

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:

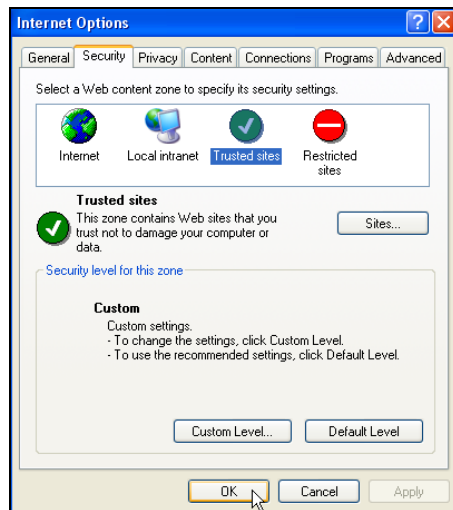
- Internet Explorer 6.0 (PC only)
- Internet Explorer 7.0 (PC only)
- Firefox 3.0 (PC and Mac)

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

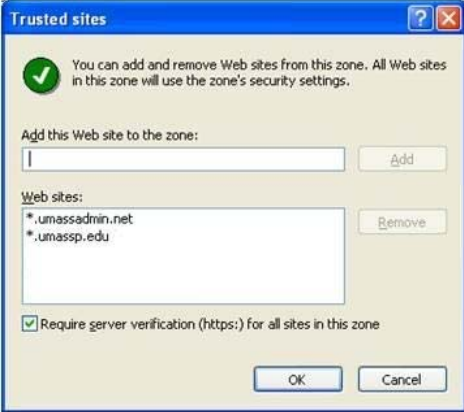
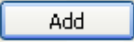
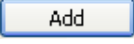
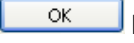
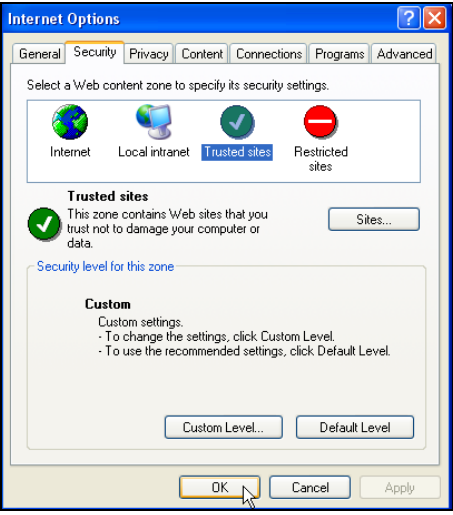
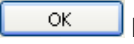


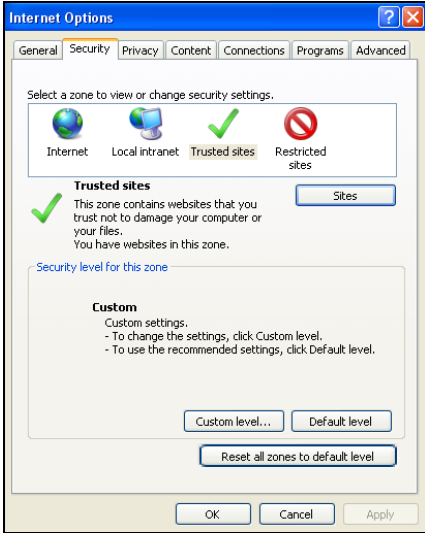


Select the **Trusted sites** icon.

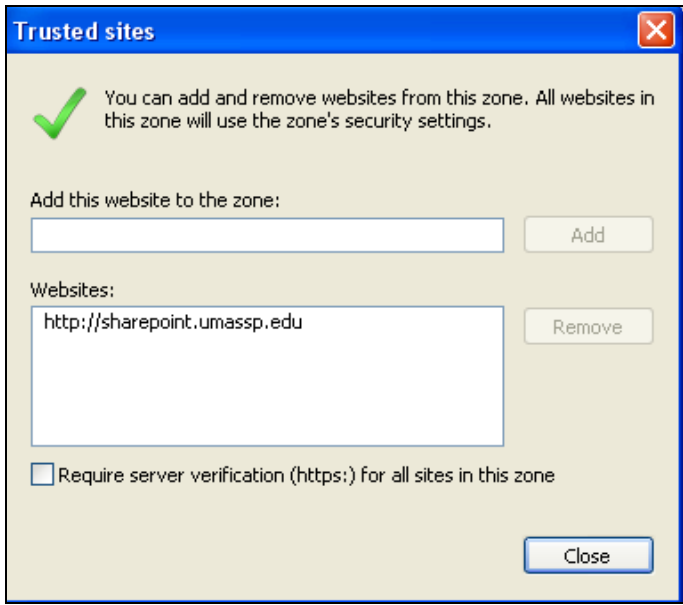
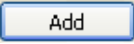
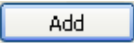
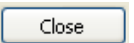
Step 3.
IE 6

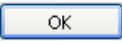
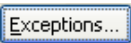
Click the  button.

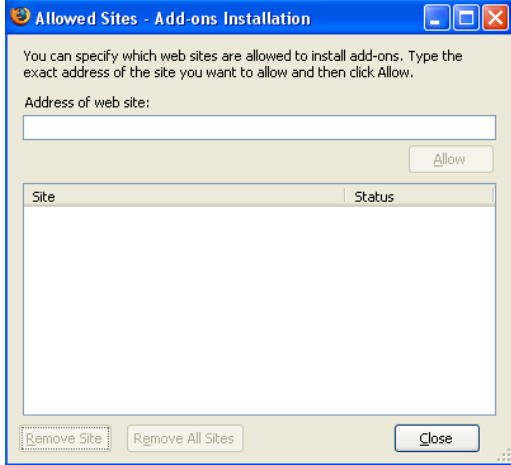
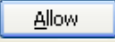
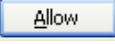
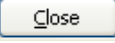
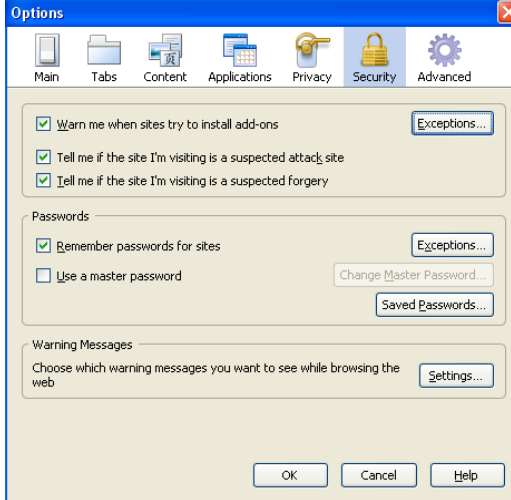
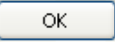
The **Trusted sites** window will open.

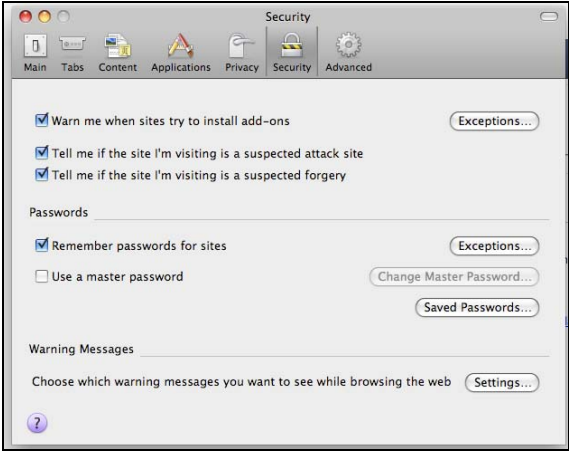
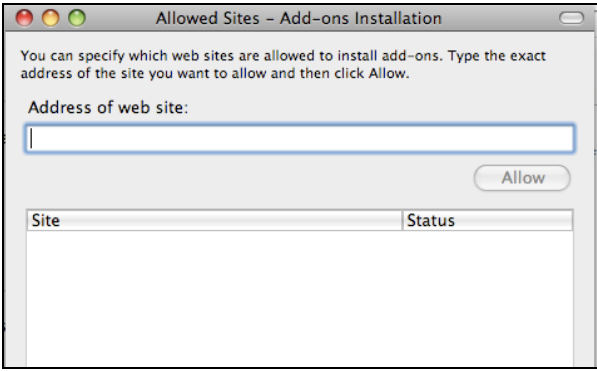
	
<p>Step 4. IE 6</p>	<p>Insert the HR Direct Application domain in the Add this Web site to the zone field: *.umasscs.net.</p>
<p>Step 5. IE 6</p>	<p>Click the  button.</p>
<p>Step 6. IE 6</p>	<p>Insert the Secure Access Login domain in the Add this Web site to the zone field: ucollaborate.net.</p>
<p>Step 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>

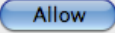

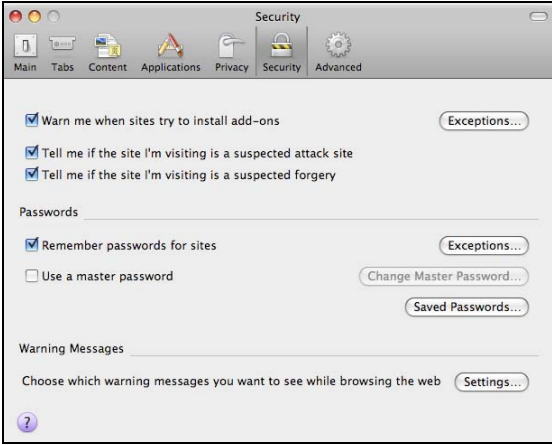

Internet Explorer 7.0	
Step 1. IE 7	Navigate to Internet Explorer > Tools > Internet Options > Security
	The Internet Options page opens. 
Step 2. IE 7	Select the  Trusted sites icon.
Step 3. IE 7	Click the  button. The Trusted sites window will open.

	
<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>

<p>Step 10. IE 7</p>	<p>Click the  button on the Internet Options window.</p>
<p>Firefox 3.0 (for PCs)</p>	
<p>Step 1. F 3.0 (PC)</p>	<p>Navigate to Firefox > Tools > Options > Security</p>
	<p>The Options page opens.</p>
<p>Step 2. F 3.0 (PC)</p>	<p>Click the  button. 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.</p>	<p>Click the  button.</p>

F 3.0 (PC)	
Firefox 3.0 (for Macs)	
Step 1. F 3.0 (Mac)	Navigate to Firefox > Preferences > Security
	<p>The Security window opens.</p> 
Step 2. F 3.0 (Mac)	<p>Click the Exceptions... button.</p> <p>The Allowed Sites - Add-ons Installation window opens.</p> 
Step 3. F 3.0 (Mac)	<p>Insert the HR Direct Application domain in the Address of web site field: *umasscs.net.</p>
Step 4. F 3.0 (Mac)	<p>Click the Allow button.</p>
Step 5. F 3.0 (Mac)	<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>	