# Learning Center Computer and Security Settings

**Please Note:** To allow your computer to communicate most effectively with the Learning Center, and update your training record with the proper completion statuses, please follow the instructions below. Please check with your Supervisor or IT staff, if applicable, prior to making any changes to your computer settings.

Choose the Internet browser you use:

 Internet Explorer v8.0 or higher – Go to Page 2

 Google Chrome – Go to Page 4

 Mozilla Firefox – Go to Page 6

For instructions on what to do with security warning messages that may come up while taking courses in the Learning Center, go to page 8.
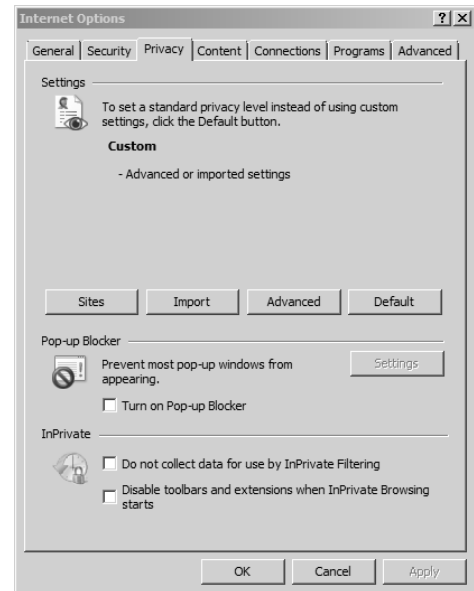
# Instructions for Internet Explorer v8 or Higher

**Begin by going to the Learning Center home page.**

**To change Pop-Up settings:**
1. On the Tools Menu – Select Internet Options -> Privacy Tab
2. In the Popup Blocker Section  - "Turn on Pop-up Blocker" should NOT be checked
3. Click OK.
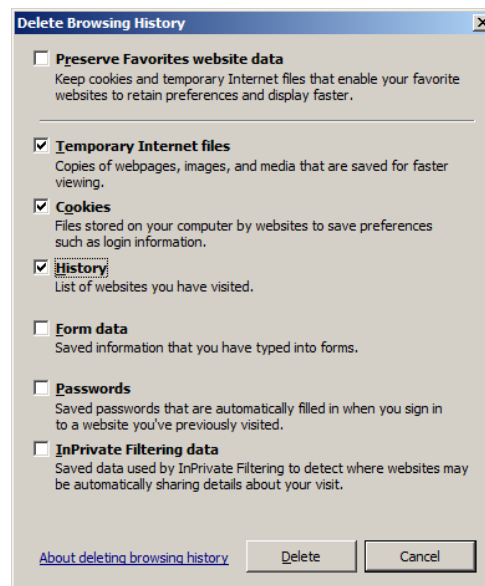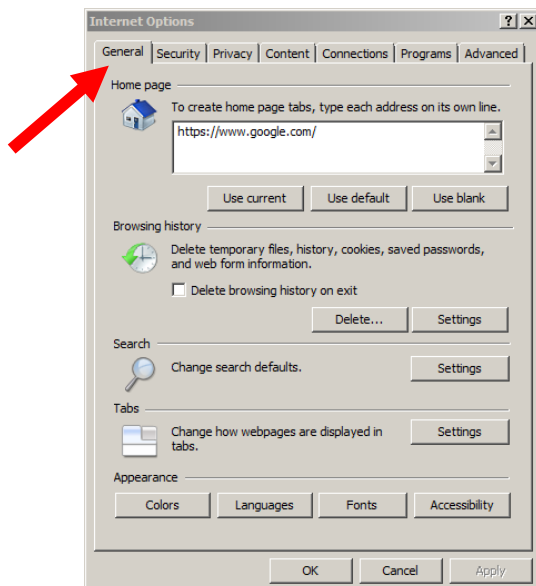
**To change Cookie settings:**
1. On the Tools Menu – Select Internet Options -> Privacy Tab
2. Click the Advanced button (right above the Pop-up Blocker area) – There should be checkmarks in the following 4 areas:
   a. Override automatic cookie handling;
   b. Accept First-party cookies;
   c. Accept Third-party cookies;
   d. Always allow session cookies
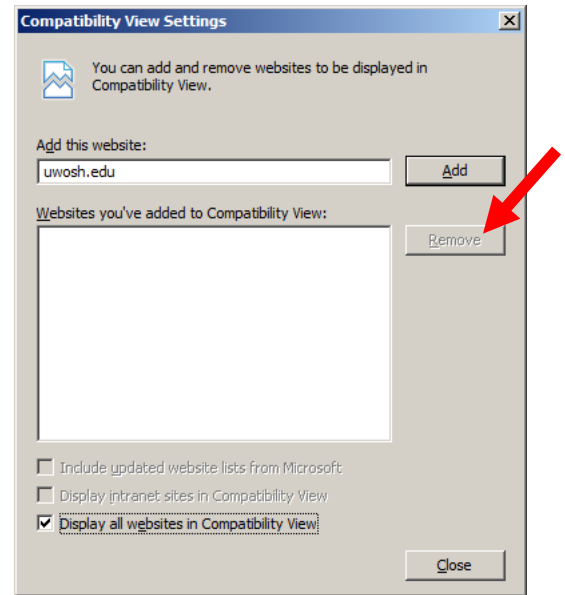3. Click OK.

**To clear the browser cache:**
1. On the Tools Menu – Select Internet Options -> General Tab
2. Click the Delete button in the Browsing History section.
3. Put a checkmark next to Temporary Internet Files, Cookies, and History. All other checkboxes should be unchecked.
4. Click the Delete button.
5. After all progress bars have completed, click OK.

**To set the Compatibility settings:**

**If you are running Internet Explorer 8 or higher:**
*(On the Help Menu, select "About Internet Explorer" to see the version you're running):*

1. On the Tools Menu, select "Compatibility View Settings"
2. "uwosh.edu" should be in the first box.
   Click the "Add" button to add this website to the larger box below it.
3. Put a checkmark in "Display all websites in Compatibility View"
4. Click the Close button.
5. Close your Internet browser and open a new one to apply these setting changes.

**Your computer also needs the following installed:**
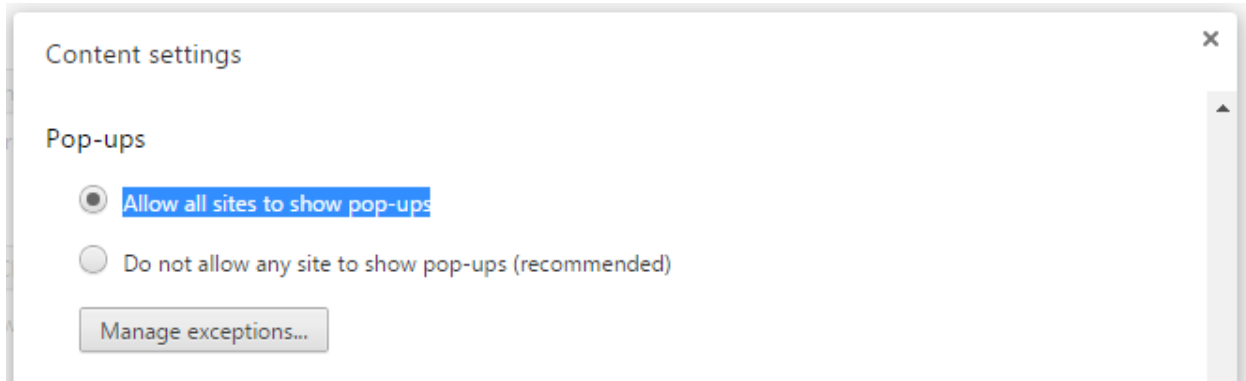- Adobe Flash Player
- Adobe Acrobat Reader

*(If you need to update either of these, go to the Learning Center home page.*
*Click on Training Support/Distance Learning Tools or Training Resources link in the left navigation bar)*
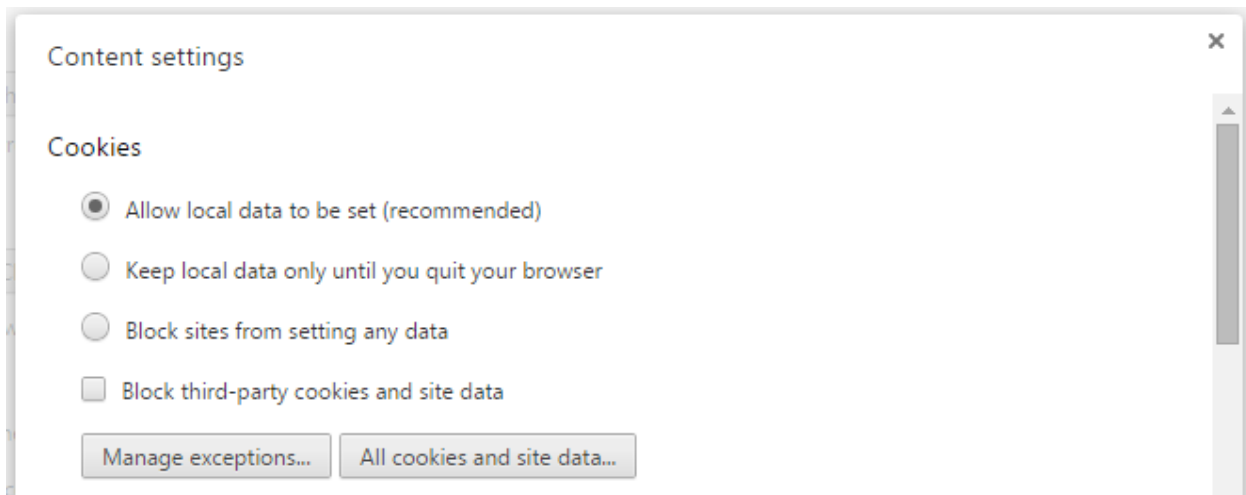
# Instructions for Google Chrome

**To change Pop-Up settings:**

1. Click the Chrome menu (≡) and choose "Settings" from the dropdown list.
2. Select the "Show Advanced Settings" link at the bottom, if shown.
3. In the Privacy Section, click the Content Settings button to view more options.
4. Scroll down to the Pop-ups section and select, "Allow all sites to show pop-ups"
5. Click the Done button

Content settings                                                    ✕

Pop-ups

   ◉  Allow all sites to show pop-ups

   ○  Do not allow any site to show pop-ups (recommended)

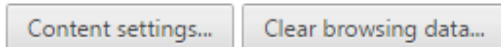   [ Manage exceptions... ]

**To change Cookie settings:**

1. Click the Chrome menu (≡) and choose "Settings" from the dropdown list.
2. Select the "Show Advanced Settings" link at the bottom, if shown.
3. In the Privacy Section, click the Content Settings button to view more options
4. In the Cookies Section, select "Allow local data to be set (recommended)
5. Click the Done button

Content settings                                                    ✕

Cookies

   ◉  Allow local data to be set (recommended)

   ○  Keep local data only until you quit your browser

   ○  Block sites from setting any data

   ☐  Block third-party cookies and site data

   [ Manage exceptions... ]  [ All cookies and site data... ]
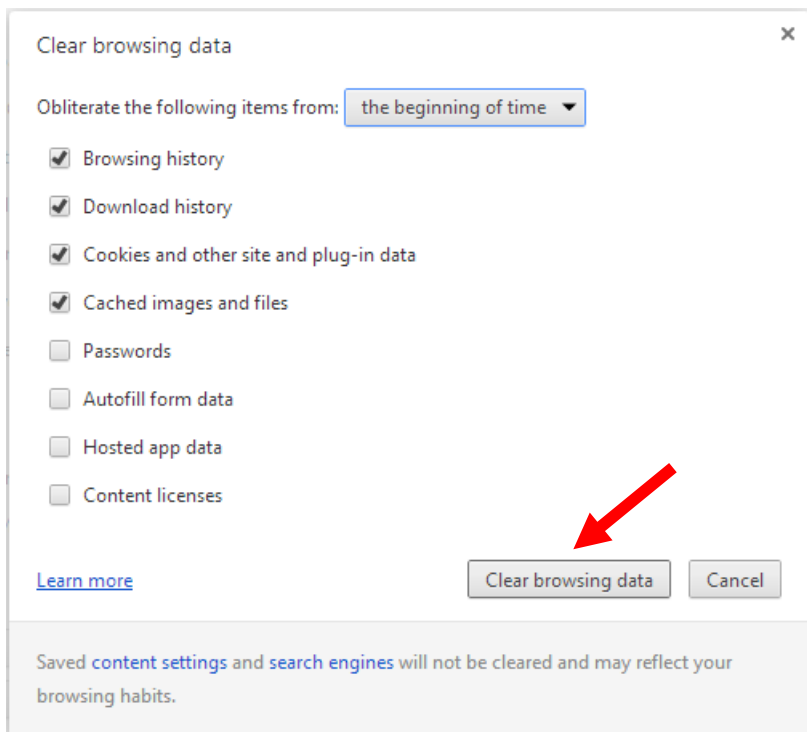
**To clear the browser cache:**

1. Click the Chrome menu (☰) and choose "Settings" from the dropdown list.
2. Select the "Show Advanced Settings" link at the bottom, if shown.
3. In the Privacy Section, click the "Clear browsing data" button.

Privacy

Content settings...   Clear browsing data...

Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. Learn more
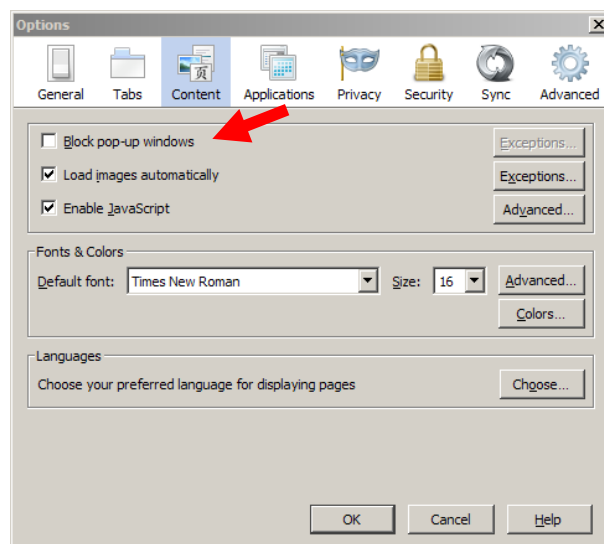
4. Put checkmarks in the following boxes:
   a. Browsing history
   b. Download history
   c. Cookies and other site and plug-in data
   d. Cached images and files

5. Click the "Clear browsing data" button

Clear browsing data                                    ×

Obliterate the following items from:  [the beginning of time ▼]

☑ Browsing history

☑ Download history

☑ Cookies and other site and plug-in data

☑ Cached images and files

☐ Passwords

☐ Autofill form data

☐ Hosted app data

☐ Content licenses

Learn more                    Clear browsing data    Cancel

Saved content settings and search engines will not be cleared and may reflect your browsing habits.
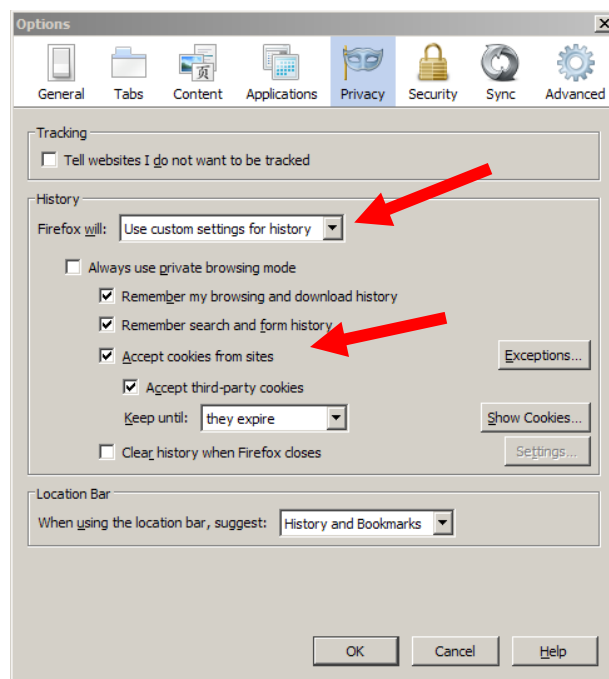
# Instructions for Mozilla Firefox

**To turn off Pop-Up blocking:**

1. On the Tools Menu – Select Options
2. Choose the Content tab
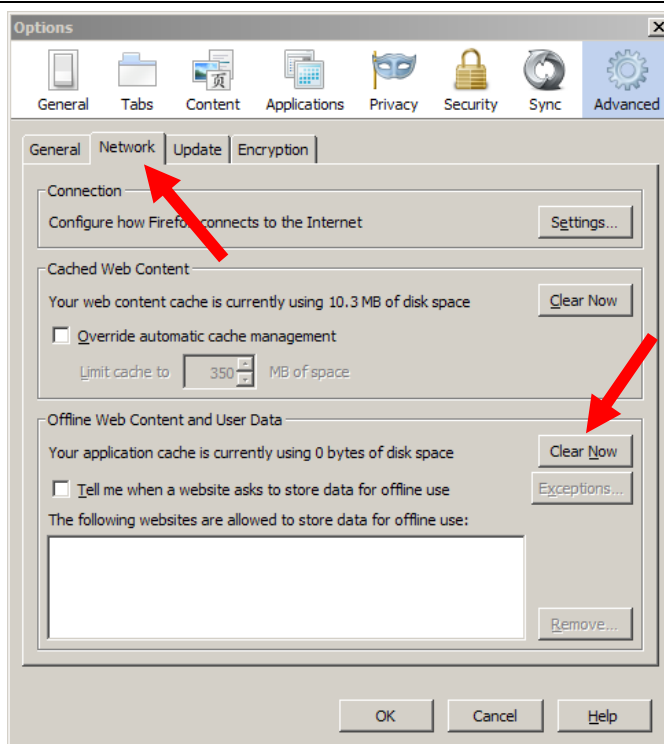3. Remove the checkmark from the "Block pop-up windows" box
4. Click the OK button

**To change Cookie Settings:**

1. On the Tools Menu – Select Options
2. Choose the Privacy tab
3. Choose "Use custom settings for history" from the drop down menu.
4. Put checkmarks in the:
   a. Accept cookies from sites box
   b. Accept third-party cookies box
5. Click the OK button

**To clear the browser cache:**

1. On the Tools Menu – Select Options
2. Choose the Advanced tab and then the Network tab.
3. In the Cached Web Content section, click the Clear Now button.
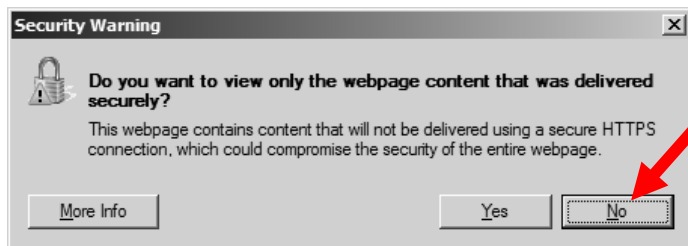4. Click the OK button
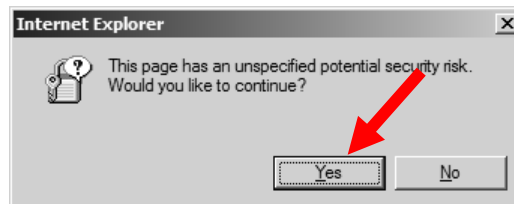


# Security Warning Responses

While you are accessing an online course, you may see the following warnings. Be aware that sometimes these security messages are displayed behind the active pop up window, making it "freeze" temporarily until the user clicks Yes or No.

The recommended response follows each warning.

- **Security Warning**: *Do you want to view only the webpage content that was delivered securely?*
  Select **NO**   (if you select Yes, you will see "Navigation has been canceled.")

- **Security Warning**: *This page has an unspecified potential security risk. Would you like to continue?*
  Select **YES**

- **Security Warning:** *The current webpage is trying to open a site in your Trusted Sites list. Do you want to allow this?*
  Select **YES**

- ***Have you completed this course component?***
  - o Select **OK** to set your status to Completed.
  - o Select **Cancel** to leave your status In Progress.