

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:

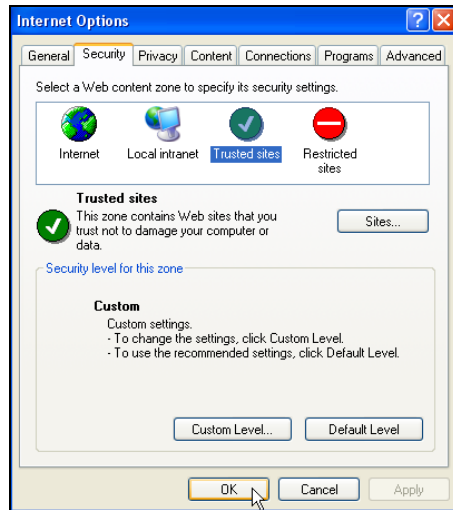
- Internet Explorer 6.0 (PC only)
- Internet Explorer 7.0 & 8.0 (PC only)
- Firefox 3.0 (PC and Mac)

Internet Explorer 6.0

Step 1.
IE 6

Navigate to Internet Explorer > Tools > Internet Options > Security


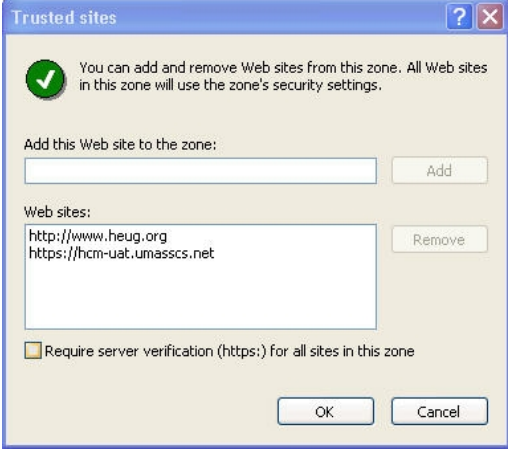
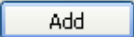
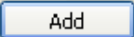
The **Internet Options** page opens.

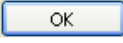
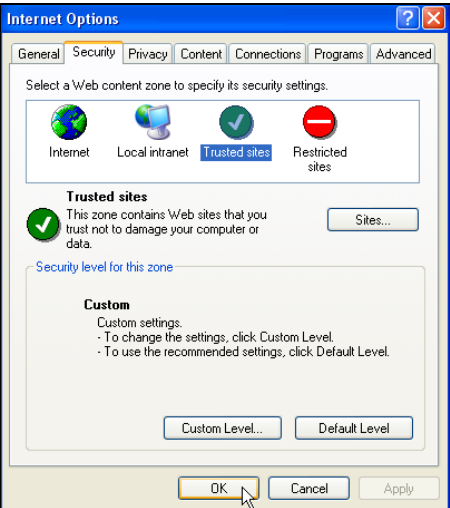
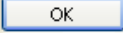
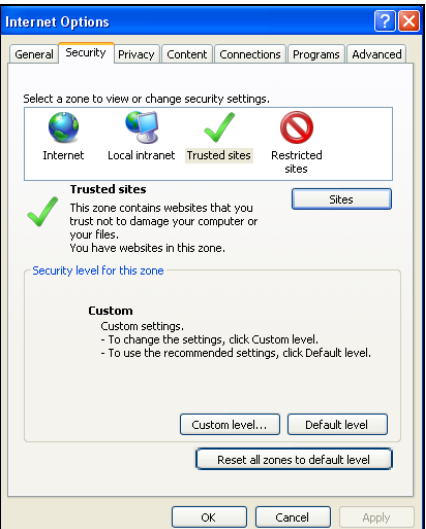




Step 2.
IE 6

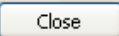
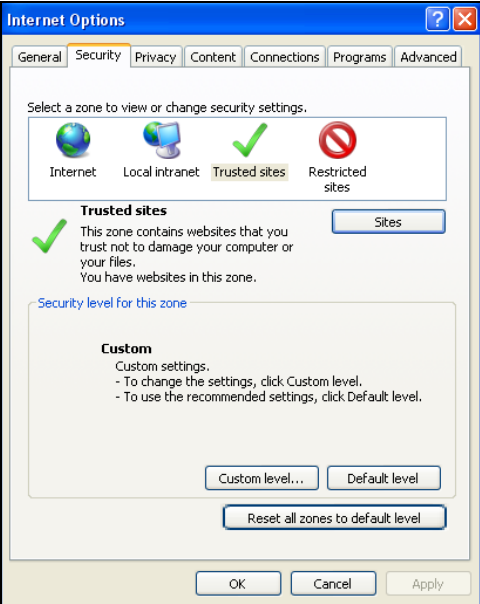
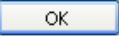
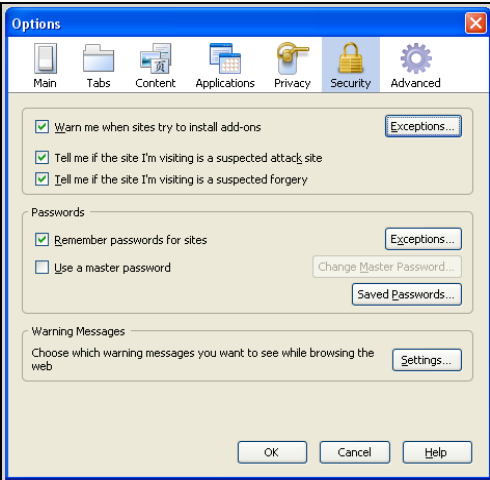


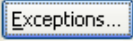
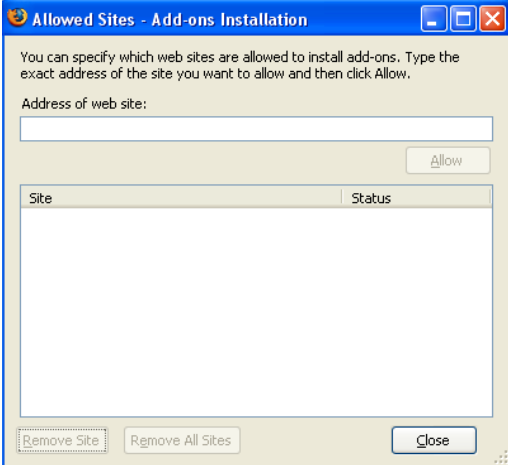

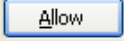
Select the **Trusted sites** icon.

<p>Step 3. IE 6</p>	<p>Click the  button.</p> <p>The Trusted sites window will open.</p> 
<p>Step 4.</p>	<p>Verify the Require server verification (https:) for all sites in this zone box is unchecked.</p>
<p>Step 5. 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 6. IE 6</p>	<p>Click the  button.</p>
<p>Step 7. 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 8. IE 6</p>	<p>Click the  button.</p>

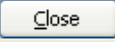
<p>Step 9. IE 6</p>	<p>Click the  button. The Trusted Site window will close.</p> 
<p>Step 10. IE 6</p>	<p>Click the  button on the Internet Options window.</p>
<p>Internet Explorer 7.0 & 8.0</p>	
<p>Step 1. IE 7 & 8</p>	<p>Navigate to Internet Explorer > Tools > Internet Options > Security</p>
	<p>The Internet Options page opens.</p> 

<p>Step 2. IE 7 & 8</p>	<p style="text-align: center;">  Select the Trusted sites icon. </p>
<p>Step 3. IE 7 & 8</p>	<p>Click the Sites button. The Trusted sites window will open.</p> <div data-bbox="394 543 1070 1136" style="border: 1px solid gray; padding: 10px;"> <p>Trusted sites ✕</p> <p> You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.</p> <p>Add this website to the zone:</p> <div style="display: flex; align-items: center;"> <input style="width: 250px; height: 20px; border: 1px solid gray;" type="text"/> Add </div> <p>Websites:</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 250px; min-height: 40px;"> <p>http://sharepoint.umassp.edu</p> </div> Remove </div> <p><input type="checkbox"/> Require server verification (https:) for all sites in this zone</p> <p style="text-align: right; margin-top: 10px;">Close</p> </div>
<p>Step 4. IE 7 & 8</p>	<p>Verify the Require server verification (https:) for all sites in this zone box is unchecked.</p>
<p>Step 5. IE 7 & 8</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 & 8</p>	<p>Click the Add button.</p>
<p>Step 7. IE 7 & 8</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 & 8</p>	<p>Click the Add button.</p>

<p>Step 9. IE 7 & 8</p>	<p>Click the  button. The Trusted Site window will close.</p> 
<p>Step 10. IE 7 & 8</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 at the top of the window.</p> <p>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>

Step 7.
F 3.0 (PC)

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



Step 8.
F 3.0 (PC)

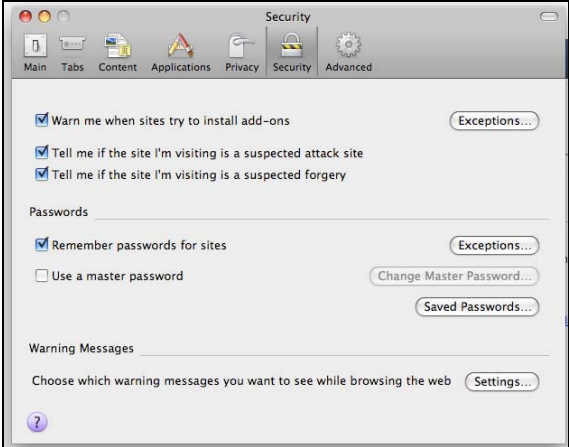
Click the  button.

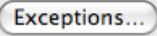
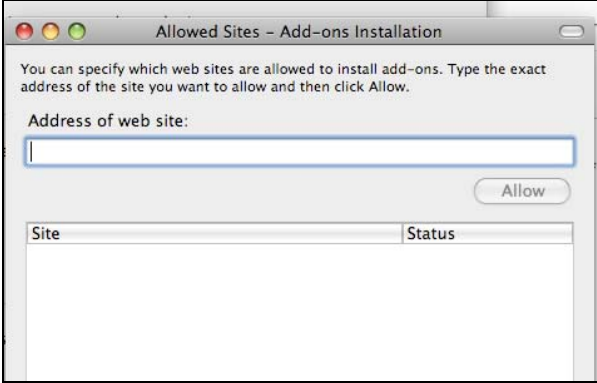

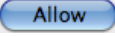

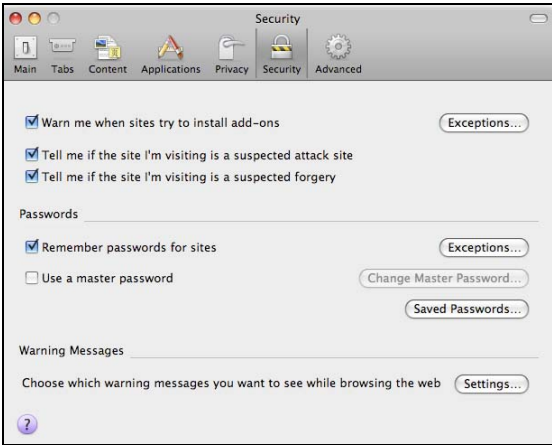
Firefox 3.0 (for Macs)

Step 1.
F 3.0 (Mac)


Navigate to Firefox > Preferences > Security

The **Security** window opens.



<p>Step 2. F 3.0 (Mac)</p>	<p>Click the  button.</p> <p>The Allowed Sites - Add-ons Installation window opens.</p> 
<p>Step 3. F 3.0 (Mac)</p>	<p>Insert the HR Direct Application domain in the Address of web site field: *umasscs.net.</p>
<p>Step 4. F 3.0 (Mac)</p>	<p>Click the  button.</p>
<p>Step 5. F 3.0 (Mac)</p>	<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> 

Step 8.
F 3.0 (Mac)

Close the window ().

End of Procedure