**HR Direct Application:**
Updating Internet Explorer Settings for the UPK Do It Mode

This job aid provides step by step instructions on how to allow script-initiated windows without size or position constraint. These steps must be completed to access the UPK Do It mode within the HR Direct application.

**Reminder:** Firefox does not support the UPK Do It Mode.

**Internet Explorer 6.0 (Service Pack 2 Minimum)**

**Step 1.** Navigate to Internet Explorer > Tools > Internet Options > Security

The Internet Options page opens.

**Step 2.** Click on the Internet icon.

**Step 3.** Click the Custom level... button at the bottom of the window.

The Security Settings window opens.
### Internet Explorer 7.0

**Step 1.** Navigate to Internet Explorer > Tools > Internet Options > Security

The Internet Options page opens.

**Step 2.** Scroll down to “Allow script-initiated windows without size or position constraint”.

**Step 3.** Select the “Enable” radio button.

**Step 4.** Click the CK button.

A Warning window appears.

**Step 5.** Click the Yes button.

The Security tab reopens.

**Step 6.** Click the CK button.
Step 2. Select the Internet icon.

Step 3. Click the Custom level... button at the bottom of the window.

The Security Settings window opens.

Step 4. Scroll down to “Allow script-initiated windows without size or position constraint”.

Step 5. Select the “Enable” radio button.

Step 6. Click the OK button.

A Warning window appears.
### Update Internet Explorer Settings for the UPK Do It Mode

<table>
<thead>
<tr>
<th>Step 7</th>
<th>Click the <strong>Yes</strong> button.</th>
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<td>The Security tab reopens.</td>
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| Step 8          | Click the **OK** button. |

**End of Procedure**