Before You Access DOI LEARN

The steps for changing your browser settings should be used on every computer that you intend to use to access DOI LEARN. Before you access DOI LEARN, you will need to make adjustments to your computer to optimize its performance while using the application.

This document will show you how to:

- Check Internet Explorer 6.0 for Cookies and Scripting,

- Add DOI LEARN URL to the trusted sites area,

- Disable your Pop-Up blocker for the DOI LEARN site,

- Clear the Cache Using Internet Explorer 6.0,

- Configure your browser e-mail client, and

- Adjust your monitor resolution

First, the DOI LEARN minimum requirements: A number of the configuration settings contained in this document may require administrative rights to enable. Please contact your office's IT Help Desk to assist you with these settings prior to beginning.

MINUMUM SYSTEM REQUIREMENTS

- High speed Internet Connection (DSL, cable, ISDN 128)

  - Employees in remote areas with dial-up internet connectivity are recommended to take the paper or CD version of mandatory courses.

- Platform(s): Windows 9x/NT/ME/2000/XP, Mac, Linux and UNIX

- Browser: Internet Explorer 5.0 (or greater), or Netscape 6.01

- Flash 6.0 or greater plug-in

- Adobe Acrobat Reader 5.0 (or greater)

- Cookies, Java, and JavaScript Enabled (must support Java version 1.20 or higher and JavaScript 1.0 or higher)

  - Only one version of Java Virtual Machine should be enabled at a given time.

- 800 x 600 resolution at 32-bit color depth

- Audio card

- 233MMX megahertz minimum, 300MMX megahertz recommended

- 32 MB RAM minimum, 64 MB RAM recommended
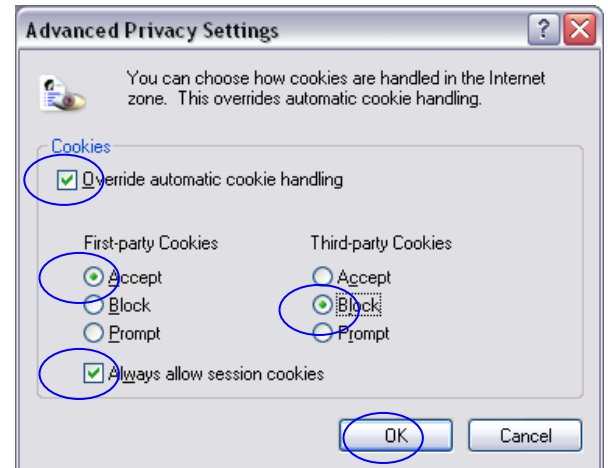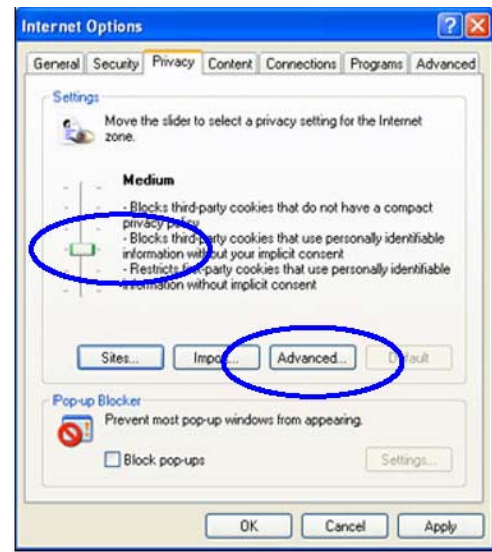
- 25-50 MB of available disk cache space

*Some courses and features may require special multimedia plug-ins and players (see Plug-in Installation Center in DOI LEARN), or require specific operating systems, browsers and java.

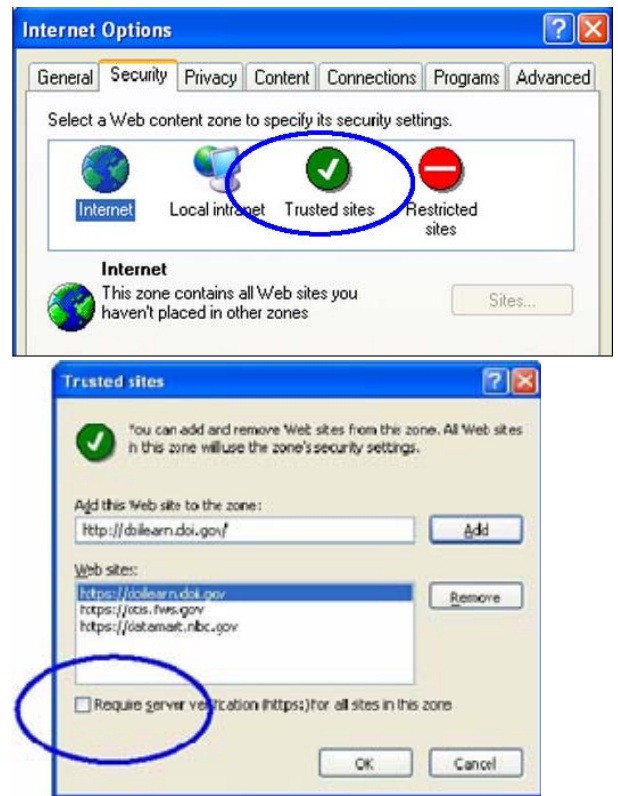**A. Check Internet Explorer 6.0 for Cookies**

1. Open your Internet browser

2. Under the **Tools** menu, select **Internet Options**.

3. Click the **Privacy** tab located on the top of the window.

4. Move the slider to **Medium**. If no slider exists, click the **Default** button.

5. Click the **Advanced** button.

6. Check the **Override automatic cookie**

7. Check the radio buttons to **Accept First-party Cookies** and **Block Third-party Cookies** and **Always allow session cookies**.

8. Click **OK** to return to the **Internet Options** Box and **leave Internet Options Box Open**
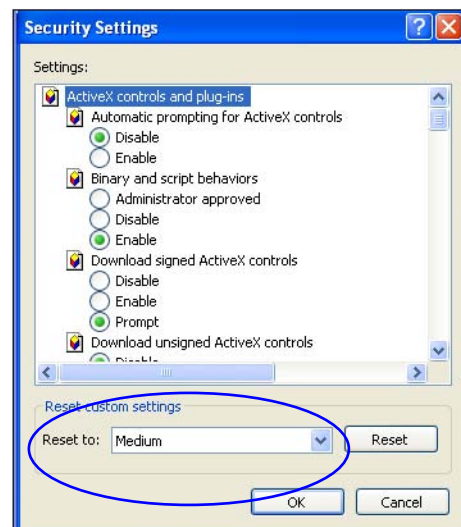
B. Add the DOI LEARN URL to the Trusted Sites zone.

1. Click the **Security** tab.

2. Click the **Trusted Sites** icon.

3. Click the **Sites** button.

4. Uncheck the **"Require server verification (https)…"**check box.

5. Under Add this Web site to the zone

   type the following web address:
   https://doilearn.doi.gov : Click **ADD**
   then type: http://doilearn.doi.gov   Click **ADD**

6. Recheck the "Require server verification (https)…" check box.

7. Click the **OK** button, Don't Close the window.

C. Check Internet Explorer 6.0 for Scripting

1. **From the Security** tab Click the **Trusted Sites** icon

2. Click the **Custom Level** button.

3. In Security Settings dialog box, in the **Reset to** drop-down, select **Medium**.

4. Click the **Reset** button.

5. At the prompt, click **Yes** to confirm the change.

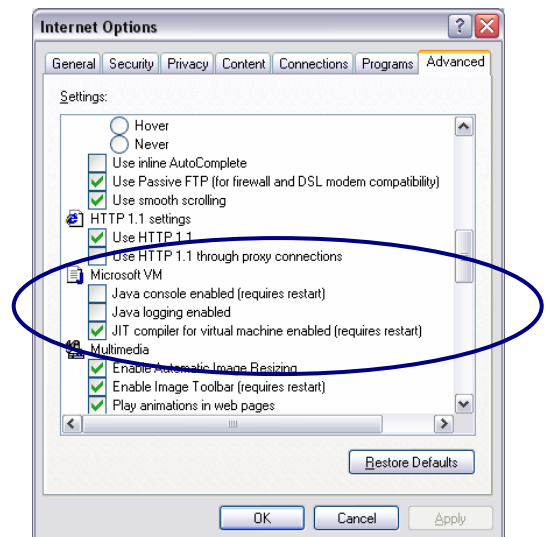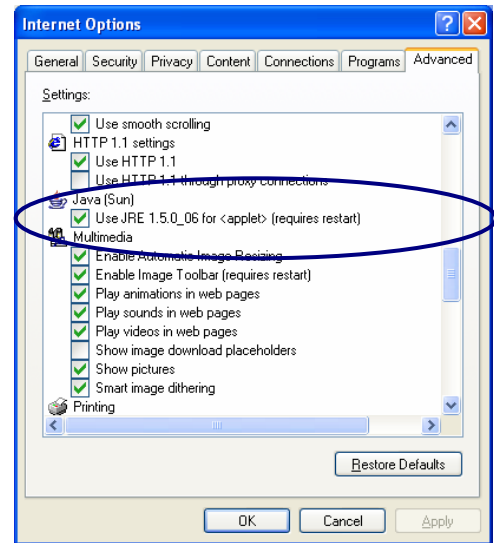6. Click **OK** to return to the **Internet Options Box** and leave Internet Options Box Open

Note: Please ensure that your settings apply to your Trusted DOI Learn sites **only** and not to the Internet in general.

D. Check Internet Explorer Java VM is Enabled

1. Click on the **Advanced** tab located on the top of the window.

2. Scroll down the list of configurations to the **Java (Sun)** section.

   a. If the configuration box beneath it does not contain a checkmark then click the box to enable "Use JRE 1.5.xx for <applet> (requires restart)"

3. If there was no section titled Java (Sun) scroll down to the **Microsoft VM** section.

   a. Click the box to enable "JIT compiler for virtual machine enabled (requires restart)".

4. If neither Java (Sun) nor Microsoft VM sections were found then an appropriate Java Virtual Machine will need to be installed on your computer. To do so, go to http://java.com/en/download/windows_xpi.jsp, and download Java.

   NOTE: Government computers may require administrator rights to download Java.

5. If both **Java (Sun)** and **Microsoft VM** are installed make sure all boxes are unchecked under the Microsoft VM heading and the single box *is* checked under **Java (Sun)**.

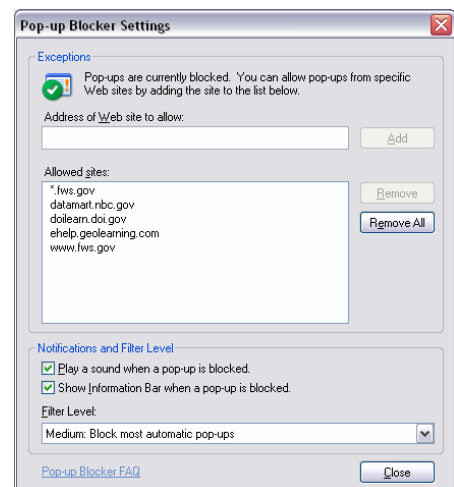6. Leave Internet Options window open for next steps.

E. If you have the Internet Explorer Pop Up Blocker enabled please disable Pop-ups for the DOI LEARN site

1. Click the **Privacy** tab.

2. In the Pop-up Blocker section of the window, Click the **Settings** button.

3. Type https://doilearn.doi.gov in the **'Address of Web site to Allow'** field

4. Click **Add.**

5. Click **Close** to save your settings.

Note: If you have additional internet toolbars (i.e. Google or Yahoo!), please be sure to disable the Pop Up Blocker within the tool bar.
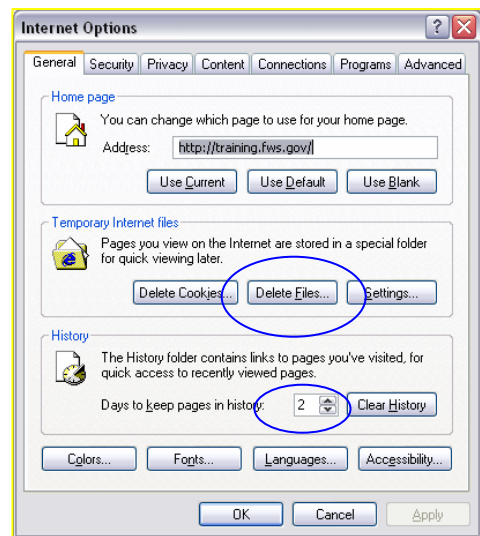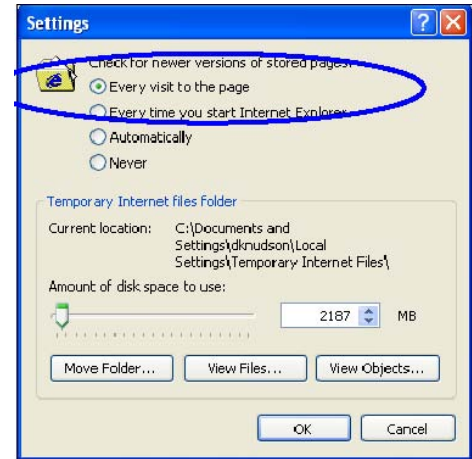
F. Keep Cache Cleared – change your settings

If the system is very slow or locks when trying to launch an application or course, you may need to clear your content cache.
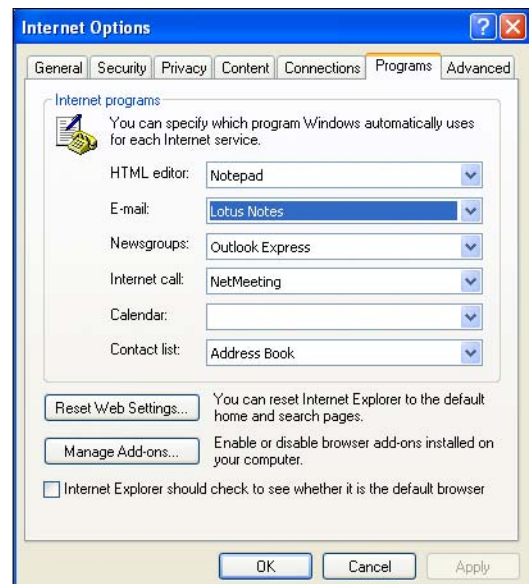
To Clear the Cache Using Internet Explorer 6.0

1. Click the **General** tab.

2. Under the Temporary Internet files section, click the **Settings** button.

3. In the settings dialog box, select the **Every visit to the page** option.

4. Click the **OK** button.

5. Under the Temporary Internet files section, click the **Delete Files** button. You can check the "Delete all offline content" if you wish.

6. Click the **OK** button. You may see an hourglass to wait for this step to complete. It may take a few minutes if you've never done this before.

7. Under the History section, set the **Days to keep pages in history** to 2.

G. To Set Your Browser E-mail Client
1. Click the **Programs** tab.

2. Click the drop-down arrow after **E-mail**. Chose the appropriate email client.

3. Click **Apply. (if already set correctly, skip this step)**

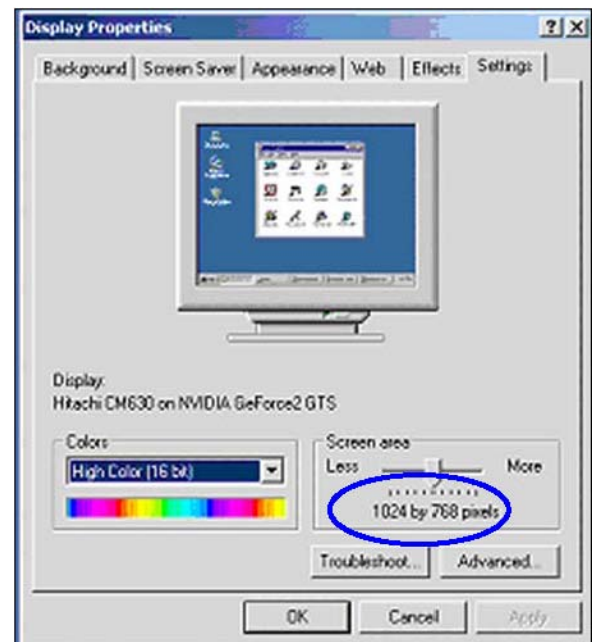4. Click **OK** to close the **Internet Options** box

5. Exit Internet Explorer.

H. Adjust Your Monitor Resolution –
Note: This is an optional step and will apply to your entire system. If your settings are set higher than the resolution below – do not change your settings.

1. **Minimize any open windows.**

2. **Right click** on your computer desktop.

3. Select **Properties**.

4. In the Display Properties dialog box, click on

    Settings tab.

5. Adjust slider to **800 x 600** resolution.

6. Click **Apply** then **OK**.

7. **Launch Internet Explorer.**

Note: If the minimum resolution setting causes an inconvenient amount of scrolling, you can change the setting to: 16 bit color, 1024 X 768 for Explorer or 1024x768 for Netscape.

Now you're ready. This should help you avoid any technical difficulties using DOI LEARN. Thank you for time and attention!