



## OSC BEACON

# Home PC Requirements

**If your home computer does not meet the following minimum requirements, then we cannot guarantee that you will be able to access the BEACON portal:**

### Personal Computer (PC) Minimum Requirements

- Personal computer (PC) with an Intel Pentium-compatible 1 gigahertz (GHz) processor
- Memory – 256 megabytes (MB) of RAM minimum
- Hard disk – 1 gigabyte (GB) of available hard disk space

### PC Software

- Operating System: Windows 2000, XP, Vista or Windows 7
  - Acrobat Reader: Version 5
  - Supported Browser: Internet Explorer 6.0 with Service Pack 1, Internet Explorer 7.0, Internet Explorer 8
- NOTE: Internet Explorer 8 BETA is NOT supported

### Portal Browser Settings

- Enable java scripts
- Enable cookies
- Deactivate pop-up blocker for **AND** add to Trusted Sites the following sites:
  - \*.nc.gov
  - \*.its.state.nc.us
  - \*.ncgov.net
  - \*.ncgov.noverant.com

If you're not sure which version of Microsoft Internet Explorer you are currently using, follow these easy steps:

1. Click on **Help** in your browser's toolbar.
2. Select **About Internet Explorer**.
  - A window will display browser information including the version number.

BEACON tests supported browsers extensively to ensure that you have the highest quality experience, and highest level of security. As a result, we support only the newest, most widely-adopted versions of Internet Explorer.

**Note: The following information is meant to help you gain access to the BEACON portal using your home computer. If you have reservations about making adjustments to your home computer, then we suggest you attempt to gain access to the BEACON portal through a state computer, which should already be properly configured. Please make sure to always protect your NCID password.**

If you are having problems accessing the portal from your home computer, following is a step-by-step review of internet settings which should be established:

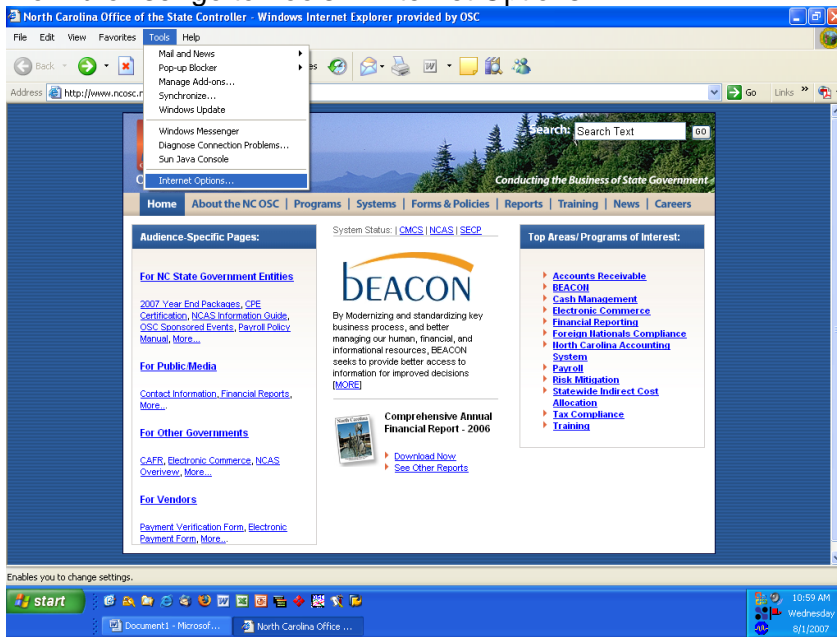


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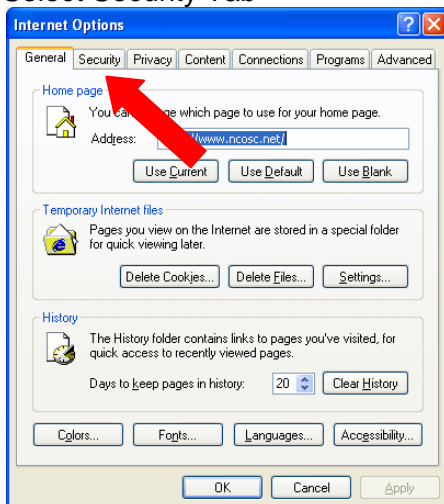
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### Internet Explorer Browser Settings

From browser go to Tools → Internet Options



### Select Security Tab

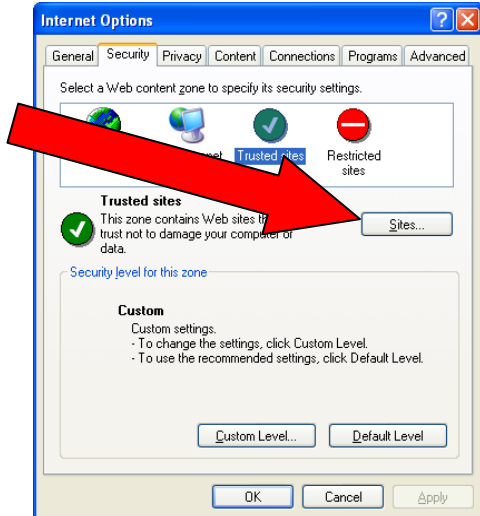




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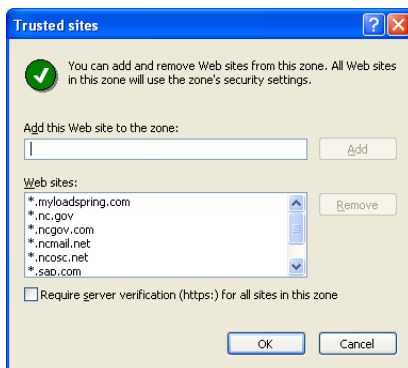
Click on Sites button



Add the following 4 entries in the Trusted sites then click OK:

**NOTE:** It may be necessary to uncheck the “Require server verification (https:) for all sites in this zone” checkbox first

- \*.nc.gov
- \*.its.state.nc.us
- \*.ncgov.net
- \*.ncgov.noverant.com



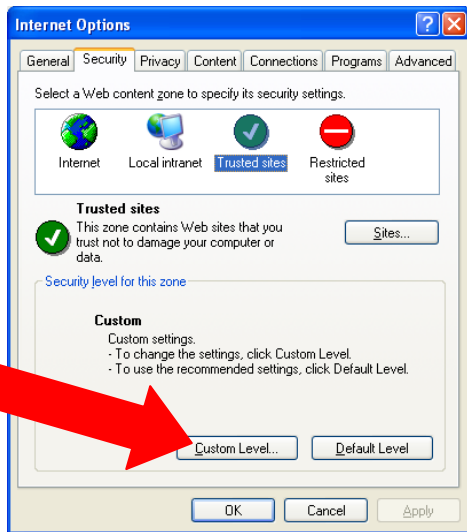


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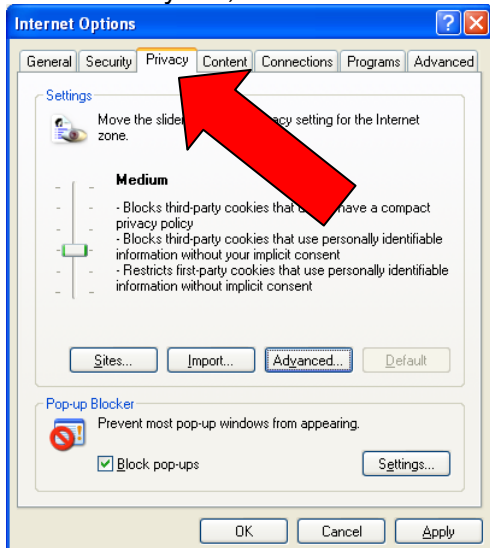
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Be sure “Trusted sites” is still selected in the web content zone, then click “Custom Level”. Scroll to **Scripting** and ensure this setting is enabled:

- Scripting of Java applets – Enable



Go to Privacy tab, and click “Advanced”





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Ensure “Always allow session cookies” is checked



If you have pop-up blocker enabled, please change settings to allow pop-ups for:

- \*.nc.gov
- \*.its.state.nc.us
- \*.ncgov.net
- \*.ncgov.noverant.com

To do this go to Tools, click “Pop-up Blocker,” click “Pop-up Blocker Settings,” and then paste the following sites in the area labeled *Address of website to allow*:

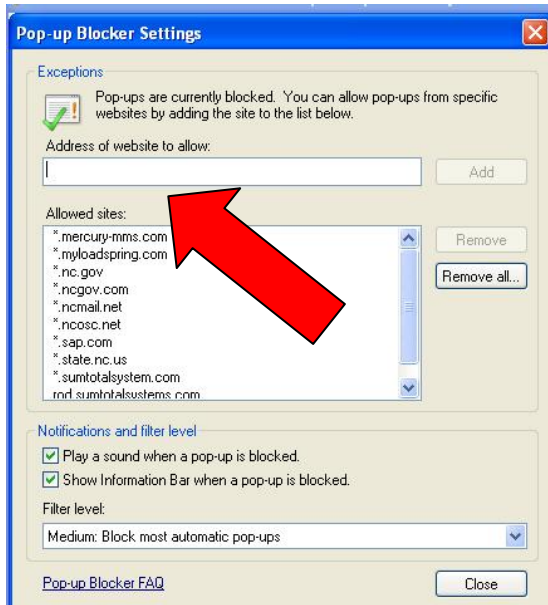
- \*.nc.gov
- \*.its.state.nc.us
- \*.ncgov.net
- \*.ncgov.noverant.com

For Internet Explorer **version 6** and in some version(s) of Internet Explorer **version 7**:

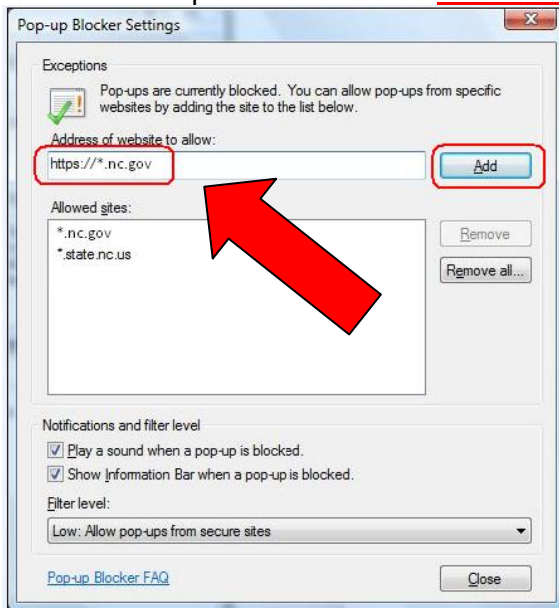


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For Internet Explorer version 7.0.6000.16609 and Internet Explorer 8:



**NOTE:** For Internet Explorer version 7.0.6000.16609 and Internet Explorer 8, **type in:**  
[https://\\*.nc.gov](https://*.nc.gov), then click the “Add” button  
[https://\\*.its.state.nc.us](https://*.its.state.nc.us), then click the “Add” button  
[https://\\*.ncgov.net](https://*.ncgov.net), then click the “Add” button  
[https://\\*.ncgov.noverant.com](https://*.ncgov.noverant.com), then click the “Add” button



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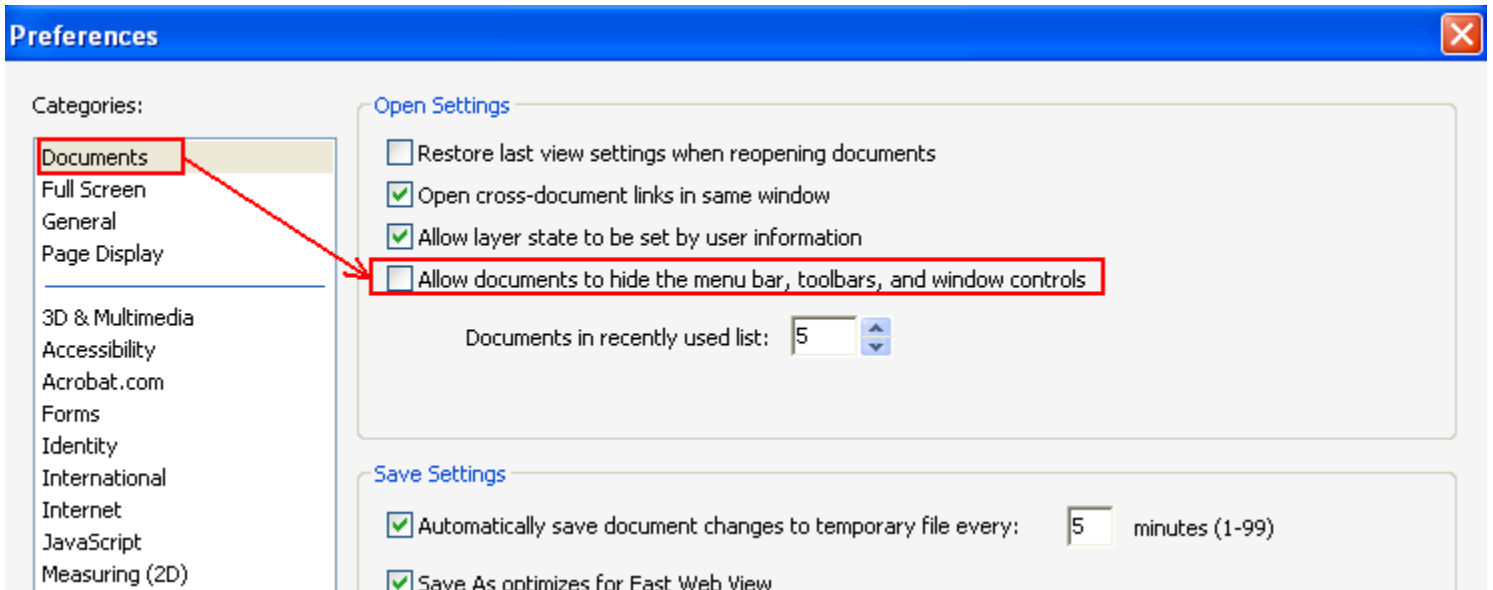
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Click the Close button, close out of the Internet Options window, and then refresh your Internet Explorer browser window(s) by clicking the Refresh button or the (F5) key on your keyboard.

### ADOBE READER X CONFIGURATIONS:

In order to enable PCs using Adobe Reader X to access the Adobe toolbar while in the BEACON portal, make the following configuration settings:

1. Close all IE/Firefox browsers.
2. Open the Adobe Reader X (Start à All Programs à Adobe X)
3. Click on Edit à Preferences
4. Uncheck the “*Allow documents to hide the menu bar, toolbars, and window controls*” checkbox

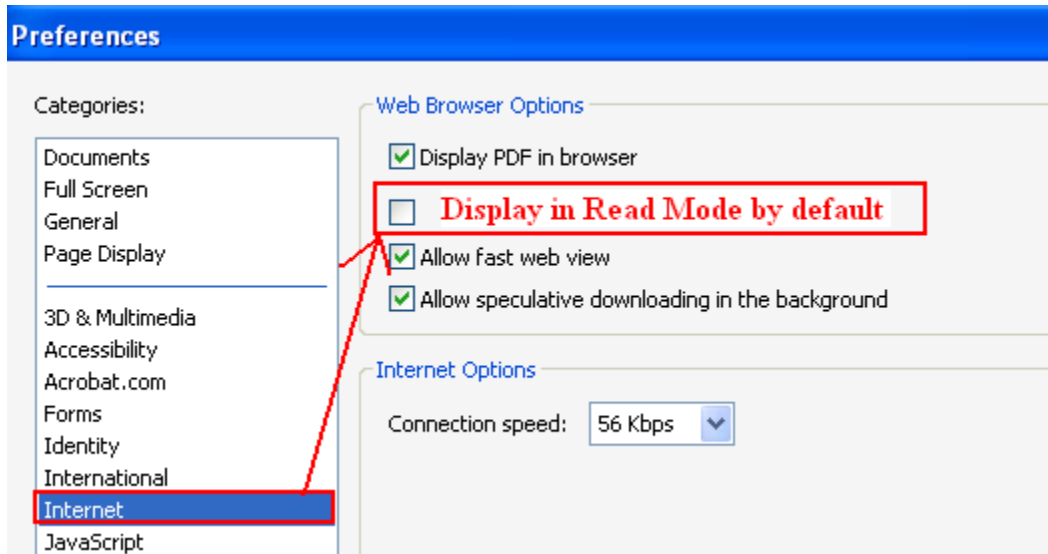




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5. Click on the “Internet” option and uncheck the following box:



6. Click OK when done. Open IE and view your pay statement again.