

Browser Settings Required For Accessing Your Learning Center

TLC is optimized for use on Microsoft Internet Explorer, versions 9 and above. Please ensure that all employees accessing the Learning Center are running a supported version and have made the following changes to their Internet Options settings.

Menu/Tools Options	Show and access Internet Explorer's Menu and Tools Options.	Instructions
Trusted Sites	Add *.cutrainingonline.com to Trusted Sites and set the security level for Trusted Sites to low	Instructions
Popups	Set pop-up blockers to allow pop-ups from *.cutrainingonline.com	Instructions
Skillsoft Browser Checker	Check browser is configured to access Skillsoft Library.	Instructions

Finding or Displaying Internet Explorer's Menu/Tools Options

Before you can modify Internet Explorer's Internet Options and Security Settings, you will need to access the Tools button and/or display Internet Explorer's Menu.

1. Internet Explorer's Menu containing the File, Edit, View, Favorites, Tools, and Help options may be hidden. Hold down the Alt key on your keyboard to temporarily display the Menu.
2. You can also access Internet Explorer's Internet Options settings by clicking on the Tools button (gear) in the top-right corner of the browser and selecting Internet Options at the bottom of the menu.

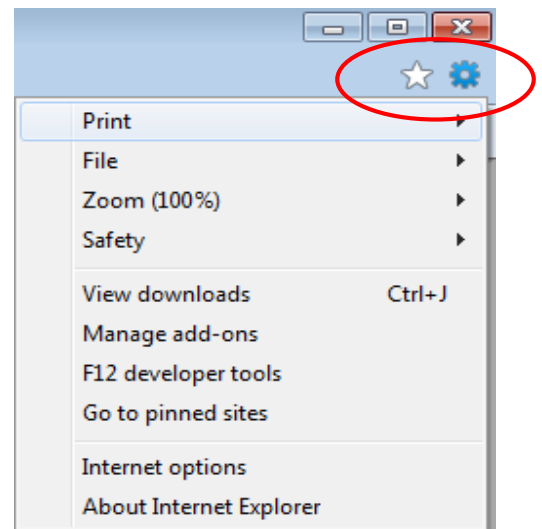


Figure 1

Adding *.cutrainingonline.com to Trusted Sites

1. Open Internet Explorer
2. Click on the 'Tools' button, then Internet options are the bottom of the Tools menu (if you need help locating the Tools button click [here.](#))

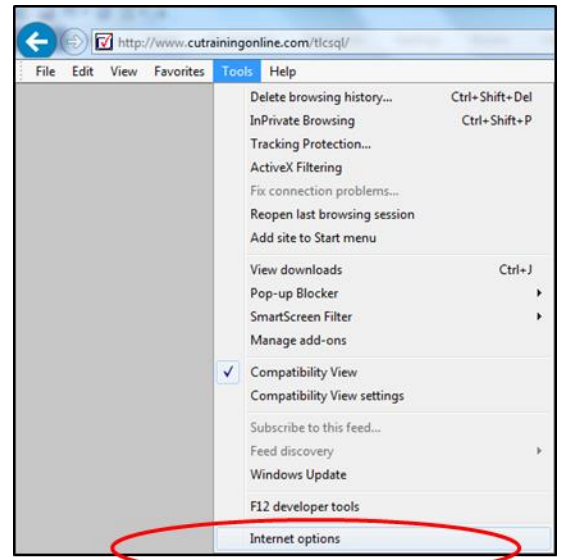


Figure 2

3. Click on the 'Security' tab, then the 'Trusted sites' icon, and click 'Sites'.

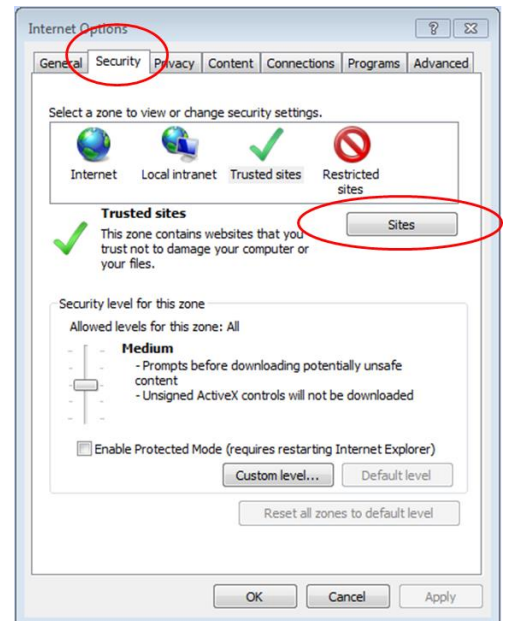


Figure 3

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4. In the 'Add this website to the zone' text input box, type ***.cutrainingonline.com**.

NOTE: In order to add *.cutrainingonline.com to the Trusted Sites list, you may need to temporarily uncheck the 'Require server verification (https:)' for all sites in this zone' checkbox. After unchecking the box, click 'Add' to add *.cutrainingonline.com to the Websites list, then recheck the "Require server verification..." checkbox.

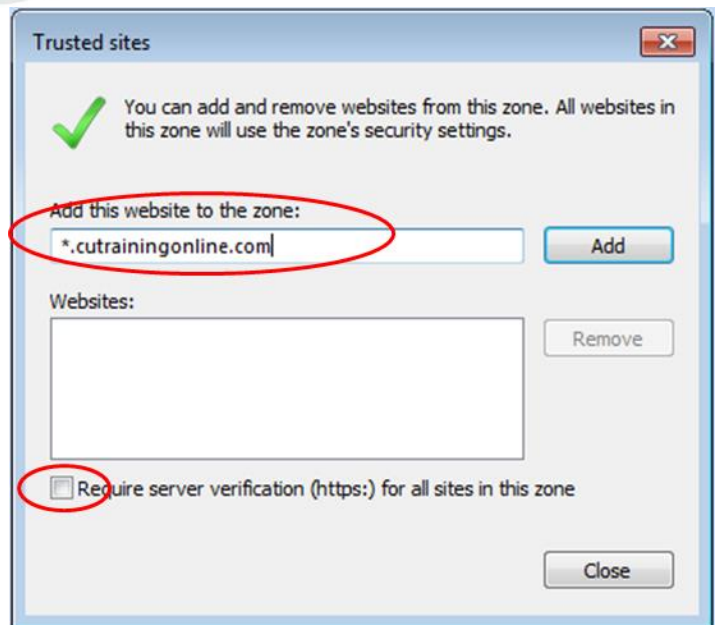


Figure 4

5. You will now see the site located in the 'Websites' box as below. Click 'Close'.

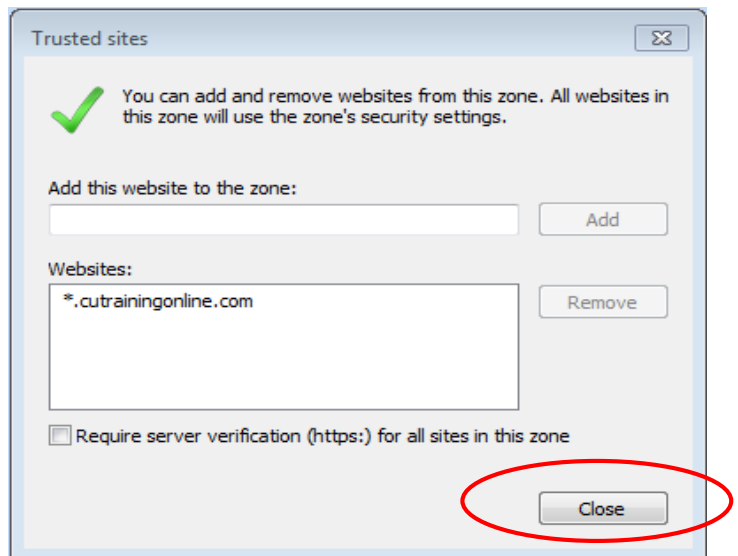


Figure 5

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6. Now in the Security level for this zone area, click on the 'Custom level...' button.

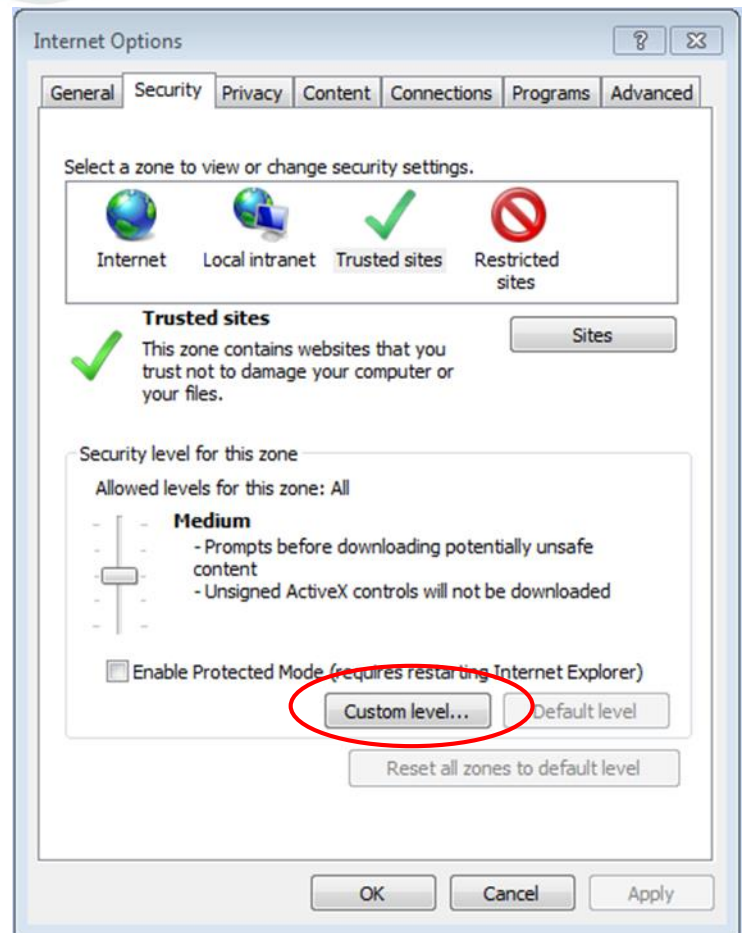


Figure 6

7. In the Reset Custom Settings area, use the drop box to select 'Low'. Click on the 'Reset' button.

You will be prompted to confirm you want to change the settings. Click on 'Yes'. This will only change the security settings to Low for sites listed in the Trusted Sites list. Then click on 'OK'.

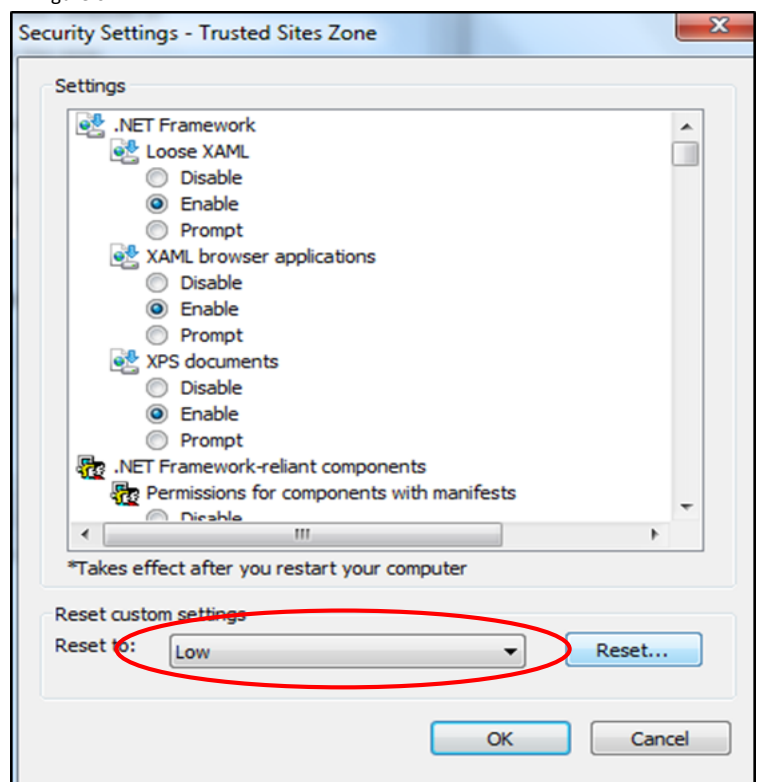


Figure 7

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Managing Popup Blockers with TLC

If a pop-up blocker is active in Internet Explorer, the employee will not be able to view CU Training courses and will see only a screen saying the course is loading when they try to run a course. To avoid this, please ensure that any pop-up blockers are set to allow pop-ups from ***.cutrainingonline.com**.

To find out which version of Internet Explorer you have, click the 'Help' and the About Internet Explorer.

To allow pop-ups from TLC in Internet Explorer 9:

1. Click the Tools (gear) button in the top-right corner of the browser. Select 'Internet options'. Click the 'Privacy' tab. In the section 'Pop-up Blocker', click 'Settings'.
2. Type ***.cutrainingonline.com** into the box labeled 'Address Of Website To Allow' and click 'Add'. This will allow only CU Training program pop-ups to appear. Pop-ups from other websites will still be blocked.
3. For more detailed information on using the Pop-Up Blocker in Internet Explorer, visit:
Windows 7: Internet Explorer Pop-up Blocker: Frequently Asked Questions:
windows.microsoft.com/en-us/Windows7/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions
Windows XP: How to configure the Pop-up Blocker on a computer that is running Windows XP Service Pack 2:
support.microsoft.com/kb/843016

To allow pop-ups from TLC in Internet Explorer 10:

1. Click the 'Tools' button in the top-right corner of the browser. Select 'Pop-up Blocker', and then 'Pop-up Blocker Settings'.
2. Type ***.cutrainingonline.com** into the box labeled 'Address Of Website To Allow' and click 'Add'. This will allow only CU Training program pop-ups to appear. Pop-ups from other websites will still be blocked.

For employees that have the 'Google Toolbar' installed:

1. To add TLC's website to your white list, open TLC in Internet Explorer. Click the 'Pop-up Blocker' button on the Google toolbar. The button text will change to read 'Pop-ups allowed'.
2. For more detailed information on using the Google Toolbar popup blocker, visit:
support.google.com/toolbar/bin/answer.py?hl=en&answer=9171

For employees that have the 'Yahoo! Toolbar' installed:

1. To add TLC's website to your allowed list, open TLC in Internet Explorer. Click the 'Pop-up Blocker' menu on the Yahoo! toolbar and select 'Always Allow Pop-Ups From:' Select sites ending with **cutrainingonline.com** from the 'Sources of Recently Blocked Pop-Ups:' list and click 'Allow'.
2. For more detailed information on allowing popups with the Yahoo Toolbar, visit:
help.yahoo.com/tutorials/toolbar/popup/ct_popup1.html

Note: To temporarily allow a popup, you can generally override a pop-up blocker by holding down the CTRL key on your keyboard while clicking on a link. When using this method, please note that if you wish to view additional popups on that same site, you will need to hold down the CTRL key each time you click on a link. We recommend seeking further help from your Information Services department with problems when overriding a pop-up blocker.

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Skillsoft Browser Capabilities Check

Before launching a Skillsoft Business Skills course, you must ensure that your computer and web browser are configured correctly to enable you to access the Skillsoft e-learning content.

Visit this link to check that your browser is configured to access the Skillsoft Business Skills Library:

<http://browser.skillport.com/bh/default.asp>

The checker will email you the results of the compatibility check and provide a secure path to update your browser extensions, if required.

Additional Support

If you need additional support, please call 1.888.466.1634, extension 2 or email support@cutraining.com.

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Browser Settings Guide for TLC

As a general guide, in order to successfully access TLC and take courses and exams, the following setup is required of any browser being used to access the system:

- (1) JavaScript must be enabled (by default in newer browsers)
- (2) Cookies must be enabled
- (3) Pop-up windows must not be blocked OR must be enabled for the following:

*.cutrainingonline.com (ALWAYS)

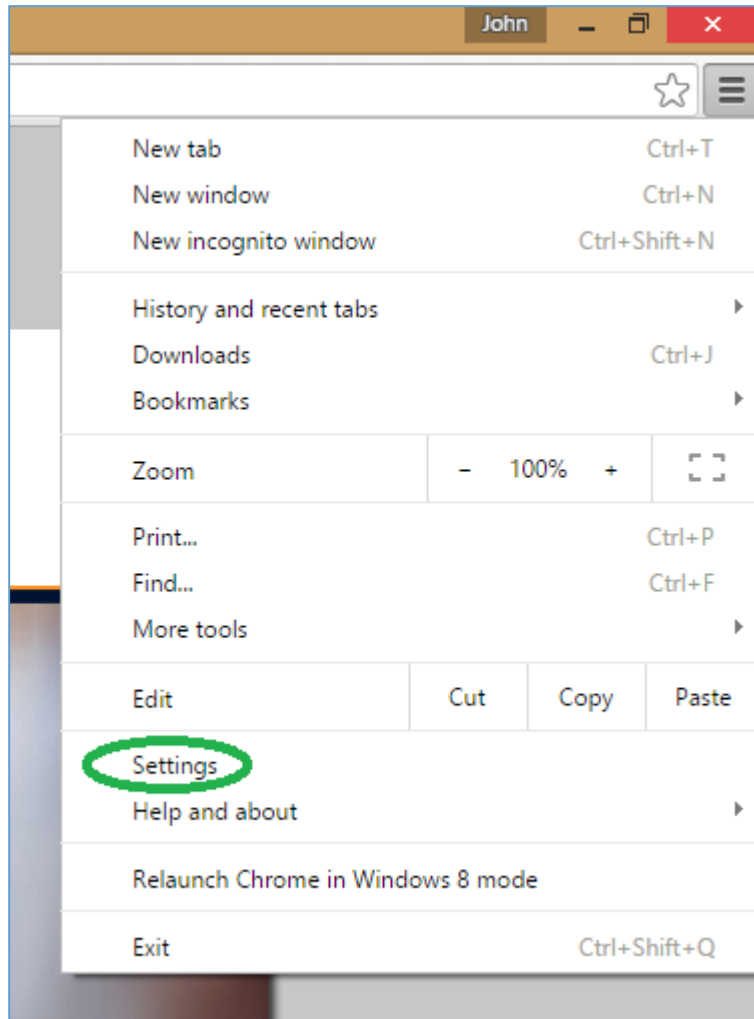
*.skillport.com
*.skillwsa.com } ONLY if Skillsoft courses are included in the library

Please refer to the appropriate section for your particular browser:

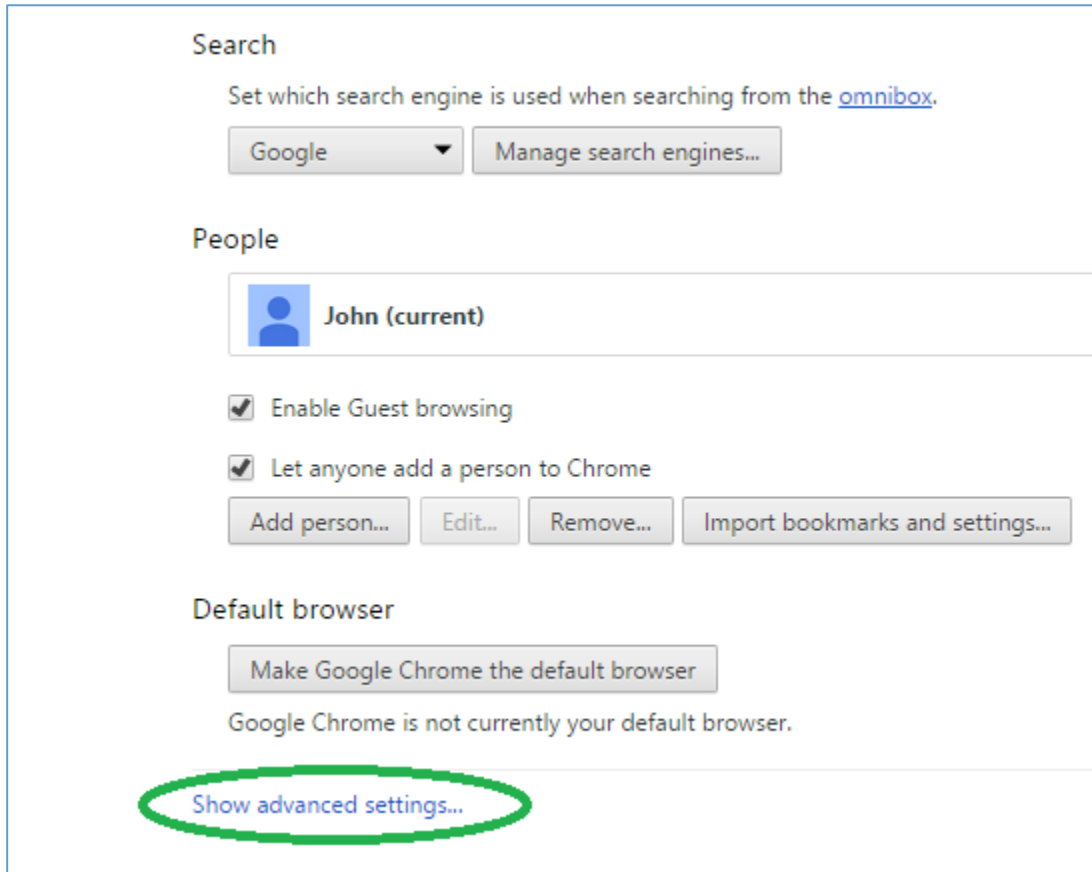
Chrome.....	Page 2
Firefox	Page 5
Safari (Desktop/Laptop version)	Page 7
Safari (iPhone/iPad version)	Page 9
Edge.....	Page 11

Chrome Settings:

Open up the Chrome Settings page, by clicking on the three bars icon at the top far right-hand corner of the browser window and select **Settings** from the drop-down menu:

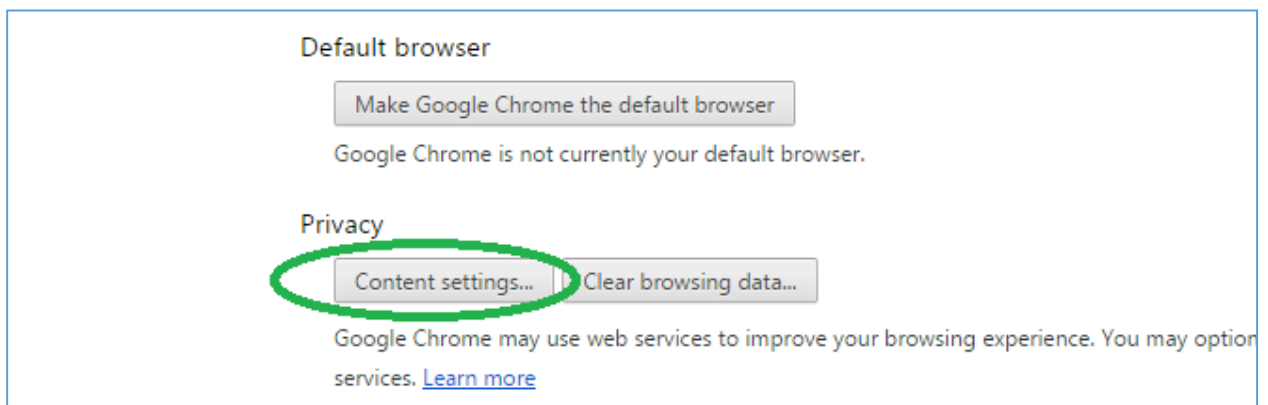


Click on **Show advanced settings...**:



The screenshot shows the Chrome settings page. The 'Search' section has a dropdown menu set to 'Google' and a 'Manage search engines...' button. The 'People' section shows 'John (current)' as the active profile, with checkboxes for 'Enable Guest browsing' and 'Let anyone add a person to Chrome' both checked. Below these are buttons for 'Add person...', 'Edit...', 'Remove...', and 'Import bookmarks and settings...'. The 'Default browser' section has a button 'Make Google Chrome the default browser' and a message 'Google Chrome is not currently your default browser.' At the bottom, the link 'Show advanced settings...' is circled in green.

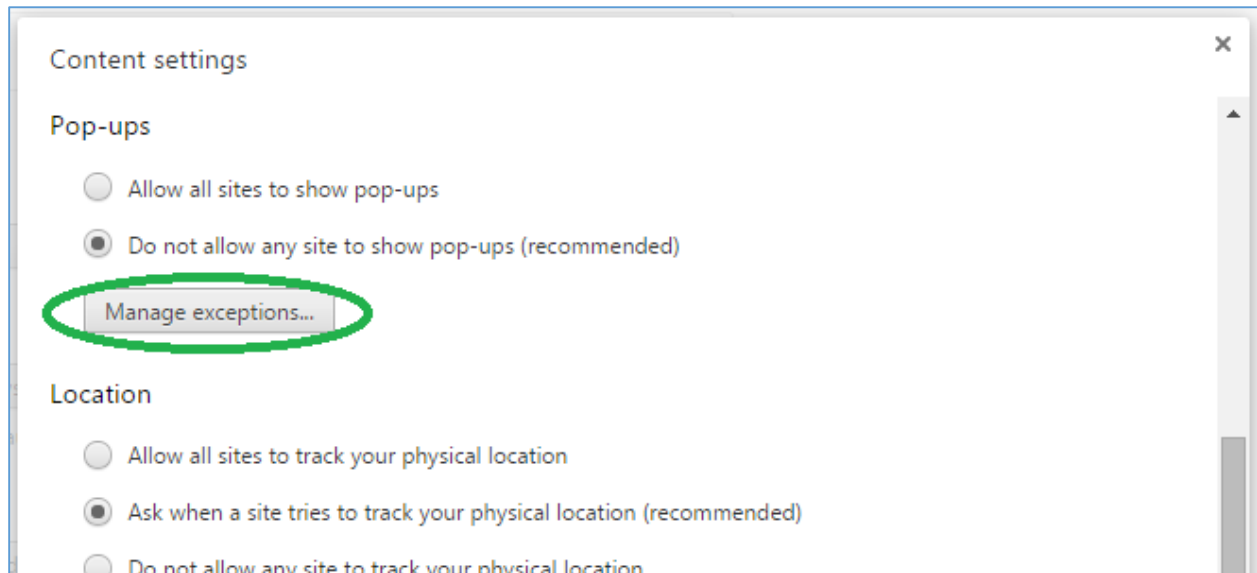
In the Privacy section, click on the **Content settings...** button:



The screenshot shows the 'Privacy' section of the Chrome settings page. It features a button 'Make Google Chrome the default browser' and a message 'Google Chrome is not currently your default browser.' Below this, the 'Privacy' section header is followed by two buttons: 'Content settings...' and 'Clear browsing data...'. The 'Content settings...' button is circled in green. At the bottom, there is a message: 'Google Chrome may use web services to improve your browsing experience. You may option services. [Learn more](#)'.

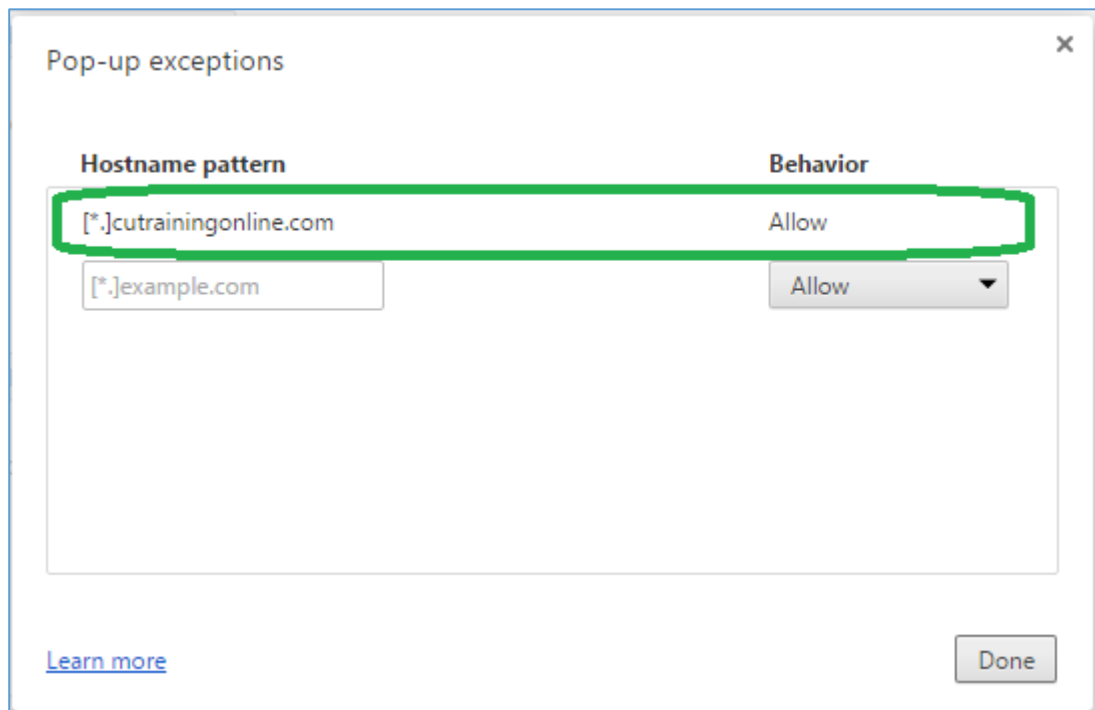
All sections should ideally be set to their recommended values.

In the Pop-ups section, click on the **Manage Exceptions...** button:



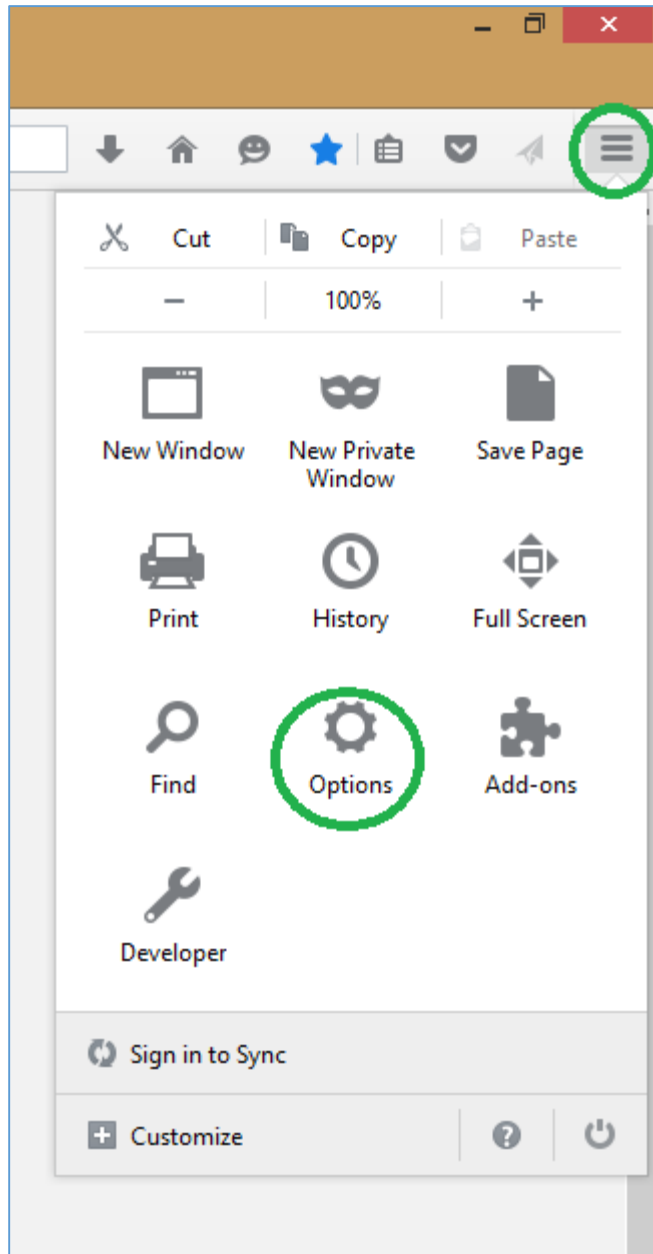
Enter the following Hostname pattern, select **Allow**, and click on **Done**:

[*.]cutrainingonline.com

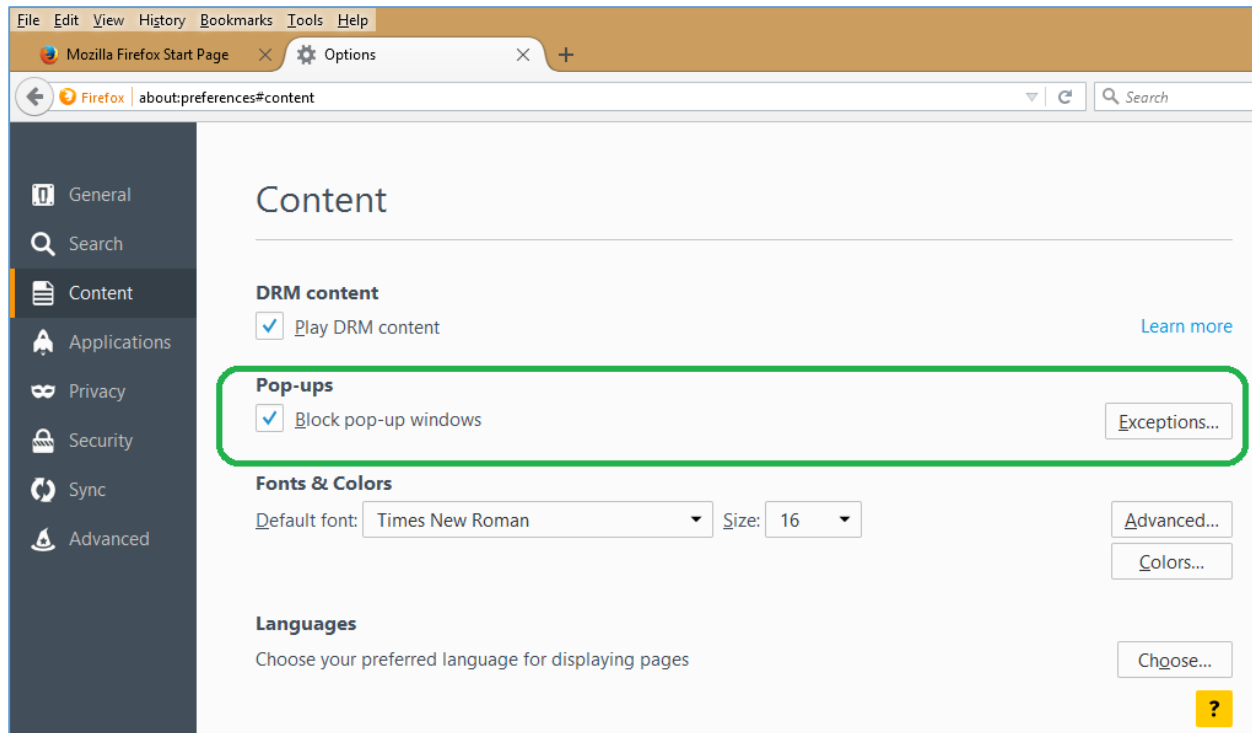


Firefox settings:

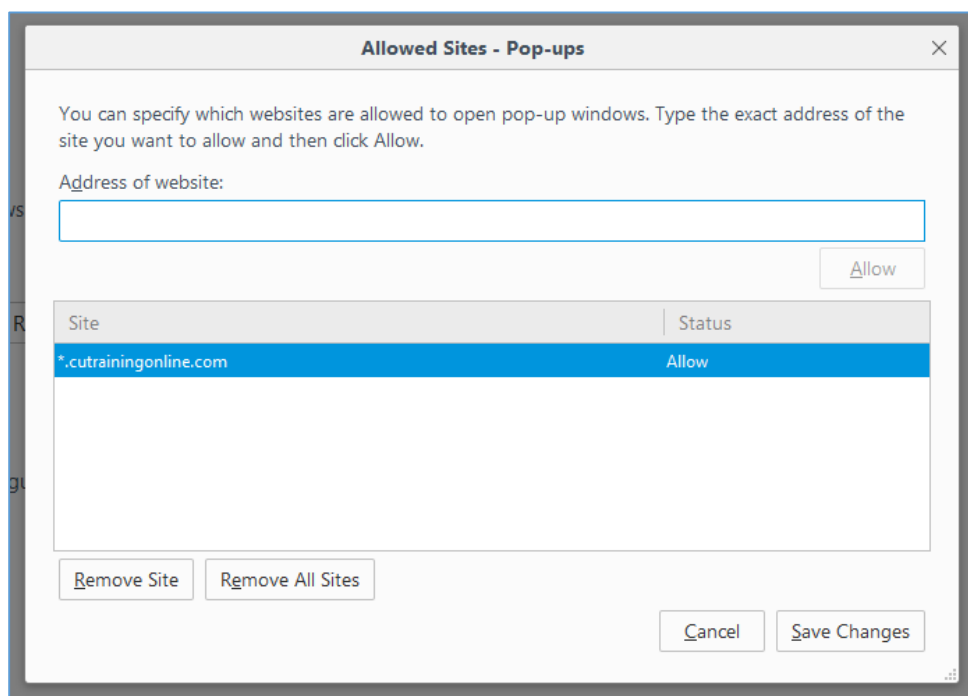
Open up the Firefox Options dialog, by clicking on the three bars icon at the top far right-hand corner of the browser window and selecting **Options** from the drop-down menu:



Click on the **Content** tab, and either allow all popup windows by unchecking '**Block pop-up windows**' OR selectively allow popup windows from CU Training's site by clicking on '**Exceptions...**'.

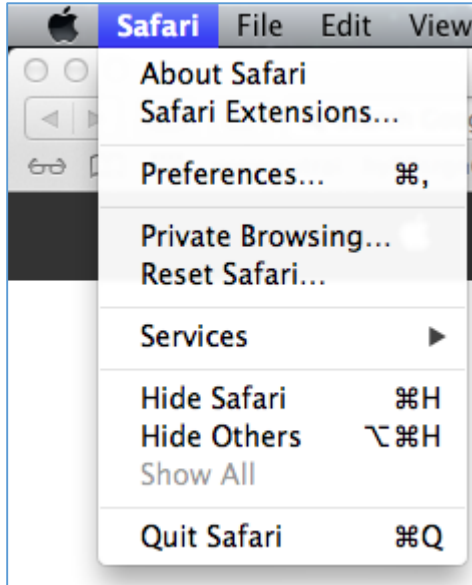


If creating an exception for CU Training, enter the following address in the '**Address of website**' textbox and click on '**Allow**' and then '**Save Changes**':



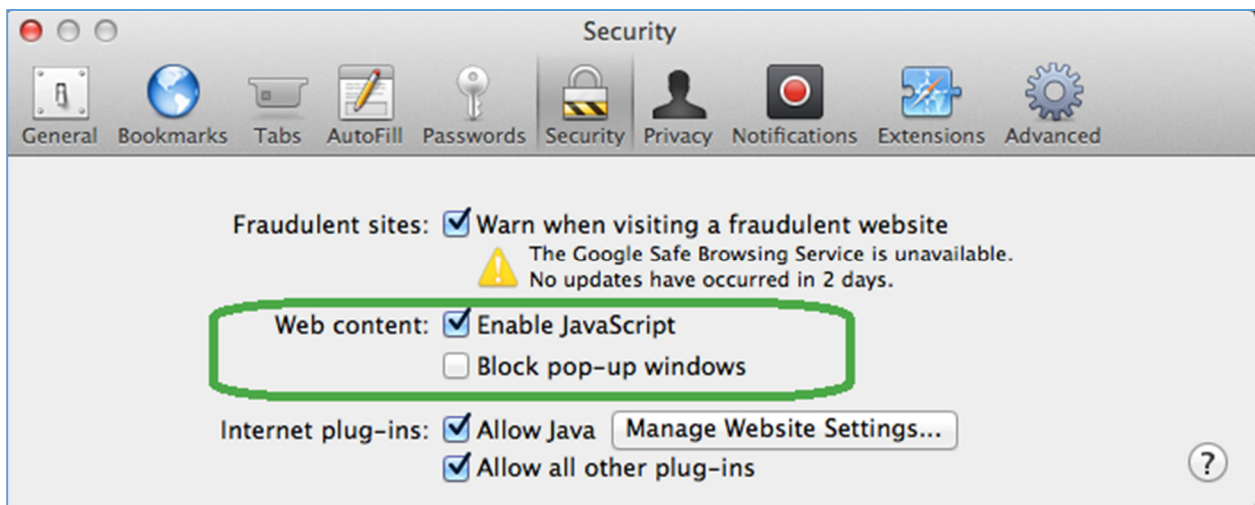
Safari (Desktop/Laptop version):

Click on '**Preferences...**' in the Safari menu to open the Safari Preferences dialog:



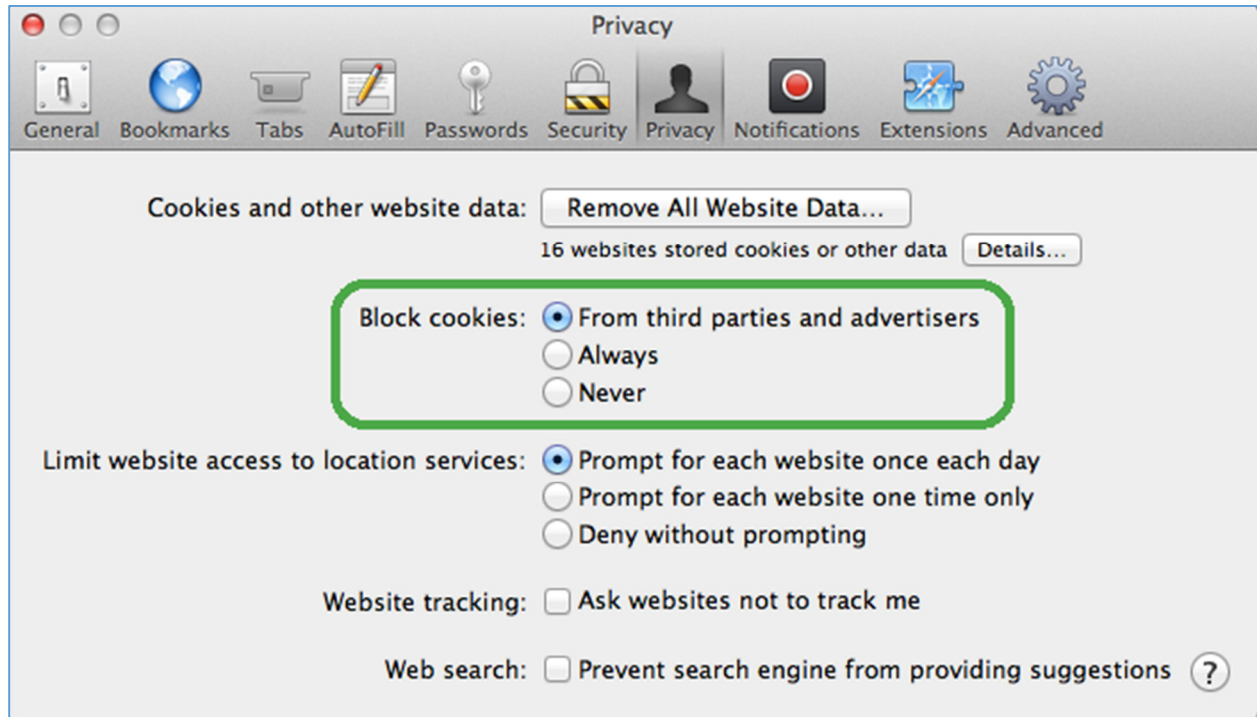
On the **Security** tab,

- (1) Make sure that **Enable JavaScript** is checked
- (2) Make sure that **Block pop-up windows** is un-checked



On the **Privacy** tab,

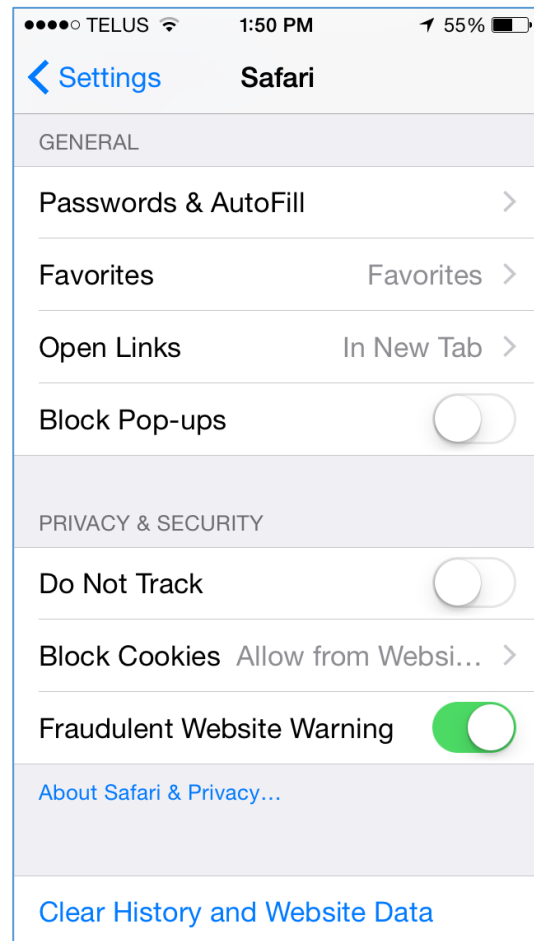
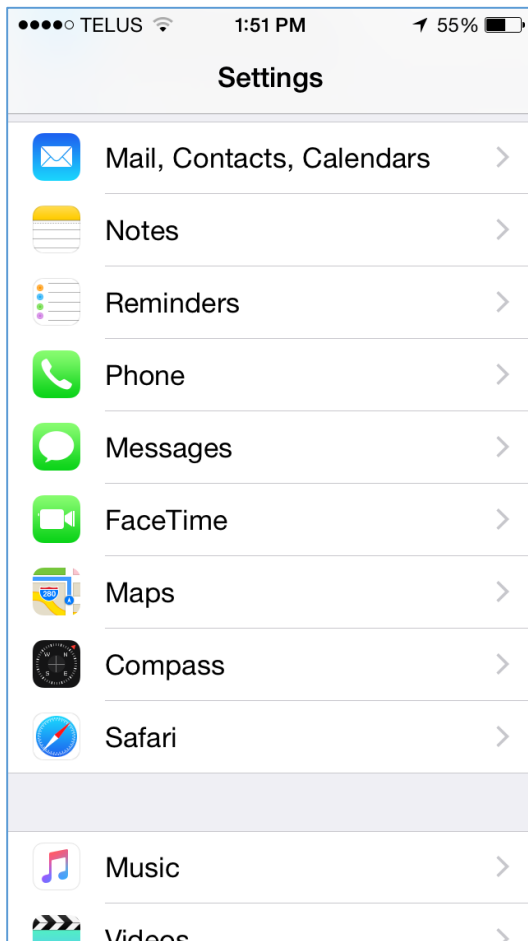
- (1) Make sure that **Block cookies** is set to either **From third parties and advertisers** or **Never**.



Safari (iPhone/iPad version):

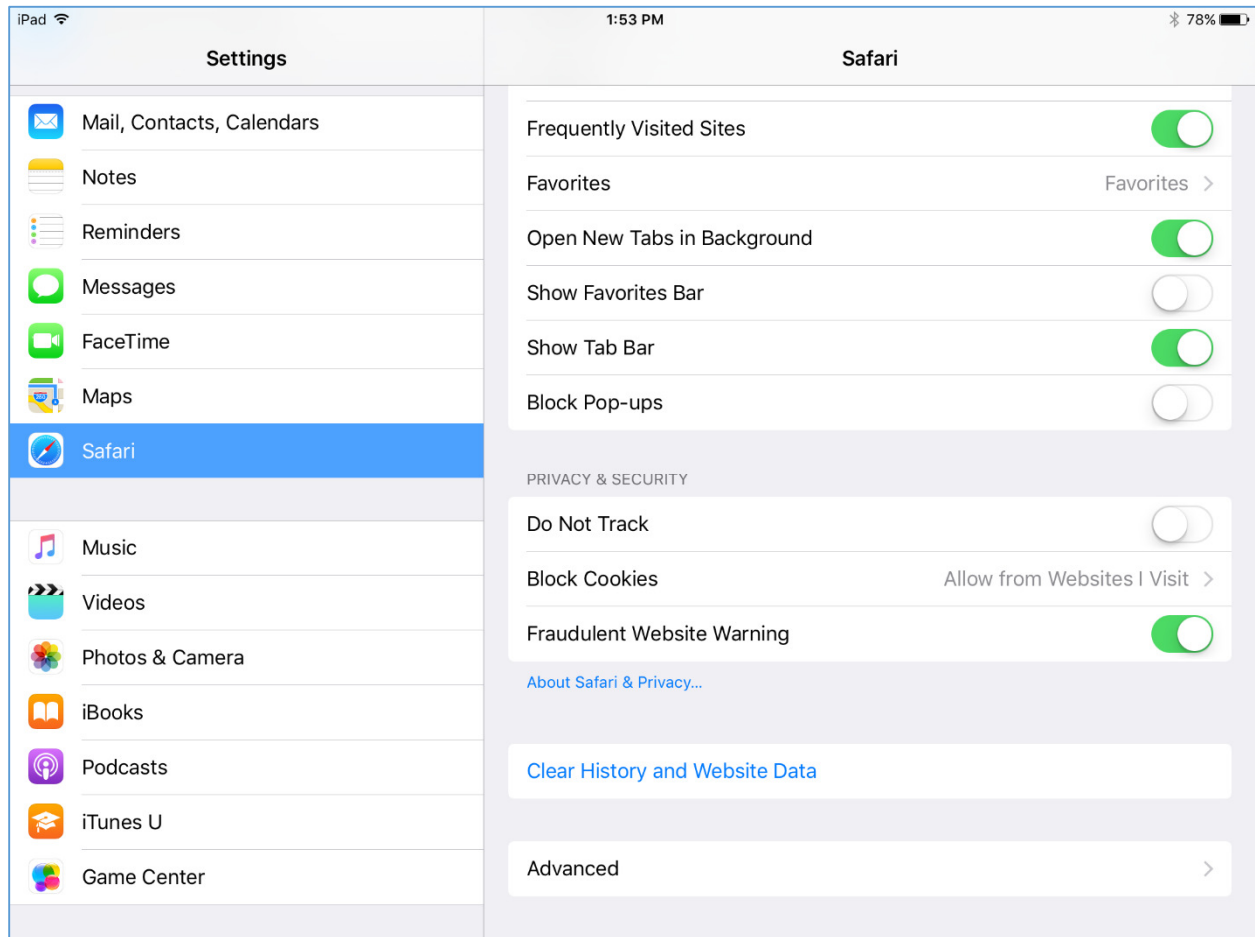
On the iPhone, go to the Settings for Safari:

- (1) Make sure that **Block Pop-ups** is NOT on.
- (2) Make sure that the **Block Cookies** setting is either **Always Allow** or **Allow from Websites I Visit**.



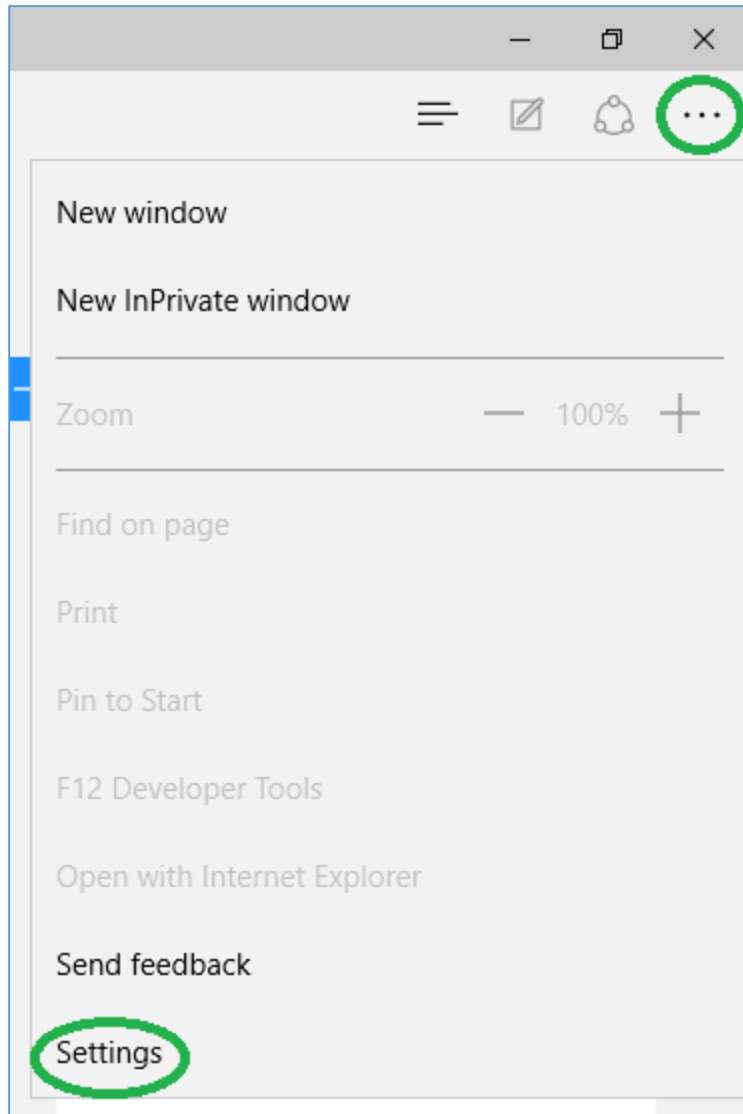
On the iPad, go to the Settings for Safari:

- (1) Make sure that **Block Pop-ups** is NOT on.
- (2) Make sure that the **Block Cookies** setting is either **Always Allow** or **Allow from Websites I Visit**.

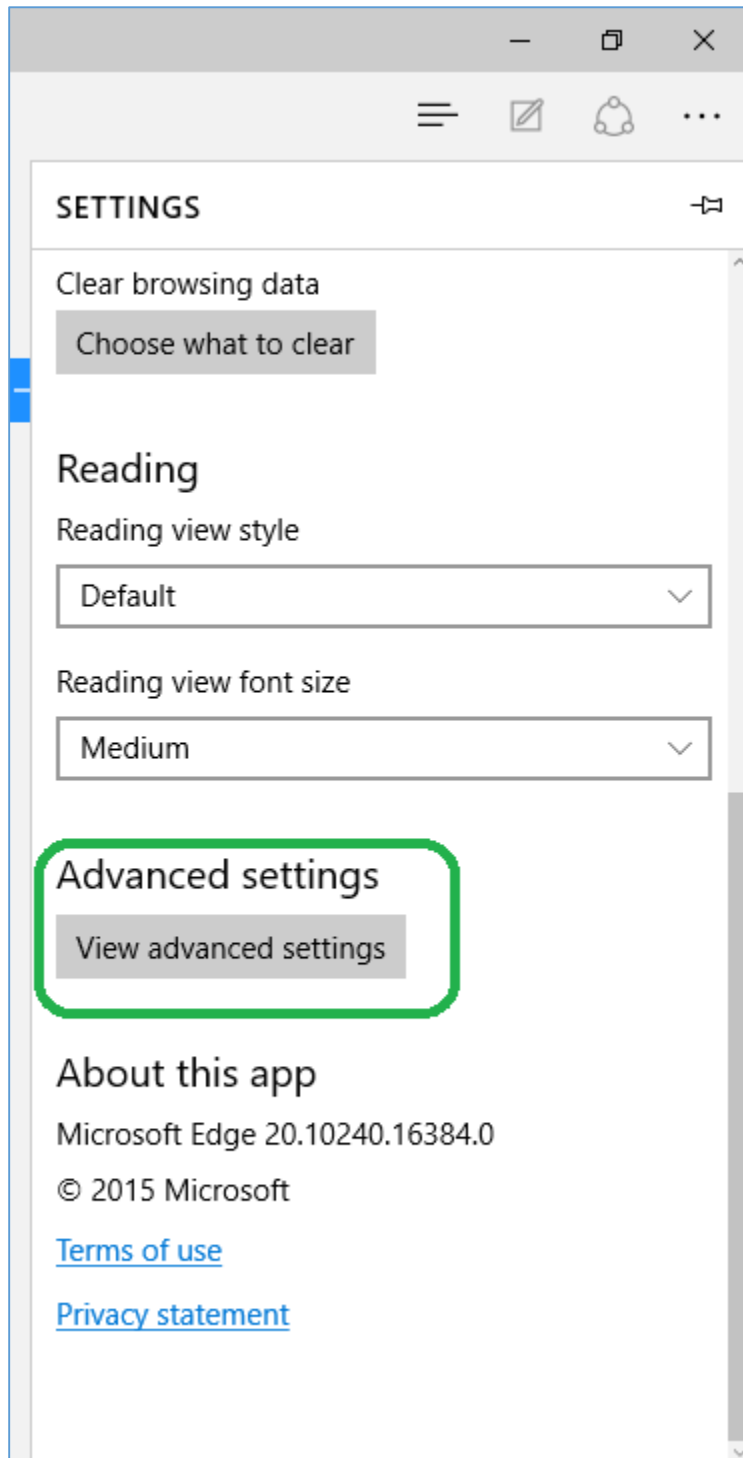


Edge

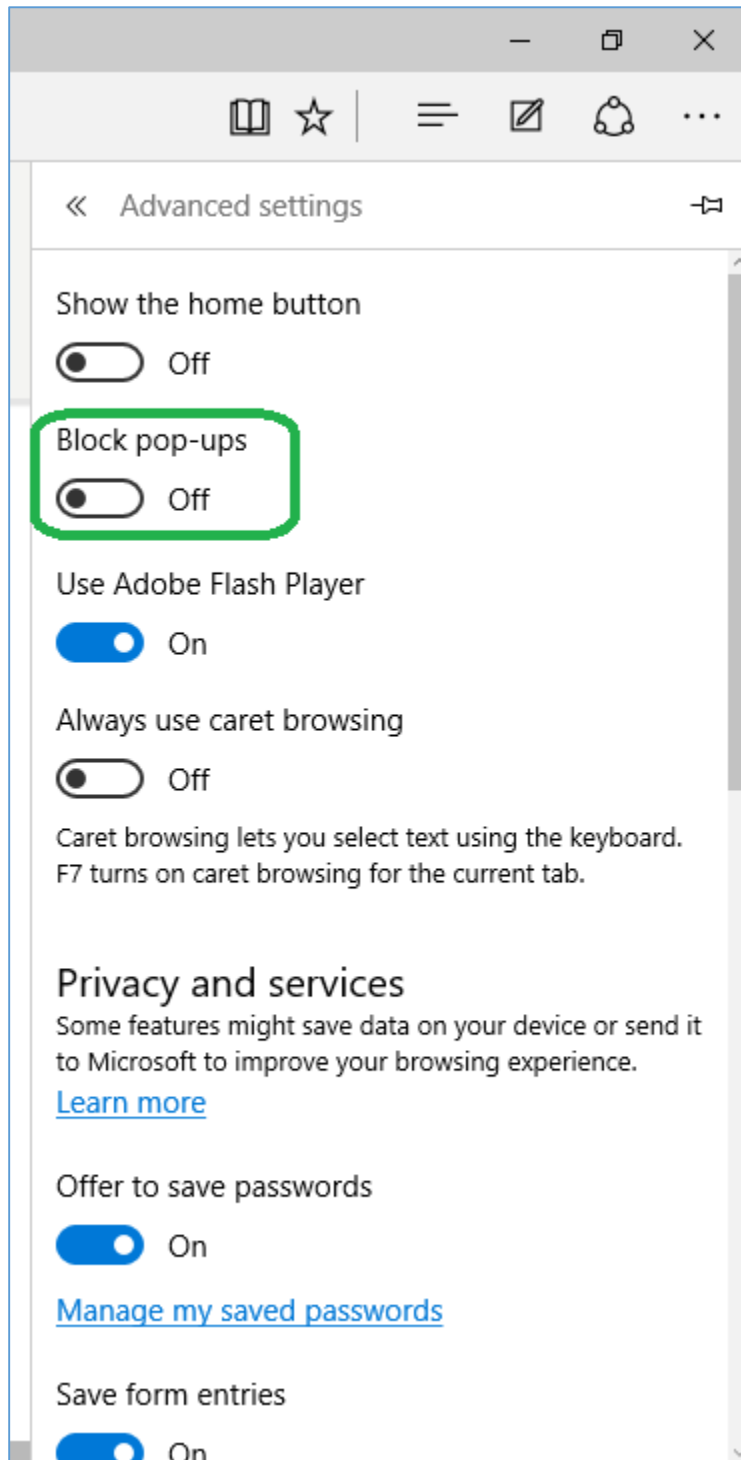
Open the Edge browser's Settings dialog, by clicking on the three dots icon at the top far right-hand corner of the browser window and selecting **Settings** from the drop-down menu:



Scroll to the bottom of the Settings dialog, and click on the **View advanced settings** button:



In the Advanced settings, check that the **Block pop-ups** setting is turned Off:



Scroll down the Advanced settings section to the **Cookies** section. Make sure that **Don't block cookies** is selected in the drop-down list of options:

