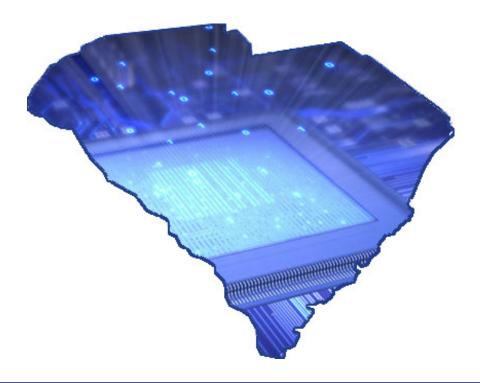


## **Technical Readiness Guide**



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#### Introduction

Employees will use the MySCEmployee website to access Employee Self-Service and Manager Self-Service. The purpose of this document is to provide agencies with the technical requirements and recommendations necessary for their employees to successfully access and use MySCEmployee.

#### **Agency Technical Requirements**

Desktop Equipment and Operating System

Minimum Desktop and Laptop Requirements			
Hardware/Memory:	<ul> <li>Pentium IV Compatible</li> <li>CPU:1GHz+, RAM 512MB, HD:1GB</li> </ul>		
Operating System:	Windows XP		
Browser:	• Internet Explorer 6, 7, or 8 <i>Note:</i> Other browsers, such as Mozilla and Safari are not supported.		
Related Applications	<ul> <li>Java Runtime Environment 1.5 (1.6 is also supported)</li> <li>Adobe Acrobat Reader Version 8.1 (9.1 recommended)</li> <li><i>Note:</i> Employees cannot access/display their paystub in MySCEmployee without Adobe Acrobat Reader.</li> </ul>		

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#### **Portal Browser Settings**

The following section outlines the recommended browser settings for Internet Explorer (IE).

Overview of Settings:

- Enable java scripts
- Enable ActiveX components
- Enable cookies
- The setting "Do not save encrypted files to disk" must be unchecked
- Deactivate the pop-up blocker for AND update the Trusted Sites

The following is a step-by-step review of the internet browser settings to be established:

#### Step 1

#### Open Internet Explorer and select Tools→Internet Options.

Alerts and Information - SAP NetWeaver Portal - Windows Internet Explore	r								
😧 💿 🔻 🏧 https://sapportalqas.sc.gov/irj/portal						•	🔒 😽 🗙	YahoolSearch	۶.
File Edit View Favorites Tools Help Links 🚼 iGoogle	<u>e</u> C	A Wily Intros	cope WebView adm Adm	89					
😭 💠 🖅 Alerts and Inform 📘 Delete Browsing History							A • 6	🛯 🔹 🆶 🔹 🔂 Pa	ige 🔹 🎯 Tools 👻 🔞 🔹
Diagnose Connection Problems									
Welcome Andrew Hooper Pop-up Blocker	۲							Help	Personalize   Log Off
Phishing Filter	•								
Welcome Employee Self-Ser Manage Add-ons	+	Customer	Content Administration	User Administration	System Administration	SRM	Home Admin	Self-Service Adminis	trator Content
Alerts and Information   Unit									
Subscribe to this Feed Feed Discovery	,							His	tory, Back Forward 🗏
Windows Update									
Welcome to My							Help	ful Links	
Internet Options MVSCEmployee is designed to empower employees by putting				and a state of the state of the state	to be the labor of a state		• SC.0		

#### Step 2

After the Internet Options box opens, select the **Security** tab, then click the **Trusted Sites icon ()**, followed by the **Sites** button.

Internet Options
General Security Privacy Content Connections Programs Advanced
Select a Web content zone to specify its security settings.
et Trusted stes Restricted sites
Trusted sites This zone contains Web sites to trust not to damage your computer or data
Security level for this zone
Custom Custom settings. - To change the settings. click Custom Level - To use the recommended settings, click Default Level
Custom Level Default Level
OK Cancel Apply

Step 3

Add the following websites to the Trusted Sites zone: https://sceisgateway.sc.gov https://sceisimage.sc.gov https://myscemployee.sc.gov https://ecpwebgui.sc.gov https://Uperform.sc.gov

After entering the websites, click the **Close** button.

Add  Add  Add  Remove  Remove Remo	in this zone will use the zone's security	
tp://*.sc.gov tp://*.sc.gov tp://*.bcbad.state.sc.us tp://*.bcbad.state.sc.us	d this Web site to the zone:	Add
tps://*.bcbad.state.sc.us tps://*.bcbad.state.sc.us	eb sites:	
	htp://*.sc.gov https://*.sc.gov http://*.bcbad.state.sc.us htps://*.bcbad.state.sc.us http://*.windowsupdate.com	Remove

#### Step 4

Ensure the Trusted sites is still selected in the Security tab, then click the **Custom Level** button.



Scroll to Active X controls and plug-ins and ensure the following settings are enabled:

- Download signed ActiveX controls Enable
- Download unsigned ActiveX controls Enable
- Run ActiveX controls and plug-ins Enable
- Script ActiveX controls marked safe for scripting Enable

Scroll to Downloads and ensure the following settings are enabled:

- · Automatic prompting for file downloads Enable
- File Download Enable
- Font Download Enable

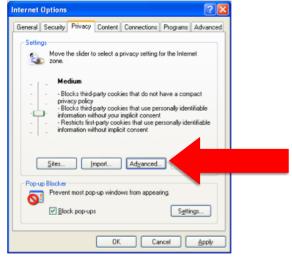
Scroll to Scripting and ensure the following setting is enabled:

• Scripting of Java applets – Enable

#### Step 5

Select the Privacy tab, then click the **Advanced** button. Ensure **Always allow session cookies** is checked. Click the OK button.





Technical Readiness and Requirements

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#### Step 6

Select the **Advanced** tab, then scroll down to **Security** section and ensure the **Do not save encrypted pages to disk** area is unchecked.

Internet Options	×
General Security Privacy Content Connections Programs Advanced	J.
<u>S</u> ettings:	
Just display the results in the main window  Just go to the most likely site	
Security Allow active content from CDs to run on My Computer	
Allow active content to run in files on My Computer Allow software to run or install even if the signature is invalid Check for publisher's certificate revocation	
Check for server certificate revocation (requires restart) Check for signatures on downloaded programs	
Do not save encrypted pages to disk	
Empty Temporary Internet Files folder when browser is closed Enable Integrated Windows Authentication (requires restart) Enable Profile Assistant	
Use SSL 2.0 Vse SSL 3.0	
Use TLS 1.0	
<u>R</u> estore Defaults	
OK Cancel Apply	

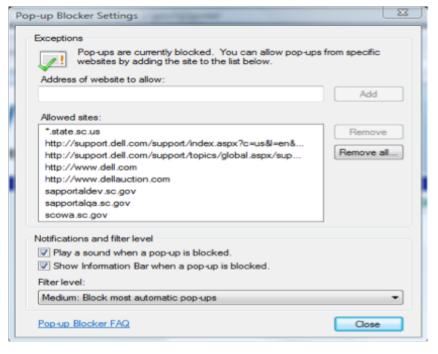
#### **Pop-Up Blocker**

If you have pop-up blocker enabled additional settings must be made. To access the pop-up blocker settings, go to *Tools*→*Pop-up Blocker*→*Pop-up Blocker* Settings.

If you have pop-up blocker enabled, please change settings to allow pop-ups for: https://sceisigateway.sc.gov https://sceisimage.sc.gov https://myscemployee.sc.gov https://ecpwebgui.sc.gov https://Uperform.sc.gov

Click the **Add** button after each entry, and refresh to accept browser settings.

- Click the Close button.
- Close out of the Internet Options window.
- Refresh you Internet Explorer browser window by clicking the **Refresh** button or the (F5) key on your keyboard.



#### **Firewall Considerations**

The MySCEmployee website will utilize port 443.

#### **Time Synchronization**

The client workstation time settings must be as accurate as possible, including correct timezone/daylight savings time. If workstation time is incorrect, navigation to certain portions of MySCEmployee will return errors. For IT Staff: DSIT servers hosting MySCEmployee user the NIST Internet Time Service. A list of NIST Internet Time Servers can be found at this link: http://tf.nist.gov/tf-cgi/servers. cgi

For questions regarding this document please contact the SCEIS Deployment Team at SCEISDeploy@sceis.sc.gov.