

POP-UP BLOCKERS MUST BE TURNED OFF WHEN USING PEOPLESOFT FOR SAVING OR PRINTING

To save or print .pdf files, pop-up blockers from your browser must be turned off prior to beginning the transaction. The user will need to start over from the beginning of the transaction if the Internet browsers or the tool bar pop-up blockers are NOT turned off.

Some users install Google Tool Bar, Yahoo or MSN Tool bar, if you do, you need to also turn off pop-up blockers on your selected tool bar.

Some browsers allow all the users to automatically allow pop-up from specific web sites. Once the browsers are set, then the user will always be able to get .pdf files or print without making any adjustments.

Disabling Pop-Up Blocker in Safari:

Earlier version of Safari: In the top menu click Safari (to the right of the Apple logo) then click "Block Pop-Up Windows."

For Safari 6 (OSX Mountain Lion): Choose **Safari > Preferences >** and then click **Security**

Turn off "**Block Pop-up Windows**"

If you see a check mark next to this then the blocker is enabled, if there's no check mark than the blocker is already disabled and something else is doing the blocking. (If you have a tool bar, that also needs to have pop-ups disabled.)

Internet Explorer: Changing Pop-Up Blockers

Pop-up Blocker limits or blocks pop-ups on sites that you visit. You can choose the level of blocking you prefer, turn on or off notifications when pop-ups are blocked, or create a list of sites that you don't want to block pop-ups on. Pop-up Blocker settings only apply to Internet Explorer for the desktop.

Turn Pop-up Blocker off

1. Open Internet Explorer for the desktop.
2. Tap or click the **Tools**  button, and then tap or click **Internet options**.
3. On the **Privacy** tab, under Pop-up Blocker, clear the **Turn on Pop-up Blocker** check box, and then tap or click **OK**.

Change Pop-up Blocker settings to always allow pop-ups for PeopleSoft and NYIT.edu

You choose to have pop-ups will appear only on the sites you want them to. Here's how:

1. Open Internet Explorer for the desktop.

2. Tap or click the **Tools**  button and then tap or click **Internet options**.
3. On the **Privacy** tab, under Pop-Up Blocker, tap or click **Sites**
4. **Address of website:** enter <https://psprd.nyit.edu>
5. Click on **ALLOW** button
6. Click **OK**.

Click on the links below for Chrome or Firefox (or type the link address in your browser)

[Firefox: Pop up Blockers settings, exceptions and troubleshooting](https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting)

[\[https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting\]](https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting)

[Chrome: Manage Pop-up blockers](https://support.google.com/chrome/answer/95472?hl=en)

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