

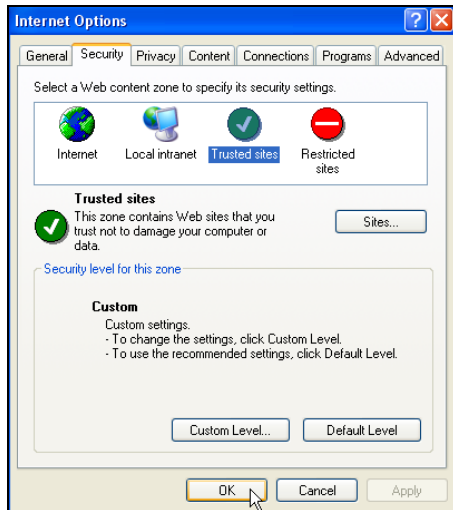
HR Direct – ADDING HR DIRECT AS A TRUSTED SITE

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 & 8.0 (PC only)
- Firefox 3.0 (PC and Mac)

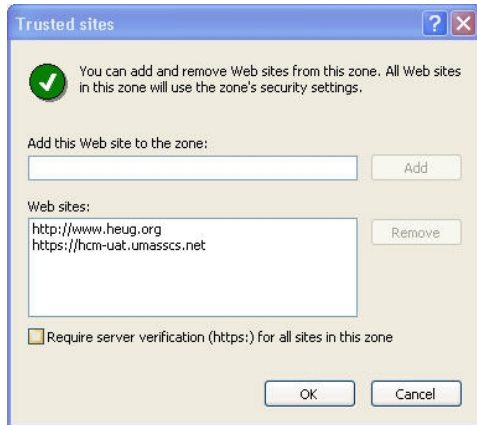
Internet Explorer 6.0

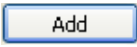
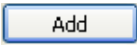
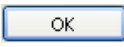
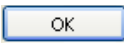
1. **Navigate** to Internet Explorer > Tools > Internet Options > Security.
2. The **Internet Options** page opens.

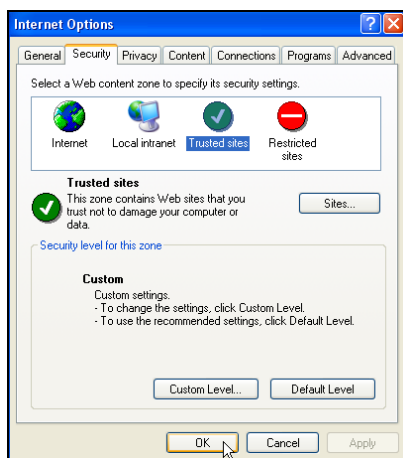


3.  Select the **Trusted sites** icon.
4. Click the  button.

5. The **Trusted sites** window will open.

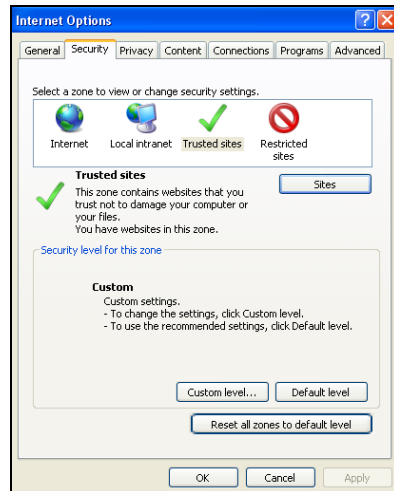


6. **Verify** the Require server verification (https:) for all sites in this zone box is unchecked.
7. **Insert** the HR Direct Application domain in the Add this Web site to the zone field: *.umasscs.net.
8. **Click** the  button.
9. **Insert** the Secure Access Login domain in the Add this Web site to the zone field: ucollaborate.net.
10. **Click** the  button.
11. **Click** the  button. The Trusted Site window will close.
12. **Click** the  button on the Internet Options window.

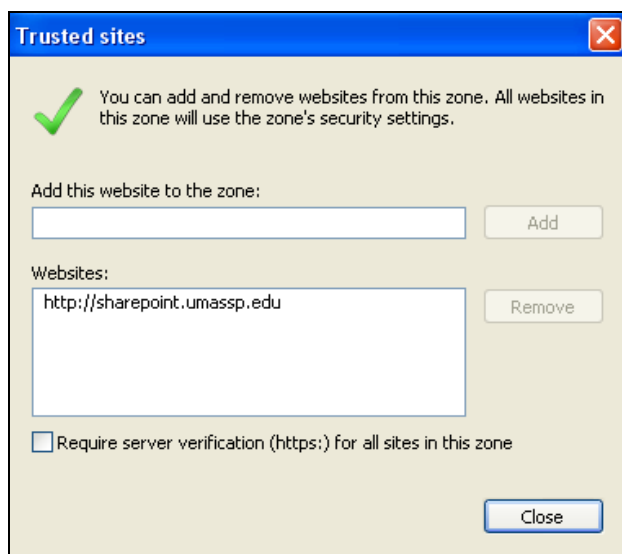


Internet Explorer 7.0 & 8.0

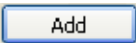
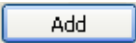
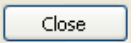
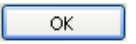
1. **Navigate** to Internet Explorer > Tools > Internet Options > Security.
2. The **Internet Options** page opens.

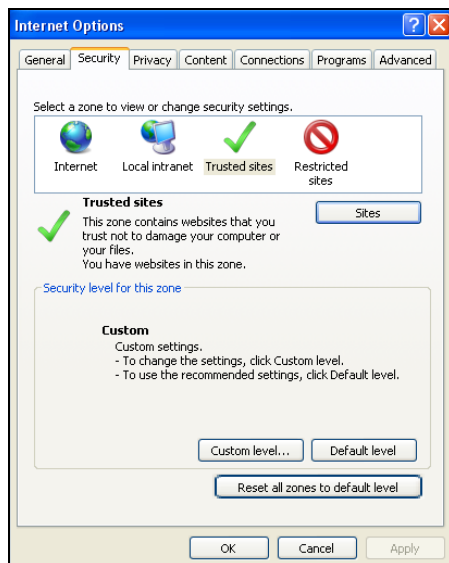


3.  Select the **Trusted sites** icon.
4. Click the  button.
5. The **Trusted sites** window will open.



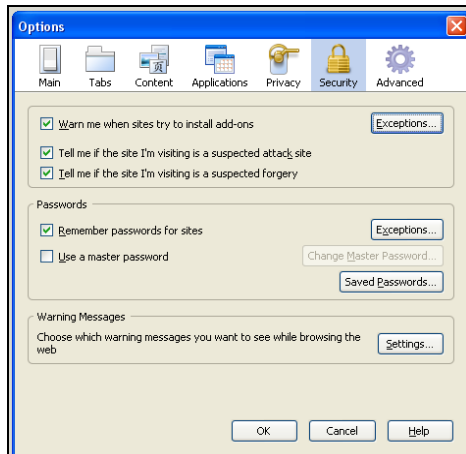
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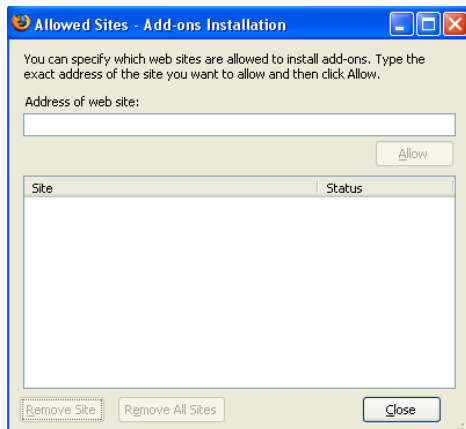


Firefox 3.0 (for PCs)

1. **Navigate** to Firefox > Tools > Options > Security.
2. The **Options** page opens.



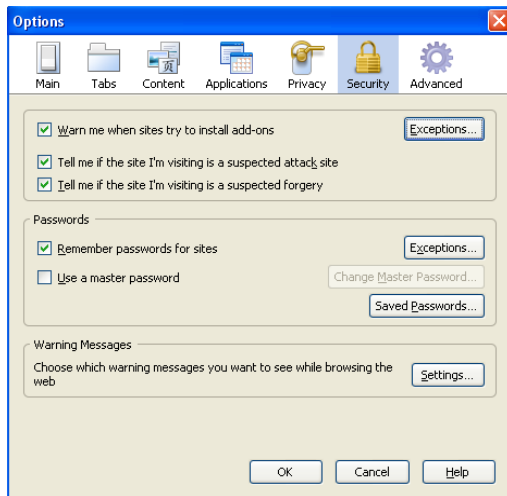
3. Click the **Exceptions...** button at the top of the window.
4. The **Allowed Sites – Add-ons Installation** window opens.



5. **Insert** the HR Direct Application domain in the Address of web site field: *.umasscs.net.
6. Click the **Allow** button.
7. **Insert** the Secure Access Login domain in the Address of web site field: ucollaborate.net.
8. Click the **Allow** button.

9. Click the  button. The Allowed Sites – Add-ons Installation window will close.

10. Click the  button.




Firefox 3.0 (for Macs)

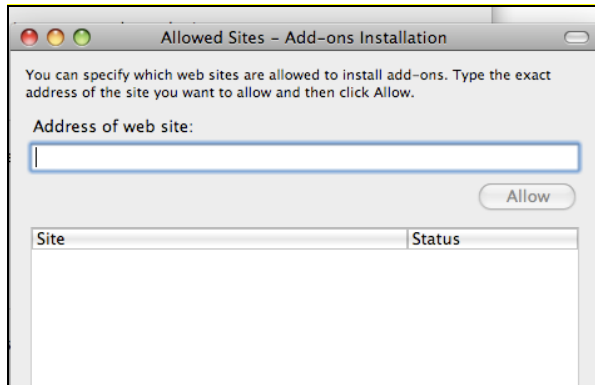
1. Navigate to Firefox > Preferences > Security.




2. The **Security** window opens.

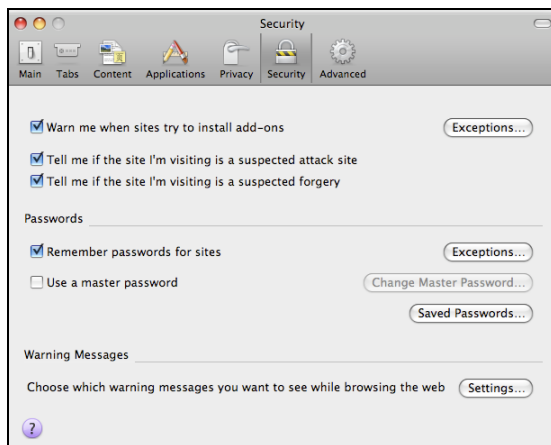


3. Click the  button.

4. The **Allowed Sites - Add-ons Installation** window opens.



5. **Insert** the HR Direct Application domain in the **Address of web site** field: *umasscs.net.
6. **Click** the  button.
7. **Insert** the Secure Access Login domain in the **Address of web site** field: ucollaborate.net.
8. **Close** the window (). The Allowed Sites – Add-ons Installation window will close.
9. **Close** the window (.



End of Procedure.