Preparing Internet Explorer 7 & 8 for eRequest & eStores

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 OK.
   e. Follow Steps 2-5 for both versions.
2. Add the Prodigo website to your Trusted Sites.
   a. Click **Tools** on the Menu bar or on the Command bar.
   b. Select **Internet Options** from the menu.
   c. Select the **Security** tab in **Internet Options**.
   d. Click **Trusted sites**.
   e. Click **Sites**.
f. Type “https://*.osu.edirx.com” in the **Add this website to the zone:** field.

g. Click **Add**.

![Image of Trusted sites window]

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

3. **Click the checkbox next to “Require server verification (https:) for all sites in this zone.”**

4. **Click the Close button.**

- Follow step 2 above to add other supplier websites to your trusted sites as needed. For example, Clara Brown Interiors (CiBI) is kisp.com.
5. **Add the eRequest website to your Trusted sites.**
   a. Type “https://erequest.osu.edu” in the **Add this website to the zone** field.

   ![Image of Trusted sites window](image1)

   b. Click **Add**.

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

   ![Image of Trusted sites window with added website](image2)

   d. Click **Close**.
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6. Add the Financials Oracle PeopleSoft Enterprise site to your Trusted Sites (Financial System Users Only).
   a. Type “https://erpfinprod.it ohio-state.edu” in the Add this website to the zone: field.

   ![Trusted sites window]

   b. Click Add.

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

   d. Click Close.

![Trusted sites window with updated sites]
7. Change the Custom Level security settings.

   a. Click **Custom level...** to open the **Security Settings - Trusted Sites Zone** window.
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b. Scroll to **Miscellaneous** and then to **Navigate sub-frames across different domains (IE7)** or **Navigate windows and frames across different domains (IE8)**.

c. Select **Enable**.

d. Click **OK**.

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

f. If you are using Internet Explorer 7, click **OK** to close **Internet Options**. Set-up for IE7 is complete.

g. If you are using Internet Explorer 8, leave **Internet Options** open and complete Steps 6-8.
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8. Disable the Cross-Site Scripting filter for the Trusted Sites Zone in Internet Explorer 8.
   a. Click Custom level... in the Security tab of Internet Options.
   b. Scroll down to Scripting and find Enable XSS filter.
   d. Select Disable.
   e. Click OK.
   f. Click Yes when you see the Warning pop-up.
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9. Display mixed content in the Internet Zone.
   a. In the Security tab, select the Internet zone.
   b. Click Custom level...
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c. Scroll to **Miscellaneous** and then to **Display mixed content**.
d. Select **Enable**.

e. Click **OK**.
f. Click **Yes** when you see the **Warning** pop-up.
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10. Disable the Cross-Site Scripting filter for the Internet Zone in Internet Explorer 8.
   a. Scroll down to Scripting and find Enable XSS filter.
   b. Select Disable.

   ![Security Settings - Internet Zone](image)

   c. Click OK.
   d. Click Yes when you see the Warning pop-up.
   e. Click OK.
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11. Select the Privacy Tab.
12. Click the Sites button.
14. Click the Allow button.
15. Click OK.