For Internet Explorer

When clicking on the link on the Position Info tab, it will be blocked unless the Ctrl key is held down. **You will also need to allow pop-ups on this site.** To stop this from happening, follow these steps:

Open Internet Options (while you are in PeopleSoft)

- Click Tools > Internet Options from the browser toolbar

Click on the Security tab

Change the security level for this zone to Medium-low.

Click on the green check, click on Sites and Add this website to the Trusted Website zone.

And then click on

Click **Custom level...**
Scroll down about a third of the way until you get to Downloads.

Under Automatic prompting for file downloads, click Enable.

So it will look like this:
- Automatic prompting for file downloads
  - Disable
  - Enable

Click OK.

Click Yes for this message.

Click OK again.
For FireFox

You will notice this message across the top of the screen

Firefox prevented this site from opening a pop-up window.

Click over on the right side

Click ‘Allow pop-ups for hrteller.uwyo.edu’
(or the web server for development hrppl-sftdev.uwyo.edu)