

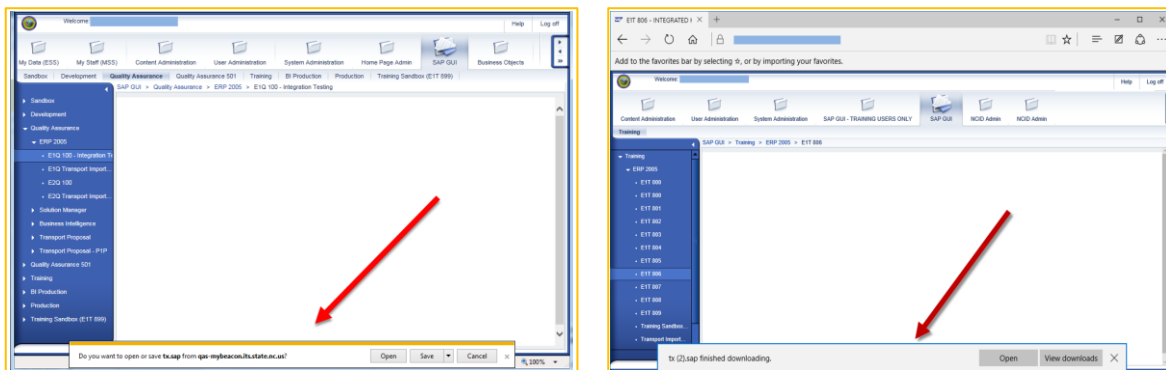


INTEGRATED HR-PAYROLL SYSTEM

HR | PAYROLL | BENEFITS | TRAINING | TIME

Home/Personal PC Requirements

NOTE: The browser settings shown in this document do not prevent the security banner pop-up message from displaying at the bottom of the browser window when launching a SAPGUI client from the browser. End-users will need to click the *Open* button on the prompt to proceed.



If your home computer does not meet the following minimum requirements, we cannot guarantee you will be able to access the Integrated HR - Payroll System (formerly BEACON):

Personal Computer (PC) Minimum Requirements

- Personal computer (PC) with an Intel Pentium-compatible 1+ gigahertz (GHz) **processor**
- **Memory:** 1 gigabyte (GB) of RAM
- **Hard disk:** 1 gigabyte (GB) of available hard disk space

PC Software

- **Operating Systems:** Windows 7, Windows 8, Windows 10
- **Acrobat Reader:** X, XI, DC
- **Supported Browser(s):** Internet Explorer version 11, Edge
- **Additional Business Objects requirement:** Adobe Flash Player add-on (Shockwave Flash Object)

Portal Browser Settings

- Enable java scripts
- Enable cookies
- Add to Pop-up Blocker's list of Allowed sites for **AND** add to Trusted Sites the following domains:
 - *.nc.gov
 - *.its.state.nc.us
 - *.csod.com (only if the end-user's problem is regarding access to the NC Learning Center site)

If you're not sure which version of Microsoft Internet Explorer you are currently using, follow these easy steps:

1. Click on **Help** in your browser's toolbar.
2. Select **About Internet Explorer**.

A window will display browser information including the version number.

The OSC Technical Team tests supported browsers extensively to ensure that you have the highest quality experience, and highest level of security. As a result, we support only the newest, most widely-adopted versions of Internet Explorer.

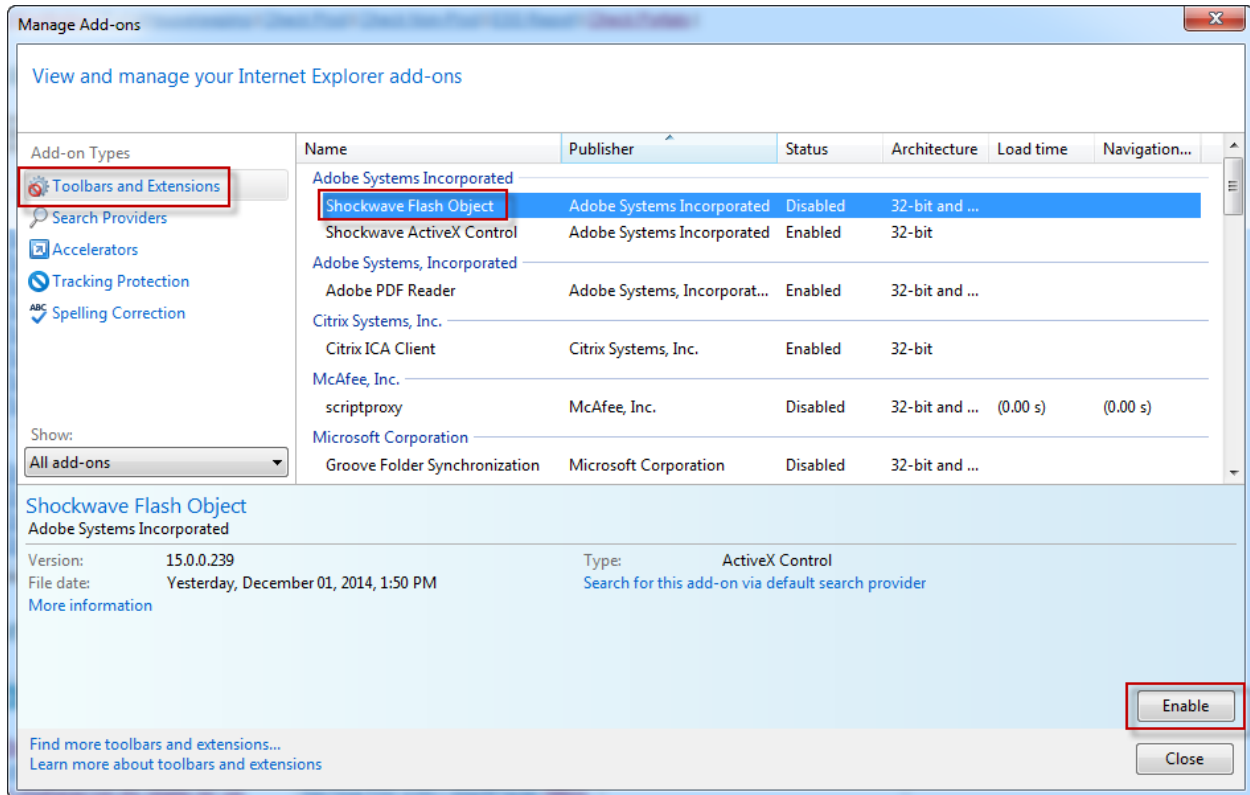
Note: The following information is meant to help you gain access to the Integrated HR – Payroll System (formerly BEACON) using your home computer. If you have reservations about making adjustments to your home computer, then we suggest you attempt to gain access to the Integrated HR – Payroll System through a state computer, which should already be properly configured. Please make sure to always protect your NCID password.

If you are having problems accessing the portal from your home computer, the following is a step-by-step review of the Internet Explorer browser settings which should be established:

Adobe Flash Player add-on

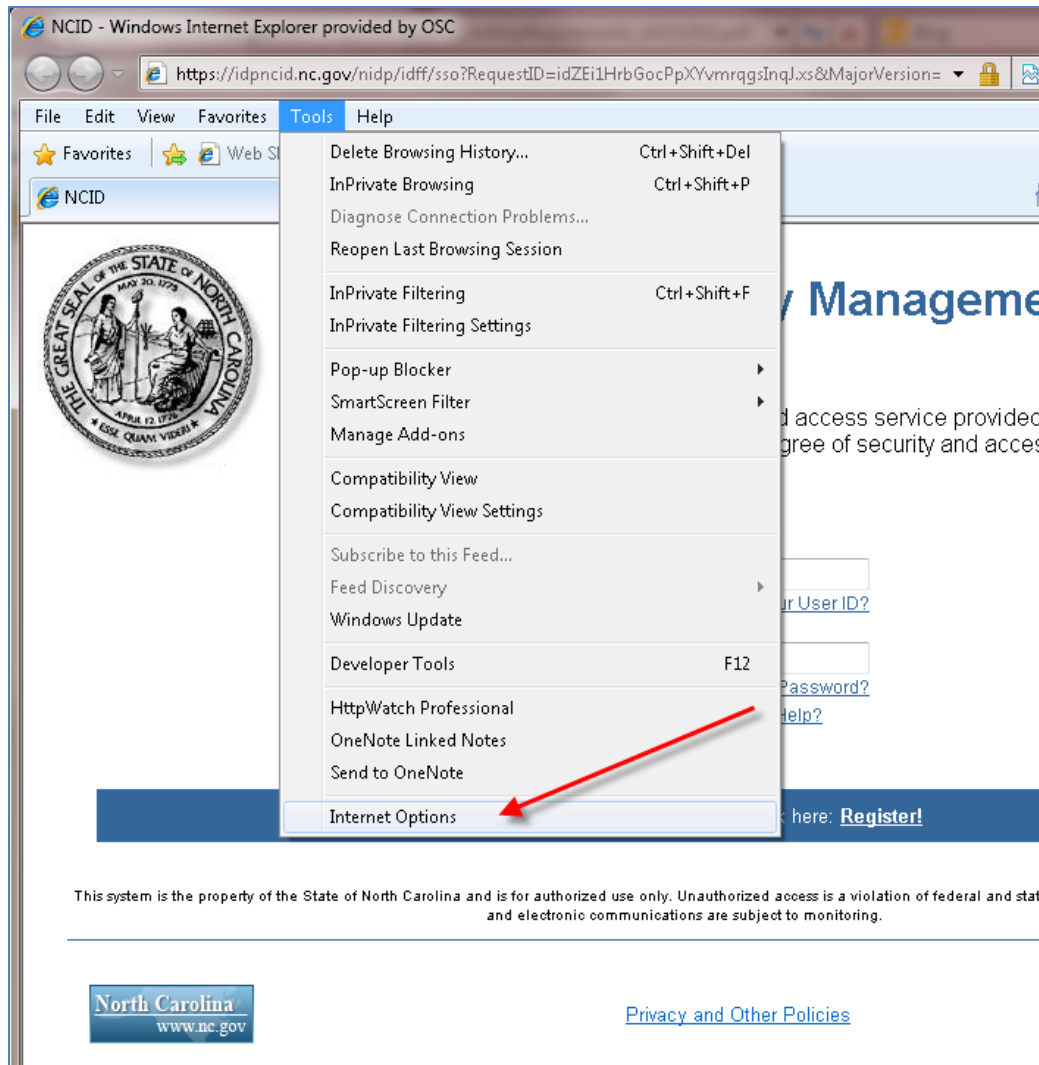
The add-on may be available for download via <http://get.adobe.com/flashplayer/>. An account with administrative privileges on your computer may be necessary in order to successfully install the add-on.

After installing the add-on, verify that it is enabled by going to the following: **Tools → Manage add-ons → Toolbars and Extensions → Shockwave Flash Object →** if the **Enable** button is shown, click it.

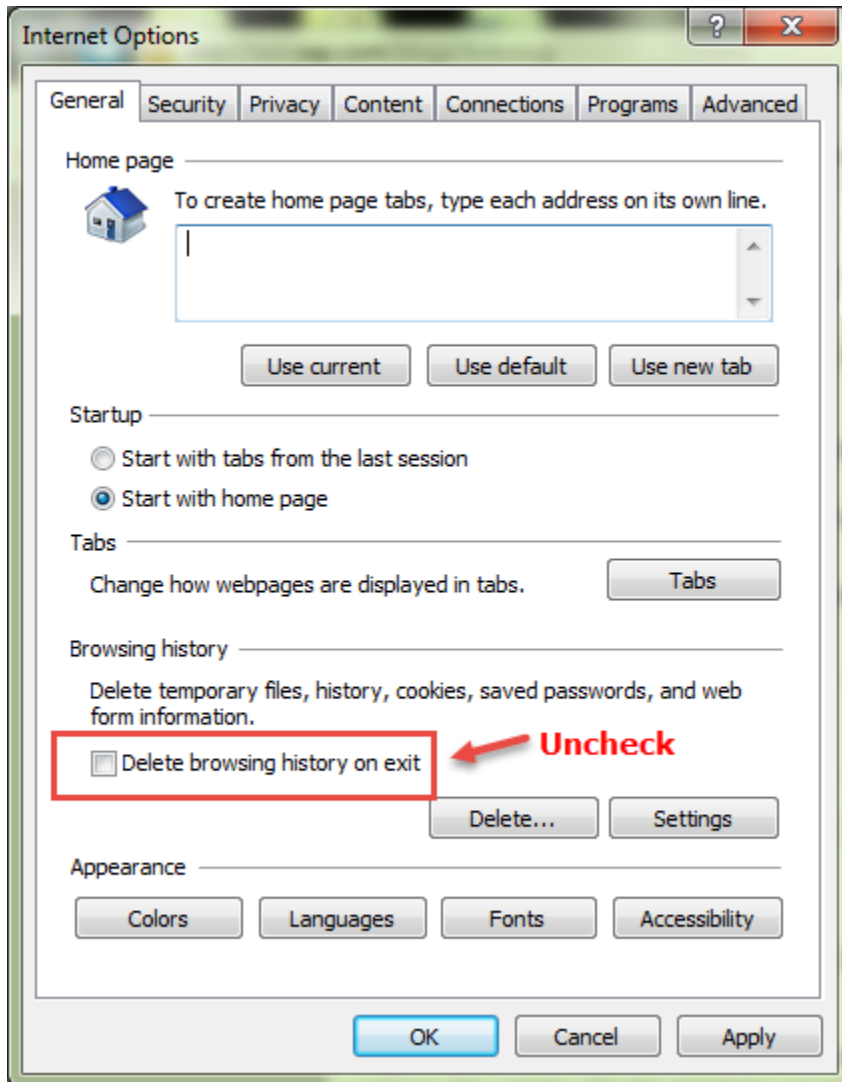


Internet Explorer Browser Settings

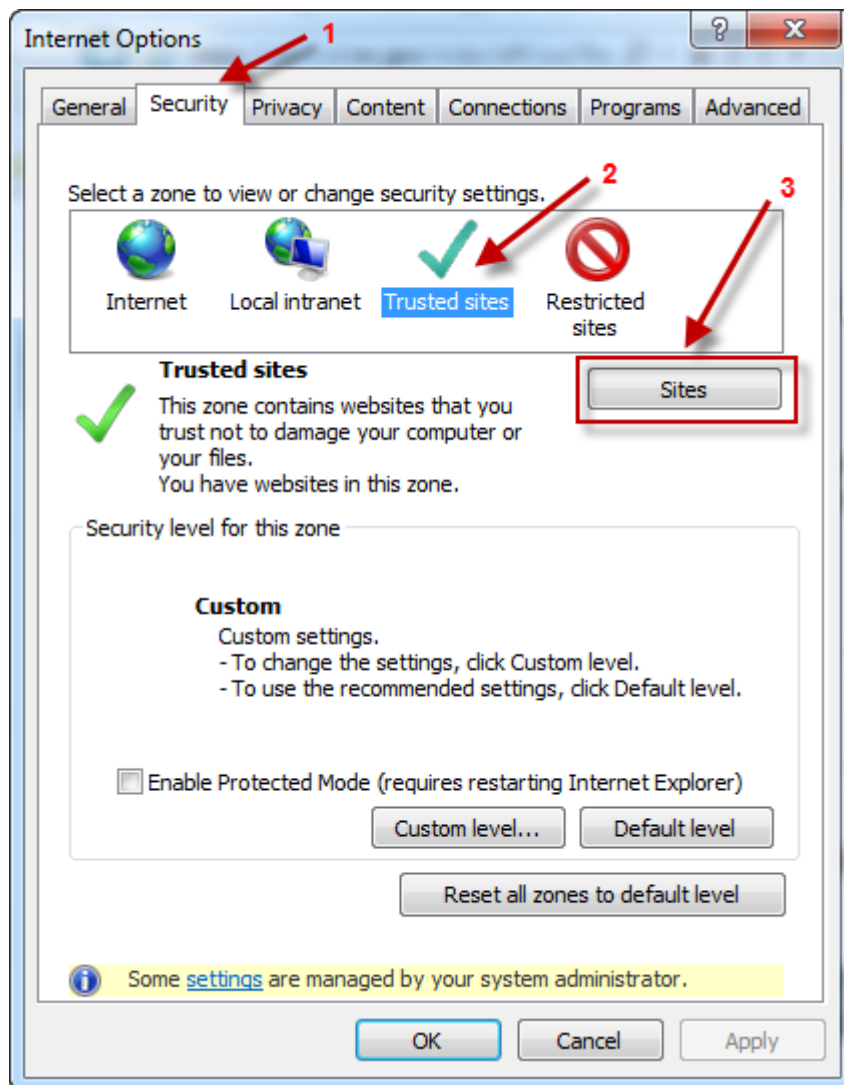
In the Internet Explorer browser window go to “Tools” → “Internet Options”



General tab →



Select the **"Security"** tab, **"Trusted sites"**, and then the **"Sites"** button



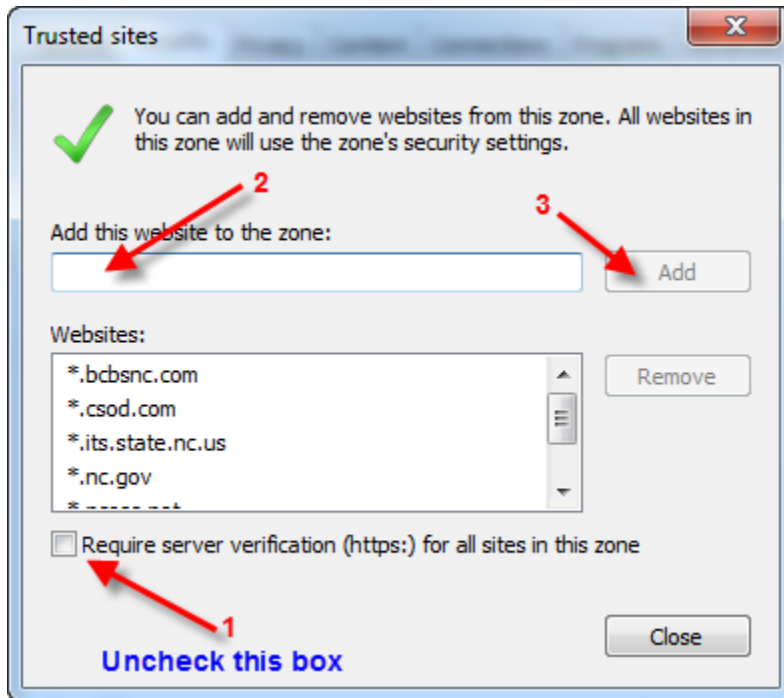
Add the following 3 entries in the “**Trusted sites**” then click **OK**:

*.nc.gov

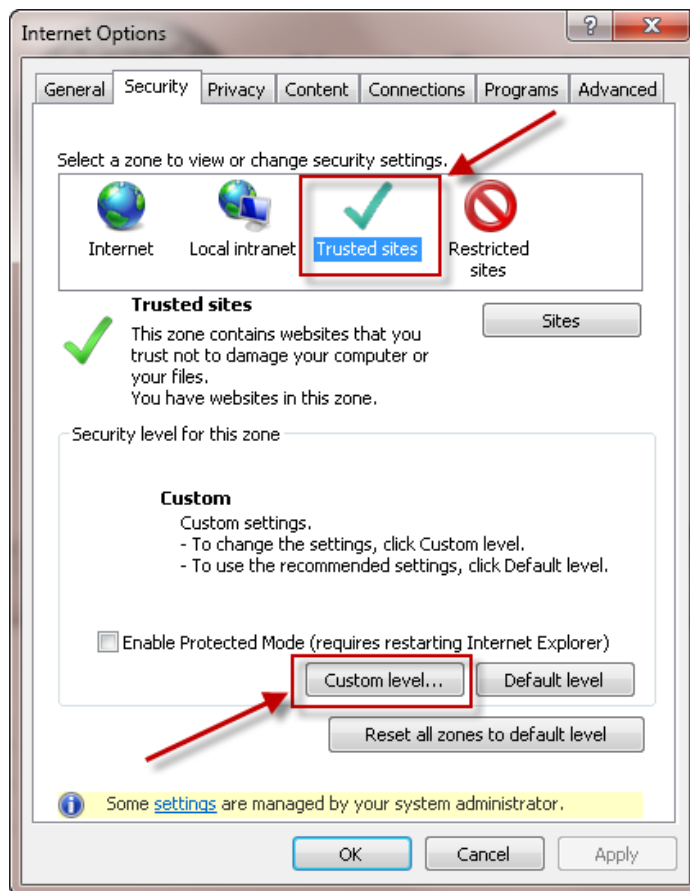
*.its.state.nc.us

*.csod.com (only if the end-user’s problem is regarding access to the NC Learning Center site)

NOTE: It may be necessary to uncheck the “*Require server verification (https:) for all sites in this zone*” checkbox first

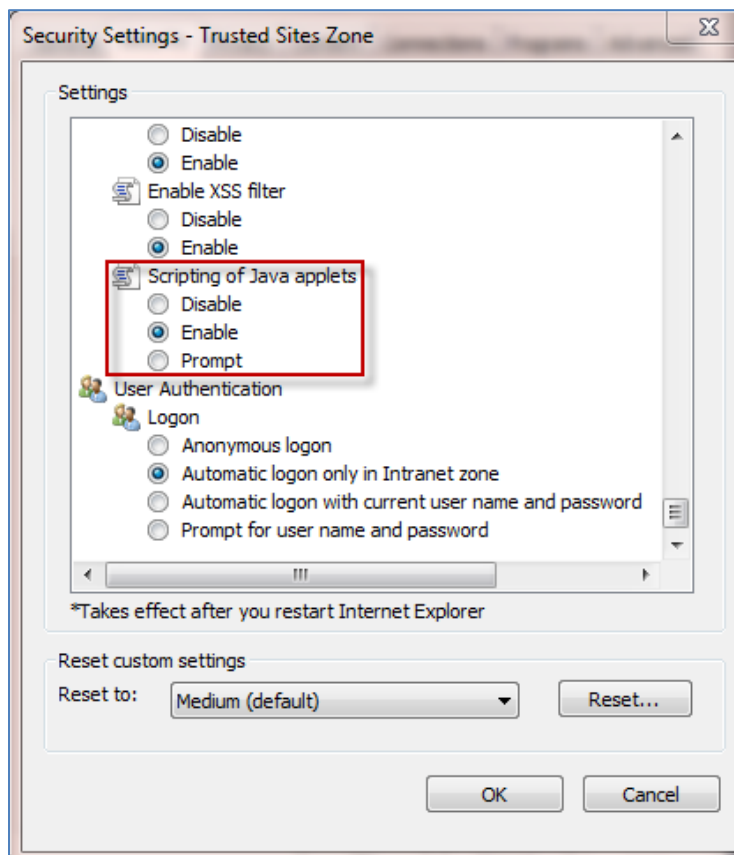


Be sure “**Trusted sites**” is still selected in the web content zone, then click “**Custom Level...**”.

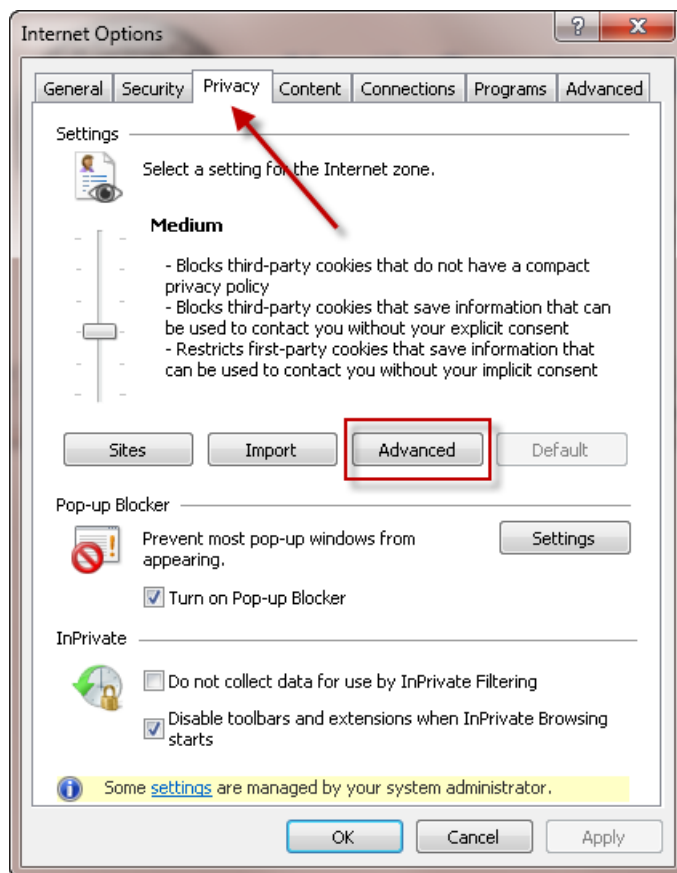


Scroll to “**Scripting**” and ensure this setting is enabled:

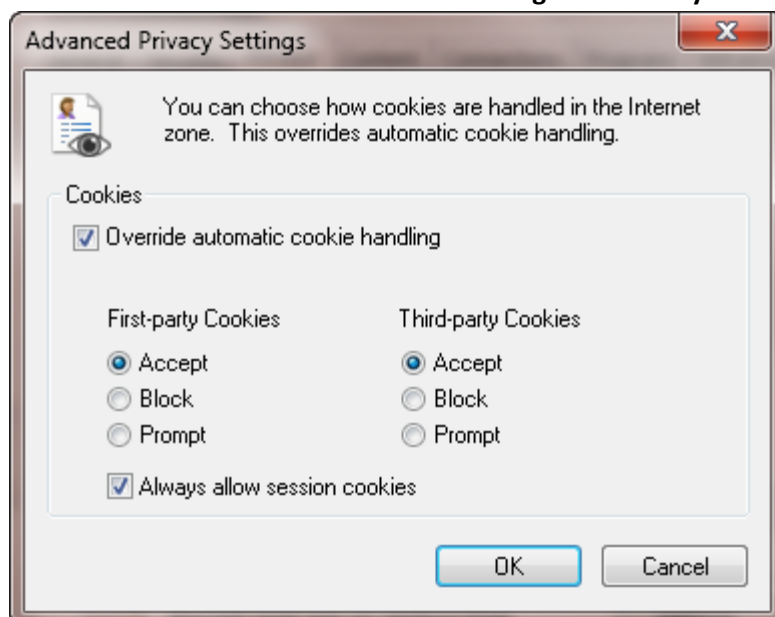
- Scripting of Java applets – Enable



Go to “**Privacy**” tab, and click “**Advanced**”



Ensure “**Override automatic cookie handling**” and “**Always allow session cookies**” are checked



If you have pop-up blocker enabled (it has a checkmark in the box beside “*Turn on Pop-up Blocker*” on the **Internet Options** → **Privacy** tab), please the modify settings to allow pop-ups for the following domains:

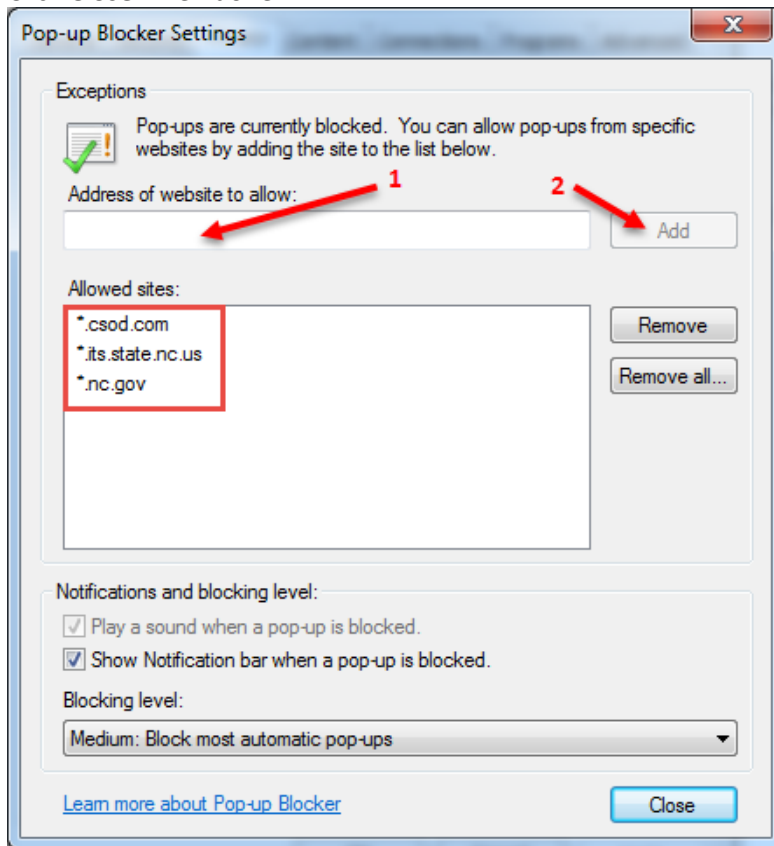
Go to the **Tools** menu, click “**Pop-up Blocker**,” click “**Pop-up Blocker Settings**,” and individually enter the following sites in the area labeled **Address of website to allow** and click the **Add** button after each entry:

*.nc.gov

*.its.state.nc.us

*.csod.com (only if the end-user’s problem is regarding access to the NC Learning Center site)

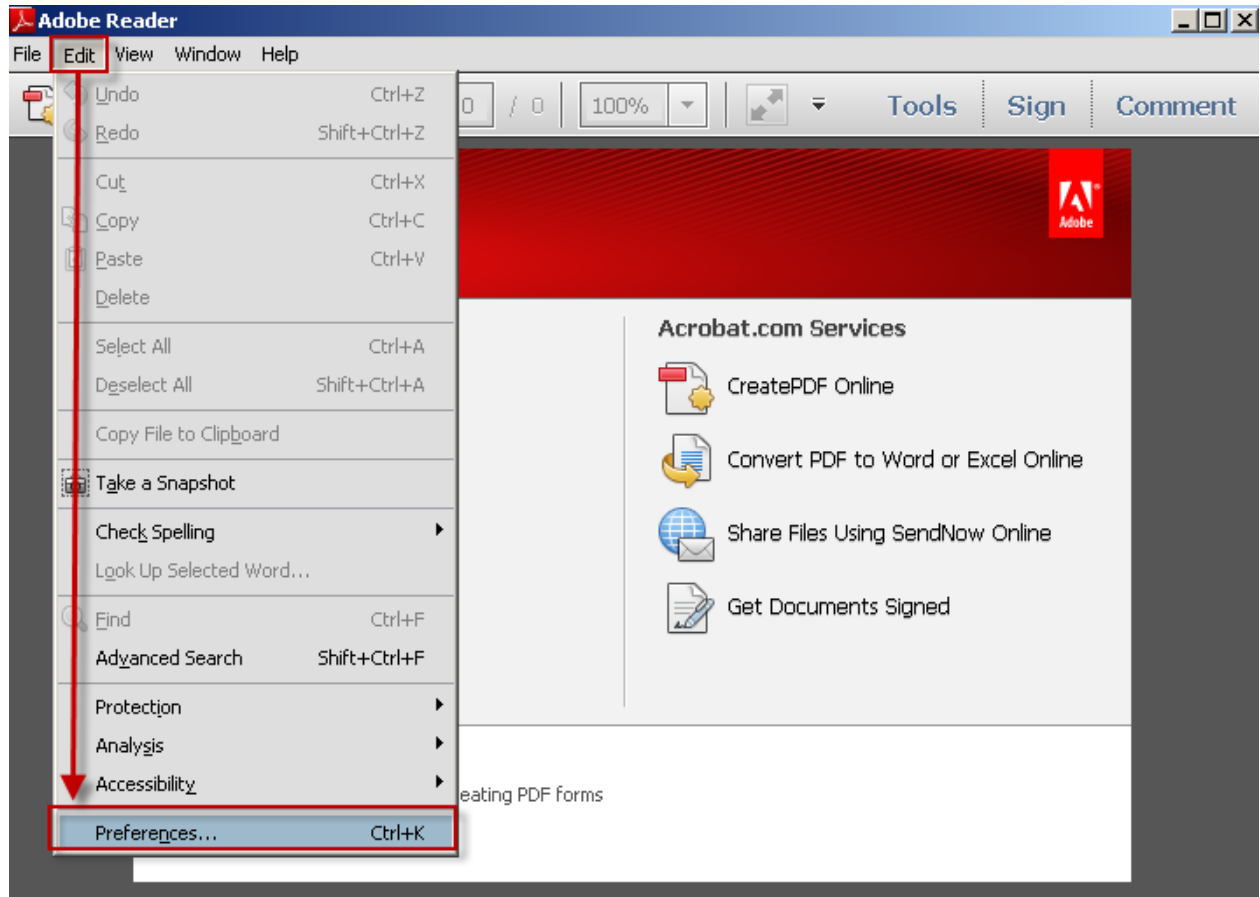
Click **Close** when done.



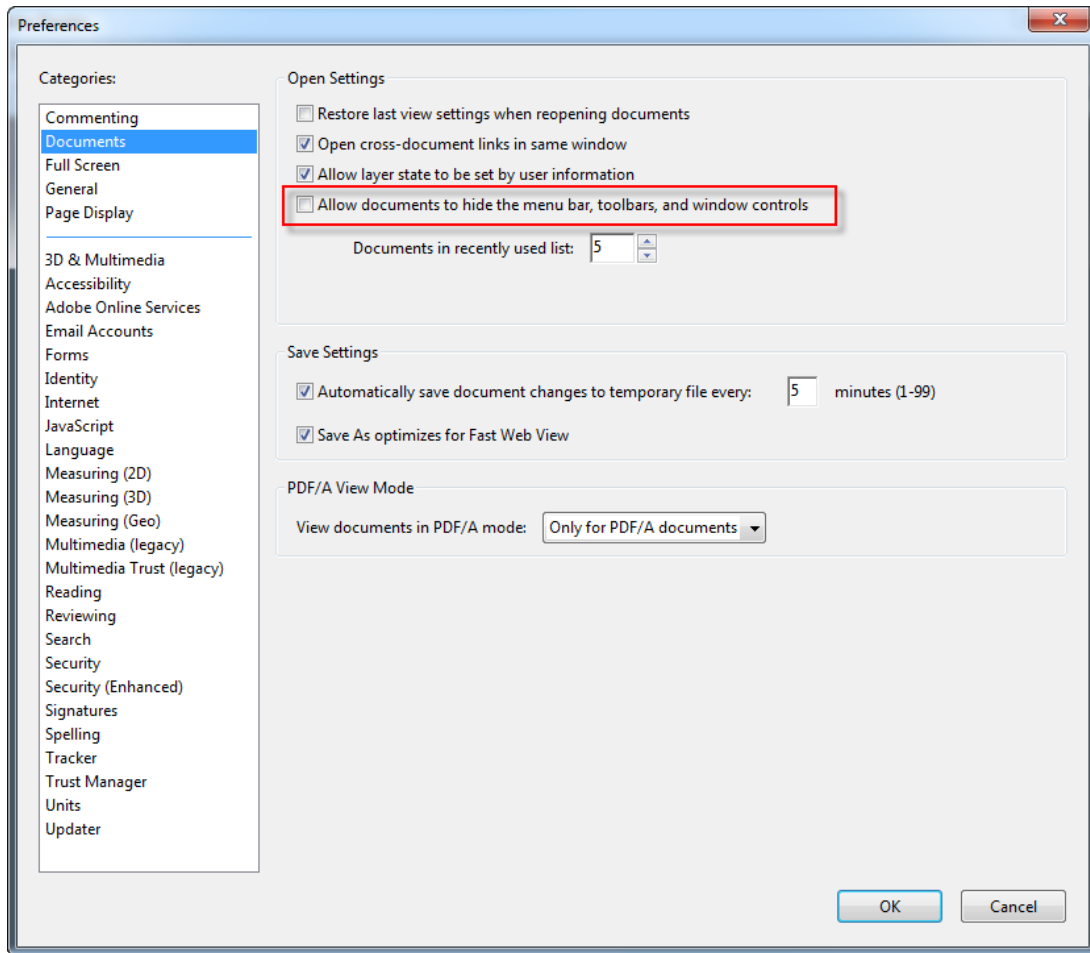
Click the **Close** button, close out of the Internet Options window, and then refresh your Internet Explorer browser window(s) by clicking the **View** → **Refresh** button or the **(F5)** key on your keyboard.

ADOBE READER SETTINGS:

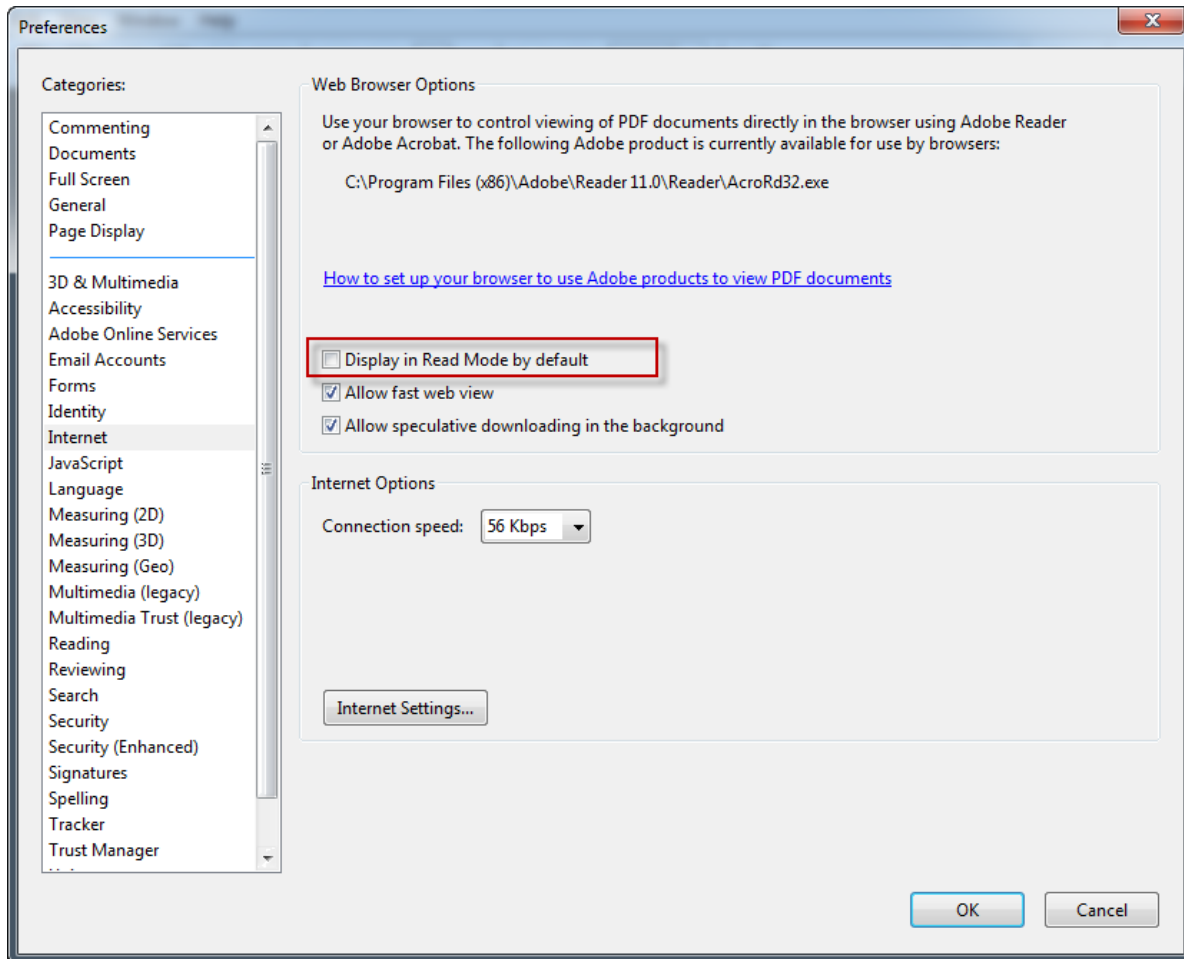
1. Close all IE/Firefox browsers.
2. Open the Adobe Reader X (**Start → All Programs → Adobe Reader**)
3. Click on **Edit → Preferences → Documents**



4. Uncheck the “Allow documents to hide the menu bar, toolbars, and window controls” checkbox:



5. Click on the “**Internet**” option and uncheck the *Display in Read Mode by default* checkbox:



6. Click **OK** when done. Open an Internet Explorer browser, login to the Integrated HR – Payroll System (formerly BEACON portal) and verify that the pay statement displays correctly.