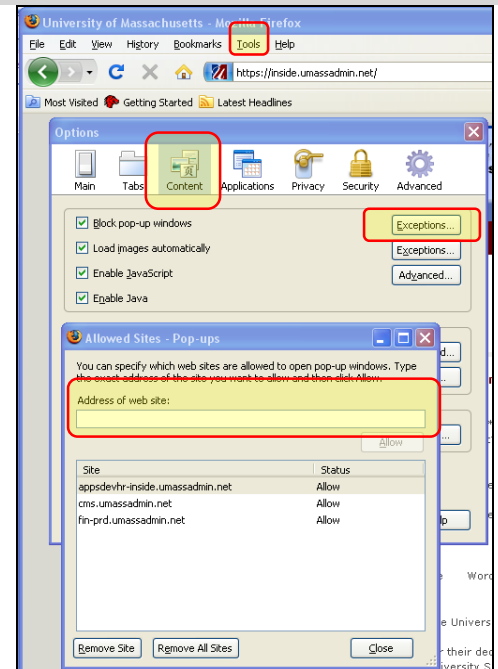


Enabling Cookies

1. **Access** your internet browser.
2. **Click** the **Tools** drop down list in the menu at the top of the browser.
3. **Click Internet Options.**
4. **Click** the **Privacy** tab.
5. **Verify** Cookies are set at Medium.

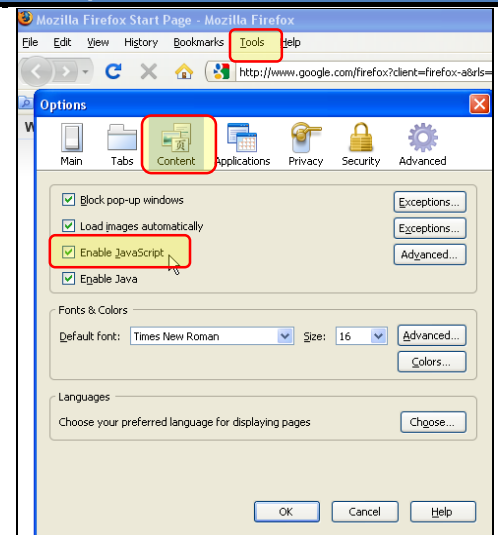
**Firefox****Allowing Pop-up windows**

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. **Click** the **Exceptions** button to the right of the Block pop-up windows checkbox.
6. **Enter** the Secure Login domain name (ucollaborate.net) into the **Address of Web Site** field.
7. **Click** the **Allow** button.
8. **Enter** the HR Direct domain name (*.umasscs.net) into the **Address of Web Site** field.
9. **Click** the **Allow** button.
10. **Click** the **Close** button.
11. **Click** the **OK** button.

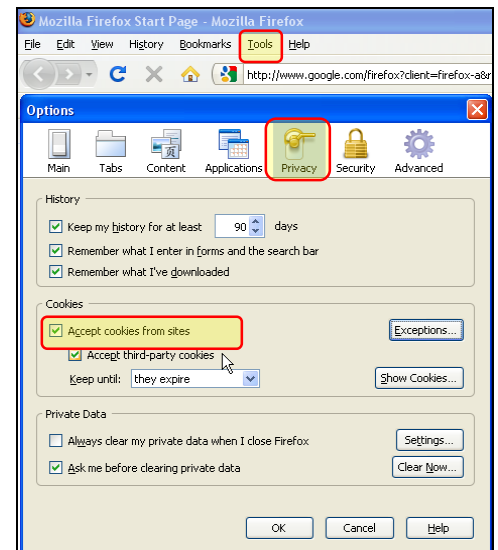


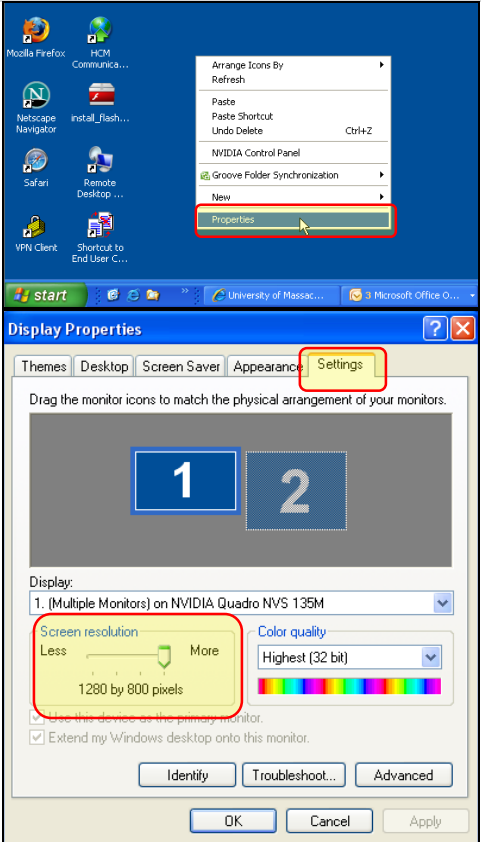
Enabling JavaScript

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.



How Do I...	Instructions	Example
<p>Verify your screen resolution</p>	<ol style="list-style-type: none"> 1. Right click on your desktop screen. 2. Select Properties. The Display Properties page opens. 3. Click the Settings tab. 4. Verify the Screen resolution. <p>Minimum Requirement: Minimum resolution of 800 x 600</p>	 <p>The screenshot shows a Windows desktop with a right-click context menu open over the desktop icons. The 'Properties' option is highlighted with a red box. Below it, the 'Display Properties' dialog box is open, with the 'Settings' tab selected and highlighted with a red box. In the 'Settings' tab, the 'Screen resolution' section is highlighted with a red box, showing a slider set to '1280 by 800 pixels'. The 'Color quality' is set to 'Highest (32 bit)'.</p>
<p>Check Internet Speed</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>	