Pop Up Settings

Many pages in PeopleSoft rely on your internet browser’s pop up functionality to load properly. If you’ve noticed an inability to open your paycheck, open SQR reports, open queries, or export data tables, your browser’s pop up settings are most likely disabled for PeopleSoft.

Below are instructions on configuring the pop up blocker in Chrome, Firefox, and Internet Explorer. If you have any questions about popup settings, please contact your Technical Consultant (TC) or the Help Desk. For Questions about PeopleSoft functionality, contact HRIT at 617 – 552 – 6420.

Google Chrome

Help Site: https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en
**Firefox**


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**Pop-up blocker settings**

To access the pop-up blocker settings:

1. Click the menu button and choose Options.
2. Select the Content panel.

- Under the Pop-ups section, uncheck the box next to Block pop-up windows to disable the pop-up blocker altogether.
- A click on Exceptions opens a dialog box with a list of sites that you want to allow to display pop-ups.
- The dialog box offers you the following choices:

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**Allowed Sites - Pop-ups**

You can specify which websites are allowed to open pop-up windows. Type the exact address of the site you want to allow and then click Allow.

Address of website: 

<table>
<thead>
<tr>
<th>Site</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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**Allow:** click this to add a website to the exceptions list.

**Remove Site:** Click this to remove a website from the exceptions list.

**Remove All Sites:** Click this to remove all of the websites in the exceptions list.

**Note:** Blocking pop-ups may not always work and may interfere with some websites. For more information, see the What are Pop-ups? section above.
Internet Explorer


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.

To turn Pop-up Blocker on or off

1. Open Internet Explorer, select the Tools button ☰, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.

Block all pop-ups

1. Open Internet Explorer, select the Tools button ☰, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select Settings.
3. In the Pop-up Blocker settings dialog box, under Blocking level, set the blocking level to High: Block all pop-ups (Ctrl + Alt to override).
4. Select Close, and then select OK.

Turn off notifications when pop-ups are blocked

1. Open Internet Explorer, select the Tools button ☰, and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select Settings.
3. In the Pop-up Blocker settings dialog box, clear the Show Notification bar when a pop-up is blocked check box.
4. Select Close, and then select OK.

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