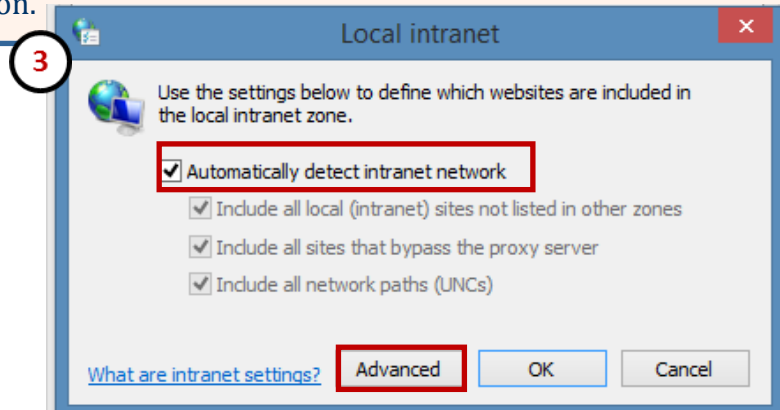


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1. Close all browser. From the **Start Menu** select **Control Panel**, then click **Internet Options**
2. From the “Internet Properties” pane, Click on the **Security** tab, select **Local Intranet** icon then select the **Sites** button.



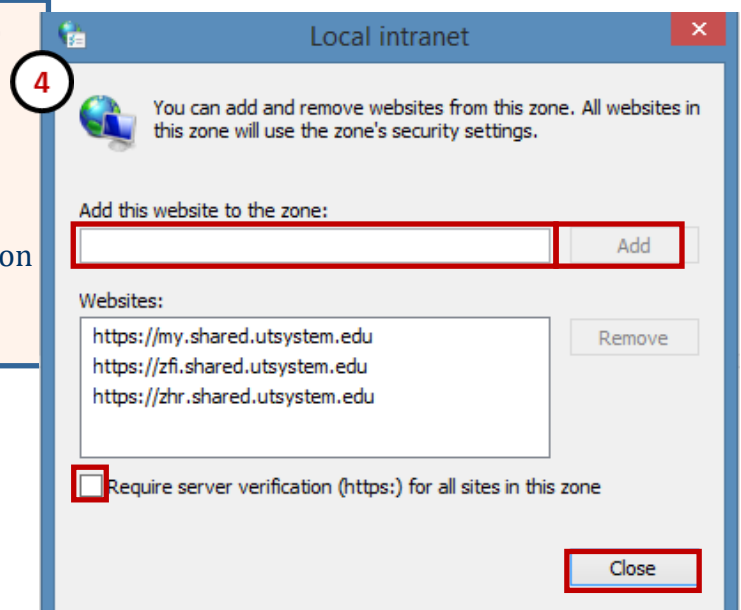
3. A “Local Intranet” box is displayed. Check the box next to “Automatically detect intranet network” and click the **Advance** button.



4. Add the following websites, by typing them, do not copy and paste:

- <https://my.shared.utsystem.edu>
- <https://zfi.shared.utsystem.edu>
- <https://zhr.shared.utsystem.edu>

Un-select the checkbox “Require server verification (https:) for all sites in this zone”. Click the **Close** button.



5. Click the **OK** button and select **OK** button again to exit Internet Properties.

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PeopleSoft Tip

- When downloading files, you may receive message below.
- At the bottom of your screen please select "Save" then "Save and Open". Excel sheet should automatically open.

https://zfi.shared.utsystem.edu/psc/ZFIPRD/view/_null_/5925d87a-5d7a-11e6-ba66-ded0 Budgets Overview zfi.shared.utsystem.edu

If the browser indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...".

Please close this window after download has completed ...

Do you want to open or save ps.xls from zfi.shared.utsystem.edu?

Open Save Cancel