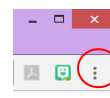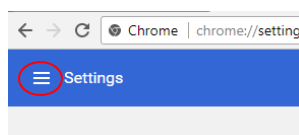# UltraTime Training Manual

Setting up as a Trusted Site

UltraTime will need to be set up as a Trusted Site on which ever browser you wish to access it through below are instructions to set it up for Chrome, Firefox and Internet Explorer.
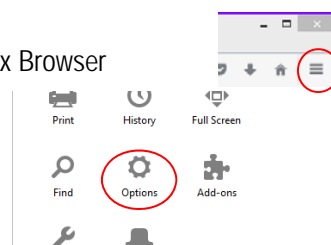
<u>Google Chrome:</u>
- Select the three dots for the tools in the upper right hand corner of your Google Chrome Browser
- Click Settings
    - o Then open the Settings Menu, by clicking on the three likes to the left of the screen next to "settings"
- Select Advanced > Privacy and Security
- Select Content Settings > Popups
    - o Under the **Allow** section, click **ADD** and enter https://timeclock.gvsu.edu/utev3/login.aspx
    - o Then click ADD

<u>FireFox:</u>
- Select the three dots for the tools in the upper right hand corner of your FireFox Browser
- Click Options
    - o On the left menu bar, select **Security**, then select **Exceptions**... under the General Section
    - o Enter https://timeclock.gvsu.edu/utev3/login.aspx, click Allow
    - o Then select **Save Changes**

<u>Internet Explorer:</u>
- Select your Tools Option in your Internet Explorer Browser
- Click **Internet Options**
- Select the **Privacy** tab
    - Under the Pop-up Blocker section, click **Settings**
    - o Enter https://timeclock.gvsu.edu/utev3/login.aspx, click Add
    - o Then select **Close** > **Apply** > **OK**