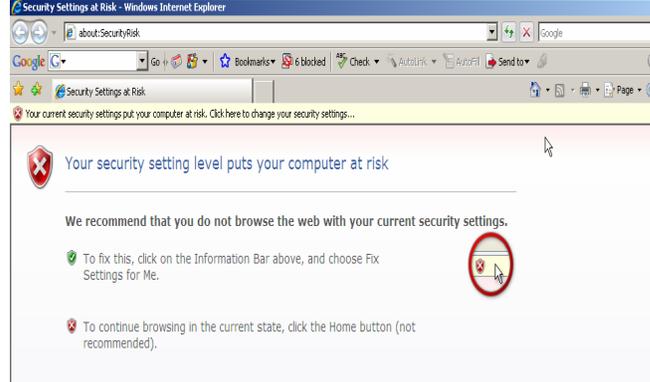
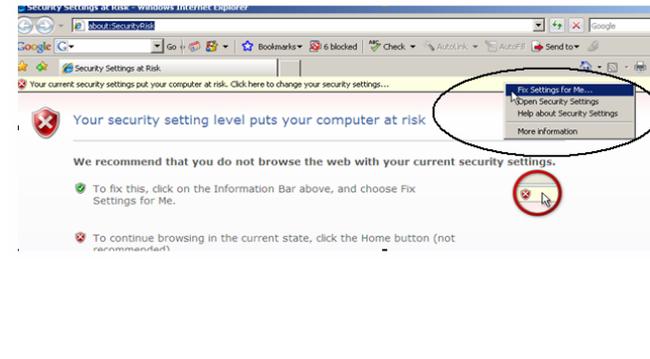
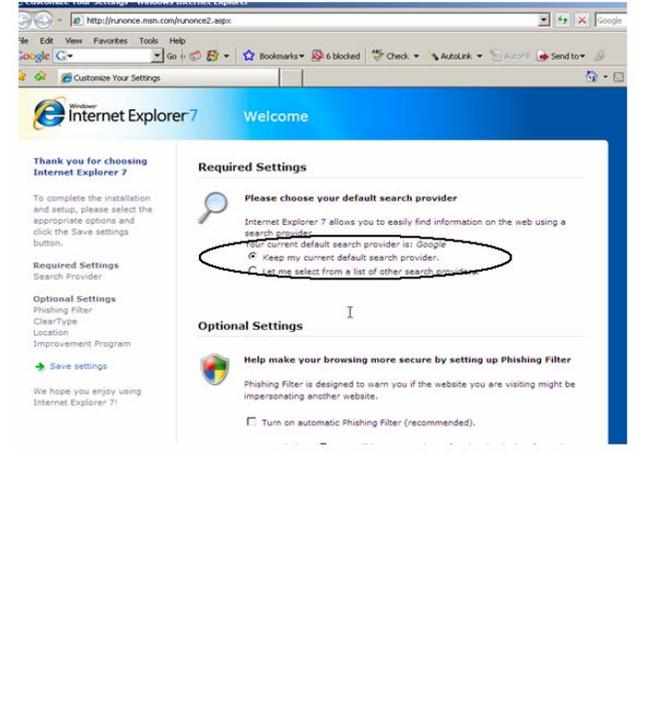
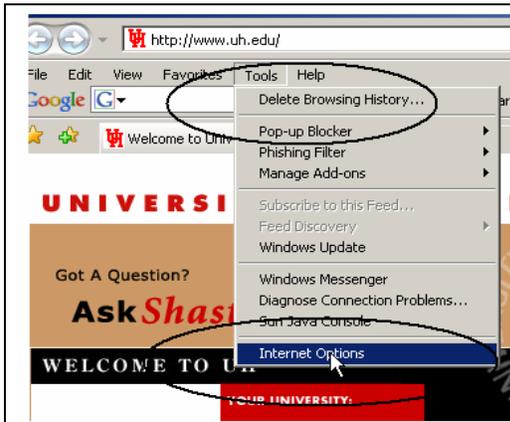


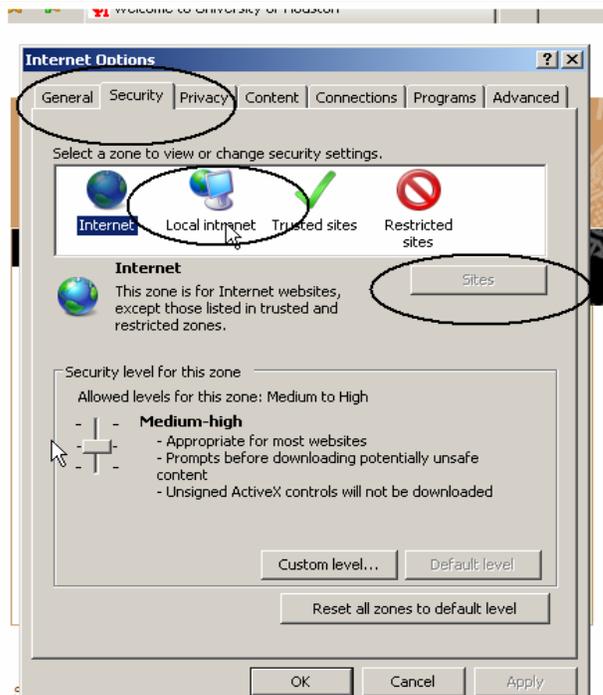
## IE 7 Setup Recommendations for Finance System

	<p>Install IE7 on the PC. After it has been successfully installed Launch IE 7.</p> <p>A Security settings page or a Required Setting page may appear. Or both might appear in this order.</p>
	<p>If the Security settings page appears:</p> <p>Right click on the information message and choose Fix Settings for Me...</p> <p>It will then give you a message to click on Your Home page. Choose that Option.</p>
	<p>If the Required Settings page appears:</p> <p>PeopleSoft defaults to Google as the Search provider. The “Keep my current default search provider” can be chosen or if the “Let me select from a list...” is chosen a list will pop up and a search provider can be chosen from there.</p> <p>This is the only field required before scrolling to the bottom to click the Save settings button.</p> <p>A page may appear giving an option to Go to Home Page. Click on Go to Home Page.</p>
	<p>Create the IE 7 Menu Bar</p> <p>Right click on the Bar beside the Welcome to University of Houston tab.</p> <p>Click on the Menu Bar. The File, Edit, View, Favorites, Tools and Help menu bar should appear.</p>



To access the Finance PeopleSoft website, the my.uh.edu site must be made a Local Intranet site on the Security Tab under Internet Option. This is located under Tools on the Menu Bar.

Click on Tools and go to the bottom and click on Internet Options



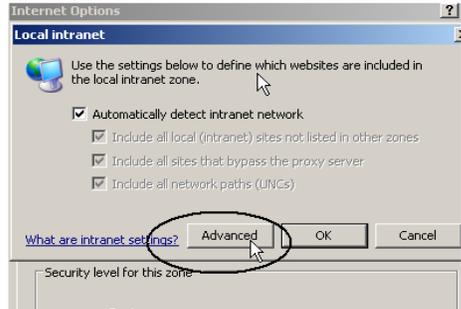
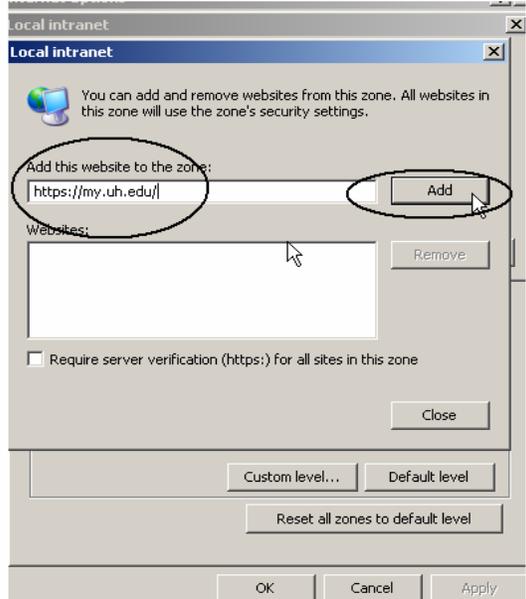
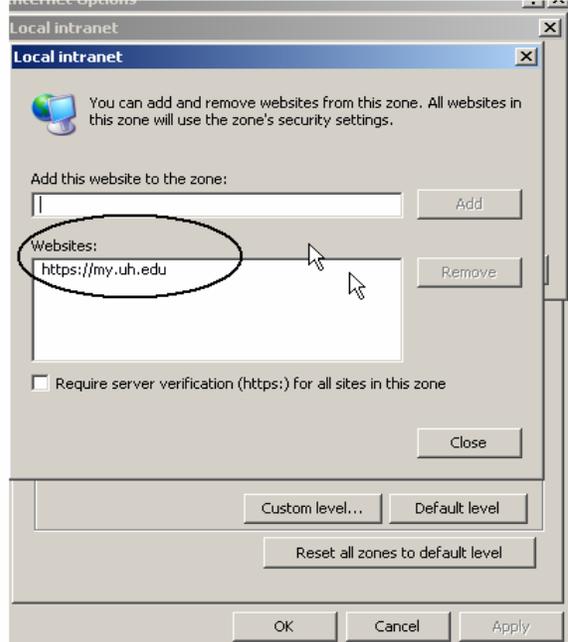
The Internet Options page will appear.

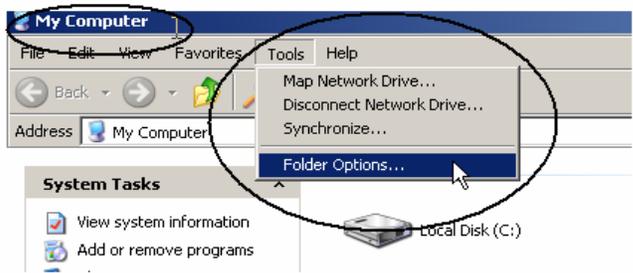
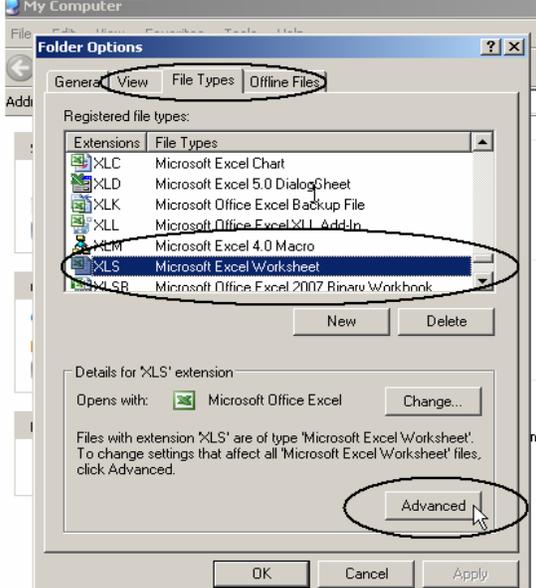
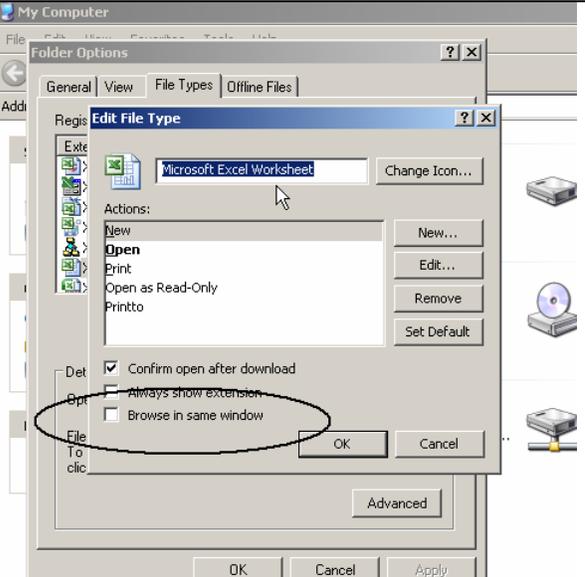
Click on the Security Tab and click on Local Intranet.

At this point the Sites button will not be grayed out.



Click the Sites button.

 <p>Internet Options Local intranet</p> <p>Use the settings below to define which websites are included in the local intranet zone.</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Automatically detect intranet network<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Include all local (intranet) sites not listed in other zones</li><li><input checked="" type="checkbox"/> Include all sites that bypass the proxy server</li><li><input checked="" type="checkbox"/> Include all network paths (UNCs)</li></ul></li></ul> <p><a href="#">What are intranet settings?</a> <b>Advanced</b> OK Cancel</p> <p>Security level for this zone</p>	<p>A new window will pop up.</p> <p>Make sure there is a check in the Automatically detect intranet network.</p> <p>Click the Advanced button.</p>
 <p>Local intranet</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: <input type="text" value="https://my.uh.edu/"/> <b>Add</b></p> <p>Websites: <input type="text"/></p> <p><input type="checkbox"/> Require server verification (https:) for all sites in this zone</p> <p>Close</p> <p>Custom level... Default level</p> <p>Reset all zones to default level</p> <p>OK Cancel Apply</p>	<p>In the Add this website to the zone: Type in: <a href="https://my.uh.edu/">https://my.uh.edu/</a> click the Add button</p>
 <p>Local intranet</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: <input type="text"/></p> <p>Websites: <input type="text" value="https://my.uh.edu"/> <b>Close</b></p> <p><input type="checkbox"/> Require server verification (https:) for all sites in this zone</p> <p>Custom level... Default level</p> <p>Reset all zones to default level</p> <p>OK Cancel Apply</p>	<p>The <a href="https://my.uh.edu/">https://my.uh.edu/</a> will now be moved to the Websites: field.</p> <p>Click the Close button.</p> <p>Click the OK button for the Local intranet window.</p> <p>Click the OK button for the Internet Options window.</p>

	<p>If you plan to run query results from PeopleSoft to Excel the following folder option must be chosen to allow PeopleSoft to open a window in Excel.</p> <p>On the desktop open My Computer</p> <p>Click on Tools &gt; Folder Options...</p>
	<p>Click on the File Types Tab and scroll to XLS.</p> <p>Click on XLS Microsoft Excel Worksheet</p> <p>Click the Advanced button.</p>
	<p>On the Edit File Type window remove the Check from Browse in same window.</p> <p>Click OK</p> <p>Click Close on the Folder Options window.</p>