ASPEN - QUICK TIPS BROWSER SECURITY SETTINGS

Computers may have individualized settings that may need to be adjusted. This will need to be done on any computer you work on; at school, at home, etc.

When using any browser, if you are having problems with reports that you are trying to print that seem to be "disappearing and not going anywhere" or the search box not coming up when you hit "Ctrl-F", try these quick fixes to adjust the settings on your computer. Instructions for:

NOTE: The pictures in this help document may differ slightly from what you see on your screen.

Click

- Internet Explorer 7.0 Page 1
- Firefox Page 3
- Chrome Page 4
- Sorry but we do not support using Safari at this time.

INTERNET EXPLORER 7.0 SETTINGS & HIGHER (FOR A PC)

- 1. <u>**Turn off your pop-up blocker**</u>. (read the note at the end of this step before proceeding)
 - Click on *tools*
 - Then move your mouse over *Pop-up Blocker*
 - Then slide over to the right and click on "Turn Off Pop-up Blocker"
 See diagram to right

File Edit View Favorit	tes Tools Help	
🚖 🕸 🙀 x2 X2 School De	strict Delete Browsing History	
	Pop-up Blocker	 Turn Off Pop-up Blocker
MESTWOO	D Phishing Filter Manage Add-ons	Pop-up Blocker Settings
Home School Options Rep	Subscribe to this Feed Feed Discovery Windows Update	ce Conduct Grad
Student List	Windows Messenger Diagonse Connection Problems	
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Details Contacts	Internet Options Intern	06 D08 EnrSta 011 9/5/1993 Active

<u>Note</u>: If you only see the option to "Turn On Pop-up Blocker", then your Pop-up blocker is already off and you do not need to do this step.

2. Add the X2 website to your Trusted Sites list.

	File Edit View Favorites	Tools Help
	🚖 🕸 🙀 x2 X2 School District	Delete Browsing History
Click on Tools		Pop-up Blocker Phishing Filter Manage Add-ons
• Move your mouse down to	Home School Options Reports	Subscribe to this Feed Feed Discovery Windows Update
"Internet Options"	Student List	Windows Messenger Diagnose Connection Problems
		Internet Options
on the "Security" tab. By Default it will be on the "General" tab so your screen will look different before you click on security:	Internet Optons General Security Privacy Coxtent Connect Select a zone to view or change scarty Select Internet Local Intranet Trusted sites	Regrans Advanced
Click on "Trusted Sites"	This zone contains websites that you trust not to damage your computer or your files. You have websites in this zone.	Sites
Then click on the "Sites" button.	Allowed levels for this zone: All Allowed levels for the zone: All Allowed levels for this zone: Allowed levels Allowed levels Allowed levels for this zone: Allowed levels A	xtentially unsafe ox be downloaded
	Custom level	Default level zones to default level
	ОК	Cancel Apply

After clicking the "Sites" Button you will see this dialog box come up:



Then click "OK" to close the Internet Options window and you are done!

Instructions for Firefox on next page

FIREFOX 10.0.2 & HIGHER

NOTE: These steps will be similar for all versions of Firefox



CHROME

Turn off pop up blockers

Wrench) in the top, right corner of the b window.	Drowser New window New incognito wir Bookmarks	Ctrl+1 Ctrl+N xdow Ctrl+Shift+N
	Edit	Cut Copy Paste
	Zoom	- 100% +
	Save page as	Ctrl+S
Choose Settings. *it may say Preferences on a Mac	Find	Ctrl+F
	Print	Ctrl+P
	Tools	
	History	Ctrl+H
	Downloads	Ctrl+J
	Sign in to Chrome	
	Settings	
	About Google Chr	ome
	View background	pages (2)
	Help	
	Exit	

- Click on "Show advanced settings" at the bottom of the screen.
- Then scroll down and click on *Content settings* . . . under the Privacy heading

Chrome	Settings	
History	Make Google Chrome m	
Extensions	Google Chrome is not curi	
Settings	Privacy	
Help	Content settings Spogle Chrome may use to these services. Learn more	

- A window will pop up in the middle of your screen. Scroll down the page until you see the heading, **Pop-ups;** --- you now have 2 options
- •
- a) Click the *Allow all sites to show pop-ups* radio button. This will allow all pop-ups from any website you visit. or
 - b) Click the *Do not allow any site to show pop-up* radio button and then click on the Manage Exceptions button (a new dialog box will open)

Pop-up Exceptions		 Enter as an exception:
Hostname Pattern	Behavior	ma-westwood.myfollett.com
https://ma-westwood.myfollett.com	Allow	 Click Allow.
	Allow Block	

- Now click the X on the top right corner of the dialog box to close it.
- Now close the Settings Tab.
- You have now allowed Aspen / X2 to operate while still preventing other sites from opening Pop-Ups