

INTRANET SETTINGS

For a Windows Computer ([Internet Explorer](#)) or a Mac ([Safari](#))

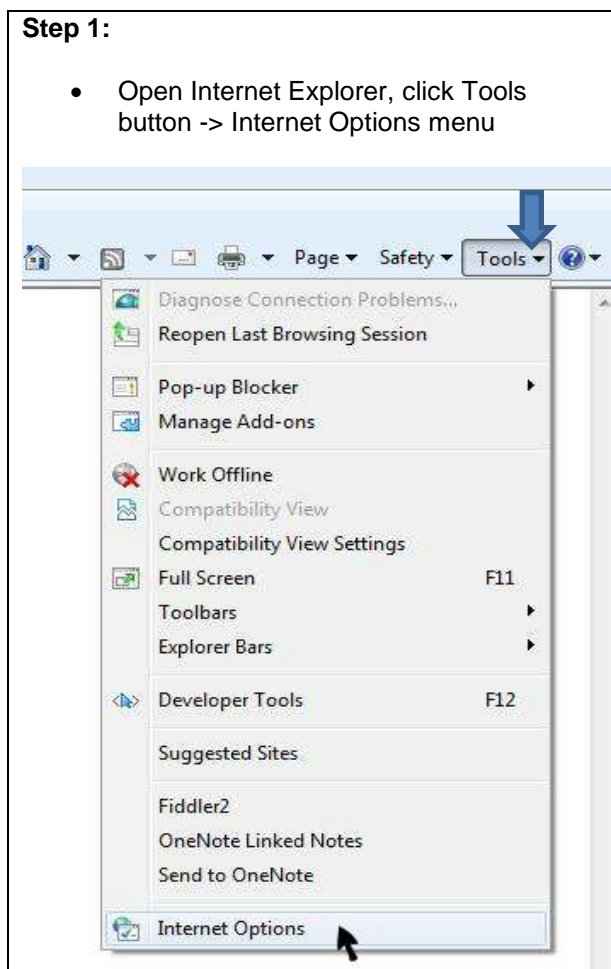
You may be required to alter your browser settings in order for the new version of the Intranet to work properly. If you are experiencing difficulty accessing the Training, Timesheets, PCO's, or Benefits Enrollment pages in the Intranet, please make the following changes to your browser settings.

If you have any questions, please contact the Systems Helpdesk at **(972) 582-8300**.

Internet Explorer Settings

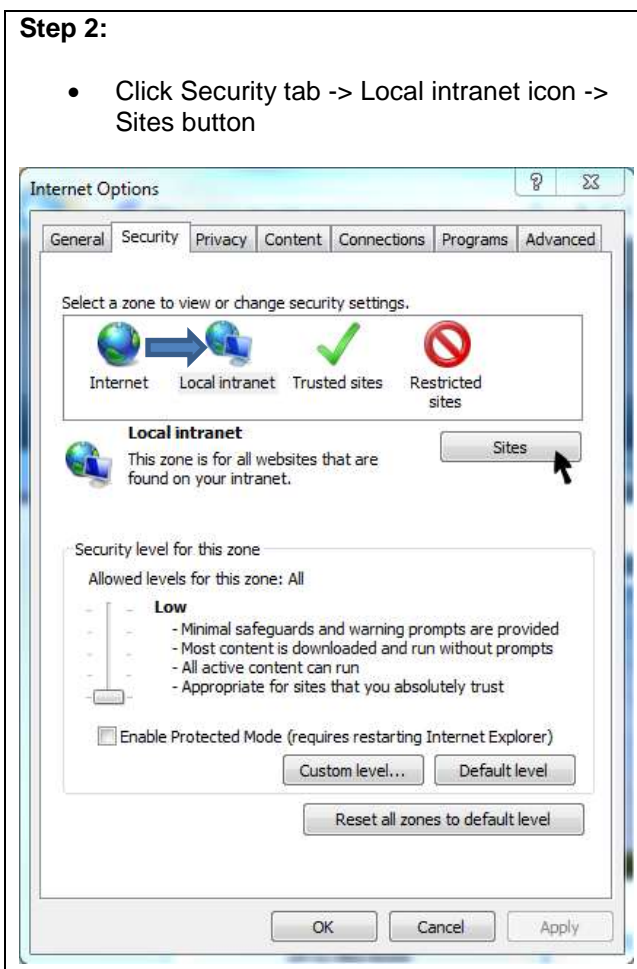
Step 1:

- Open Internet Explorer, click Tools button -> Internet Options menu



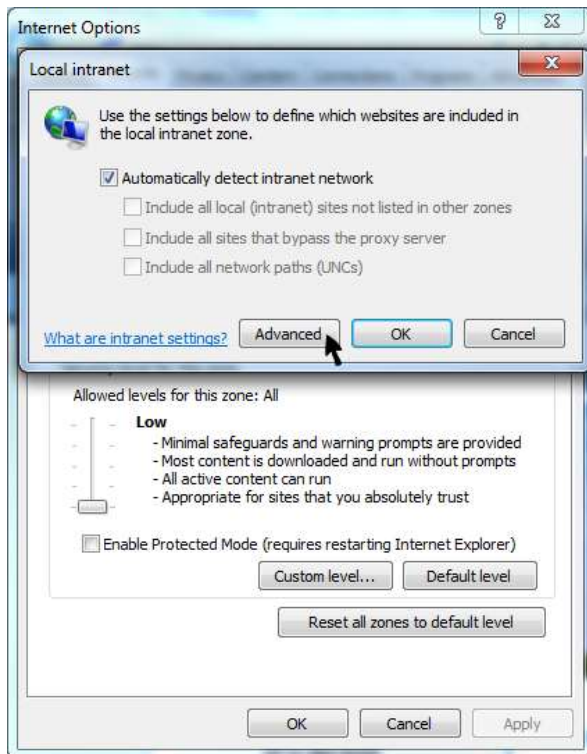
Step 2:

- Click Security tab -> Local intranet icon -> Sites button



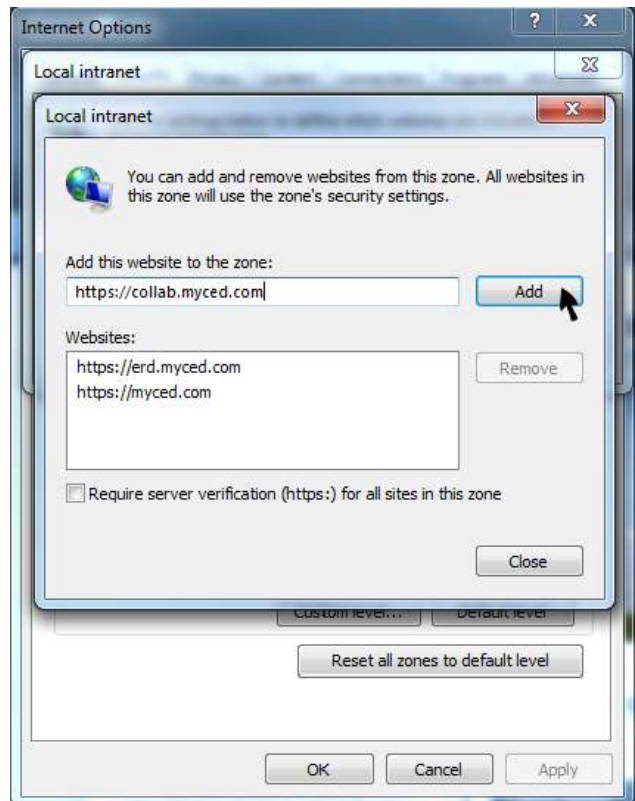
Step 3:

- Click the Advanced button



Step 4:

- In the *Add this website to the zone* field, type "https://myced.com", click Add button
- In the *Add this website to the zone* field, type "https://collab.myced.com", click Add button
- In the *Add this website to the zone* field, type "https://erd.myced.com", click Add button



- Click the Close button

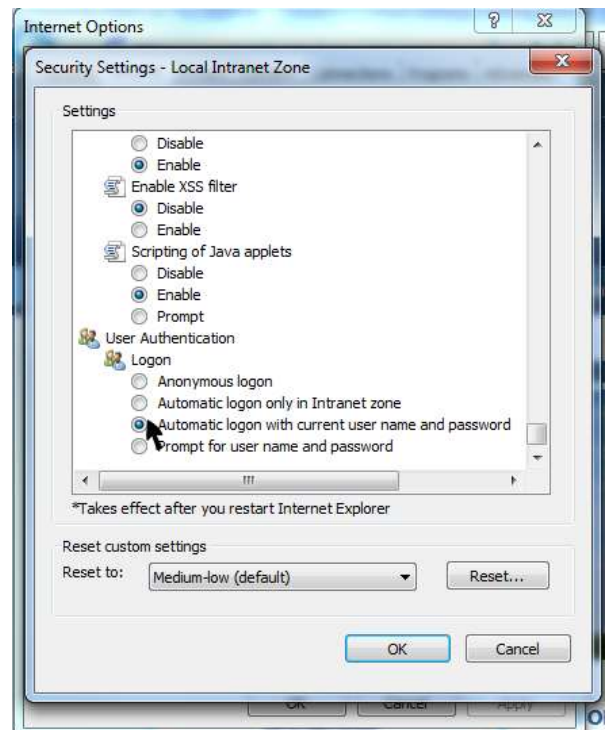
Step 5:

- Under the Security tab, click the Custom level button



Step 6:

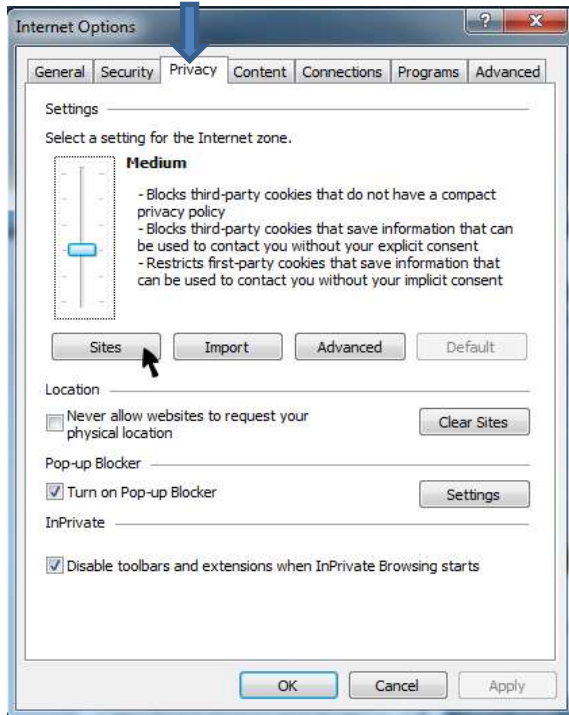
- Scroll to the very bottom
- Under User Authentication>Logon, select "Automatic logon with current user name and password" (if it is not already selected)



- Click the Ok button

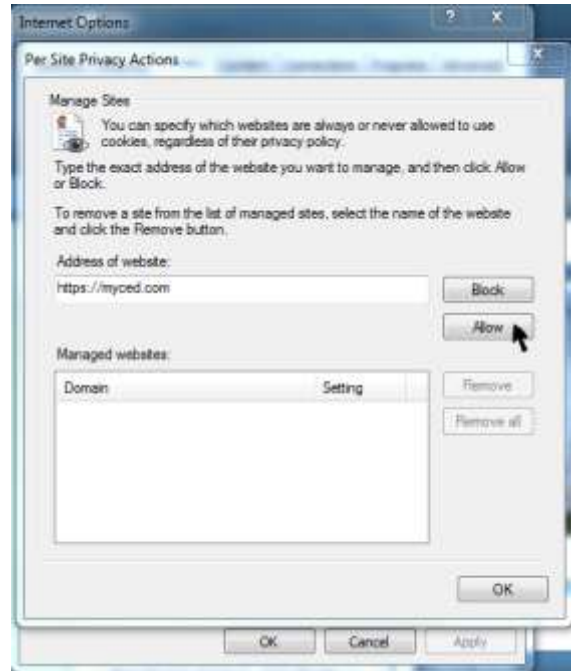
Step 7:

- Click the Privacy tab -> Sites button



Step 8:

- In the *Address of website:* field, type “https://myced.com”, click the Allow button



- Click the Ok button
- You have completed the steps for Internet Explorer

Mac Settings

Step 1:

- Open Safari, click Preferences menu -> Privacy tab
- Change the Block cookie setting to “Never” (this is only temporary)



- Exit the Preferences settings and navigate back to the Old Intranet functionality you were trying to view (Timesheets, PCO's, Benefits, or Training). You should now be able to view this component.

Step 2:

- Change the Block cookie setting back to “Always” or “From third parties and advertisers”



- Exit the Preferences settings
- You have completed the steps for Safari