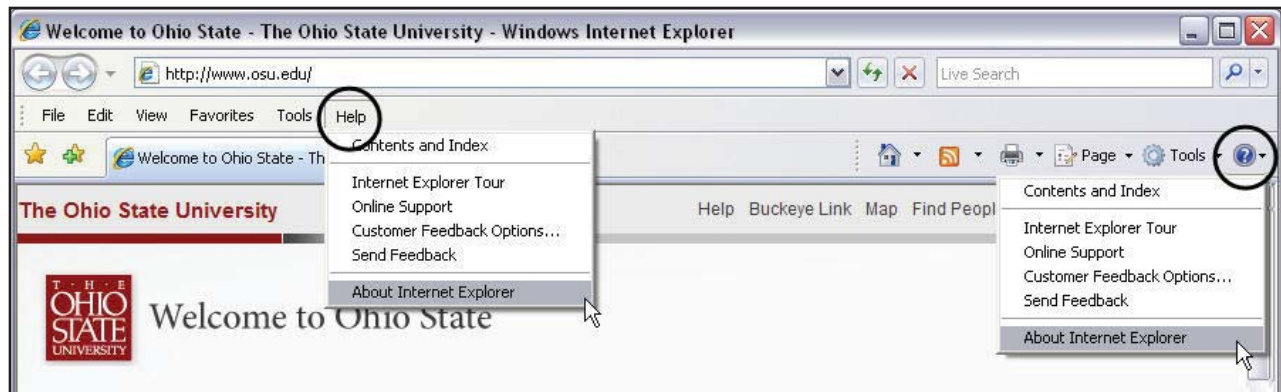


# Preparing Internet Explorer 7 & 8 for eRequest

## Steps

### 1. Determine your browser version.

- a. Launch Internet Explorer.
- b. On the menu bar click **Help** and select **About Internet Explorer**.



- c. Note the **Version**.



- d. Click .
- e. Follow Steps 2-4 for both versions.

# Preparing Internet Explorer 7 & 8 for eRequest

## 2. Add the Ketera website to your Trusted Sites.

- Click **TOOLS** on the Menu bar or on the Command bar.
- Select **Internet Options** from the menu.



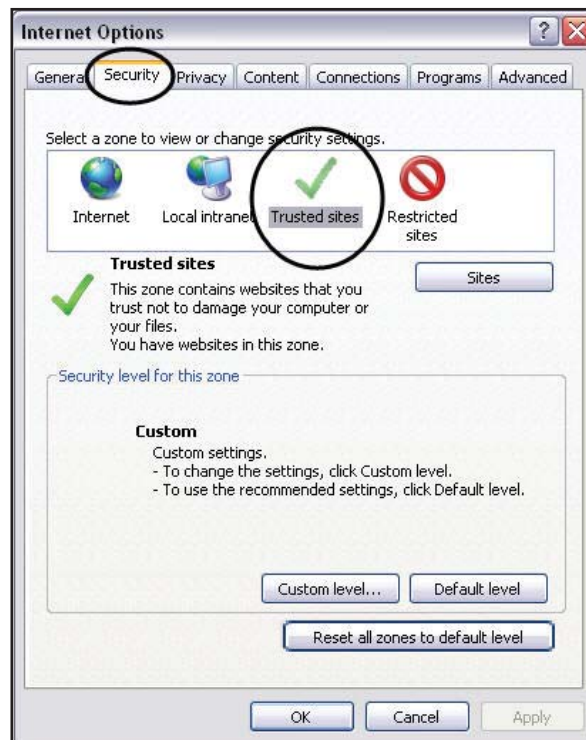
- Select the **Security** tab in **Internet Options**.



- Click **Trusted sites**.



- Click **Sites**.



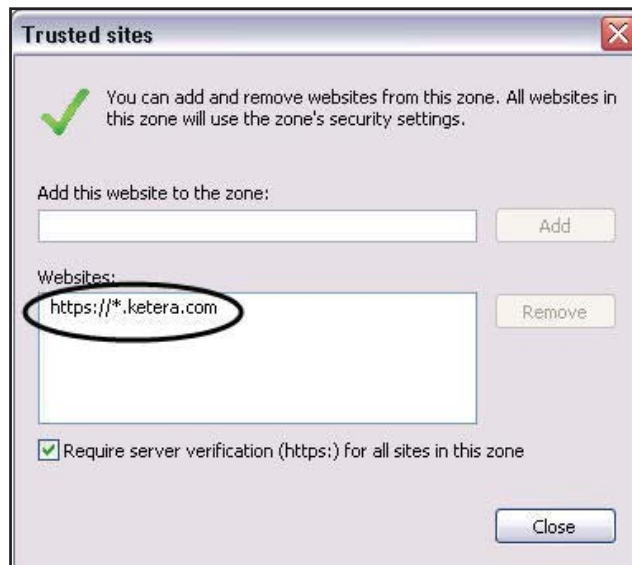
# Preparing Internet Explorer 7 & 8 for eRequest

e. Type "https://\*.ketera.com" in the **Add this website to the zone:** field.



f. Click .

g. Verify that the site is now visible in the **Websites:** field.



# Preparing Internet Explorer 7 & 8 for eRequest

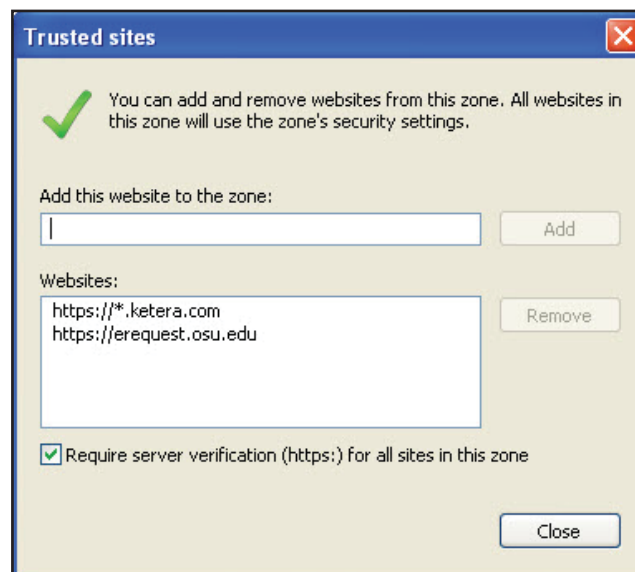
## 3. Add the eRequest website to your Trusted sites.

a. Type "https://erequest.osu.edu" in the **Add this website to the zone:** field.



b. Click .

c. Verify that the site is now visible in the **Websites:** field.



d. Click .


# Preparing Internet Explorer 7 & 8 for eRequest

## 4. Change the Custom Level security settings.


- a. Click  to open the **Security Settings - Trusted Sites Zone** window.

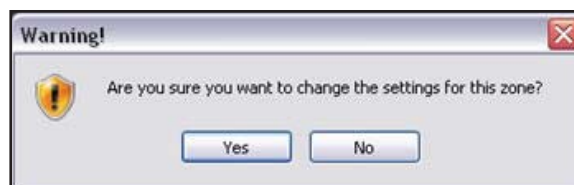


## Preparing Internet Explorer 7 & 8 for eRequest

- b. Scroll to **Miscellaneous** and then to **Navigate sub-frames across different domains**.
- c. Select **Enable**.
- d. Click  .



- e. Click  when you see the **Warning**.



- f. If you are using Internet Explorer 7, click  to close **Internet Options**. Set-up for IE7 is complete.
- g. If you are using Internet Explorer 8, leave **Internet Options** open and complete Step 5.

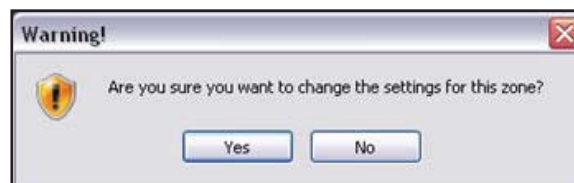
# Preparing Internet Explorer 7 & 8 for eRequest

## 5. Disable the Cross-Site Scripting filter in Internet Explorer 8.

- a. Click  in the **Security** tab of **Internet Options**.
- b. Scroll down to **Scripting** and find **Enable XSS filter**.
- d. Select **Disable**.



- e. Click .
- f. Click  when you see the **Warning** pop-up.



- h. Click  to close **Internet Options**. Set-up for IE8 is complete.