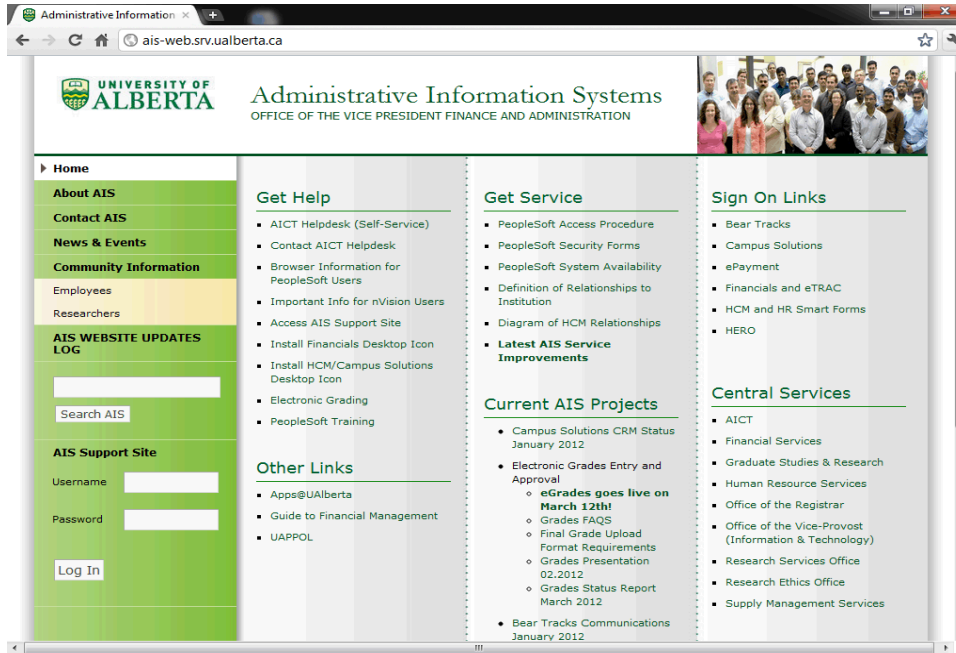


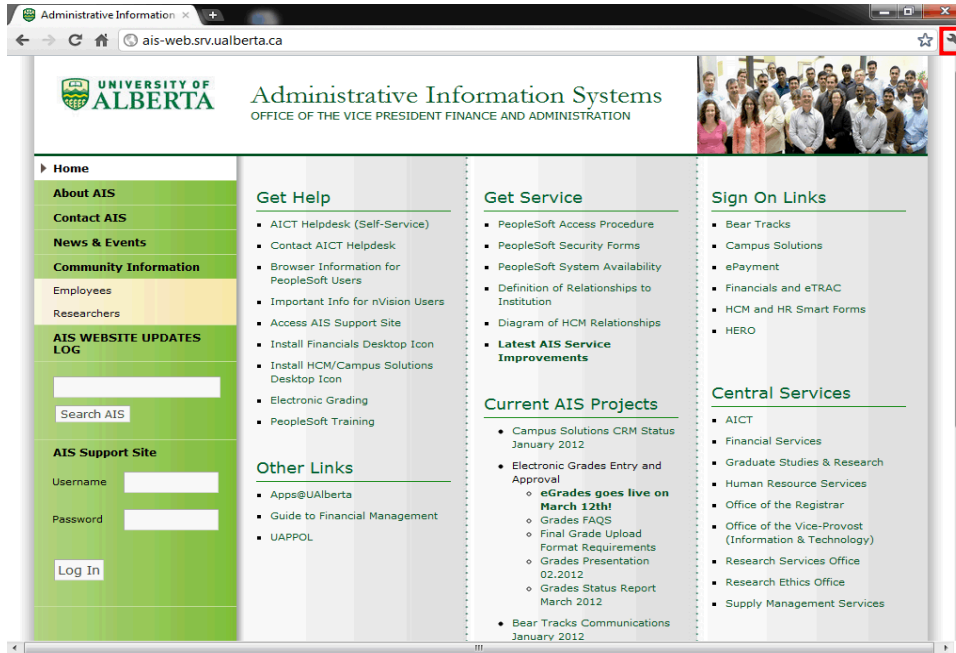
Allowing Bear Tracks pop-ups in Google Chrome



The screenshot shows a web browser window with the URL `ais-web.srv.ualberta.ca`. The page header includes the University of Alberta logo and the text "Administrative Information Systems OFFICE OF THE VICE PRESIDENT FINANCE AND ADMINISTRATION". A group photo of staff is visible in the top right. The main content area is organized into several columns:

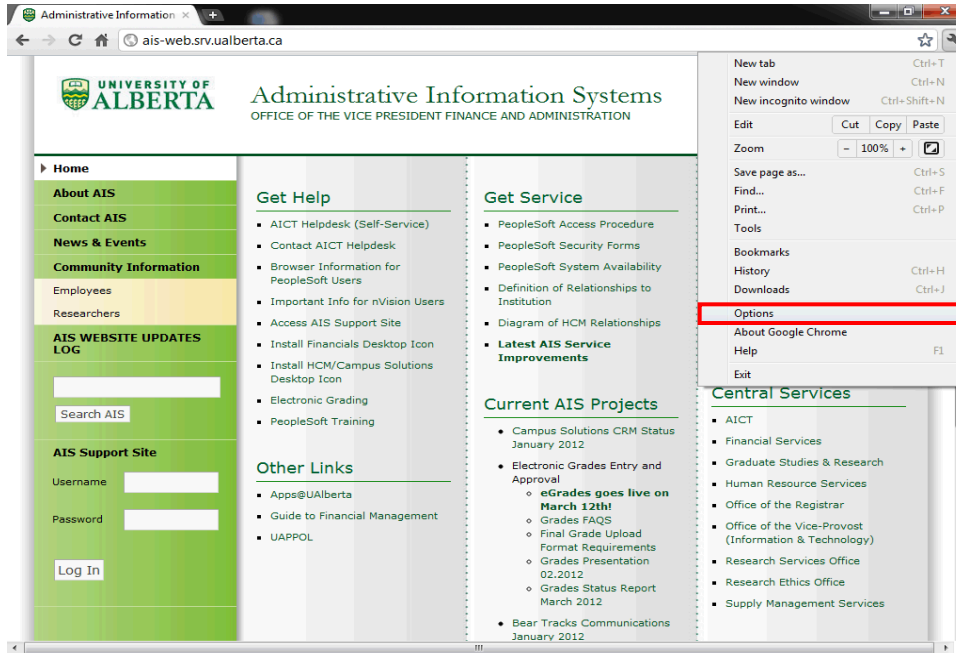
- Home** (left sidebar):
 - About AIS
 - Contact AIS
 - News & Events
 - Community Information
 - Employees
 - Researchers
 - AIS WEBSITE UPDATES LOG
 - Search AIS
 - AIS Support Site
 - Username
 - Password
 - Log In
- Get Help** (middle column):
 - AICT Helpdesk (Self-Service)
 - Contact AICT Helpdesk
 - Browser Information for PeopleSoft Users
 - Important Info for nVision Users
 - Access AIS Support Site
 - Install Financials Desktop Icon
 - Install HCM/Campus Solutions Desktop Icon
 - Electronic Grading
 - PeopleSoft Training
- Get Service** (middle column):
 - PeopleSoft Access Procedure
 - PeopleSoft Security Forms
 - PeopleSoft System Availability
 - Definition of Relationships to Institution
 - Diagram of HCM Relationships
 - Latest AIS Service Improvements
- Current AIS Projects** (middle column):
 - Campus Solutions CRM Status January 2012
 - Electronic Grades Entry and Approval
 - eGrades goes live on March 12th!
 - Grades FAQs
 - Final Grade Upload Format Requirements
 - Grades Presentation 02.2012
 - Grades Status Report March 2012
 - Bear Tracks Communications January 2012
- Sign On Links** (right column):
 - Bear Tracks
 - Campus Solutions
 - ePayment
 - Financials and eTRAC
 - HCM and HR Smart Forms
 - HERO
- Central Services** (right column):
 - AICT
 - Financial Services
 - Graduate Studies & Research
 - Human Resource Services
 - Office of the Registrar
 - Office of the Vice-Provost (Information & Technology)
 - Research Services Office
 - Research Ethics Office
 - Supply Management Services
- Other Links** (bottom left):
 - Apps@UAlberta
 - Guide to Financial Management
 - UAPPOL

In this topic you will learn how to allow Bear Tracks pop-up windows in the Google Chrome browser.



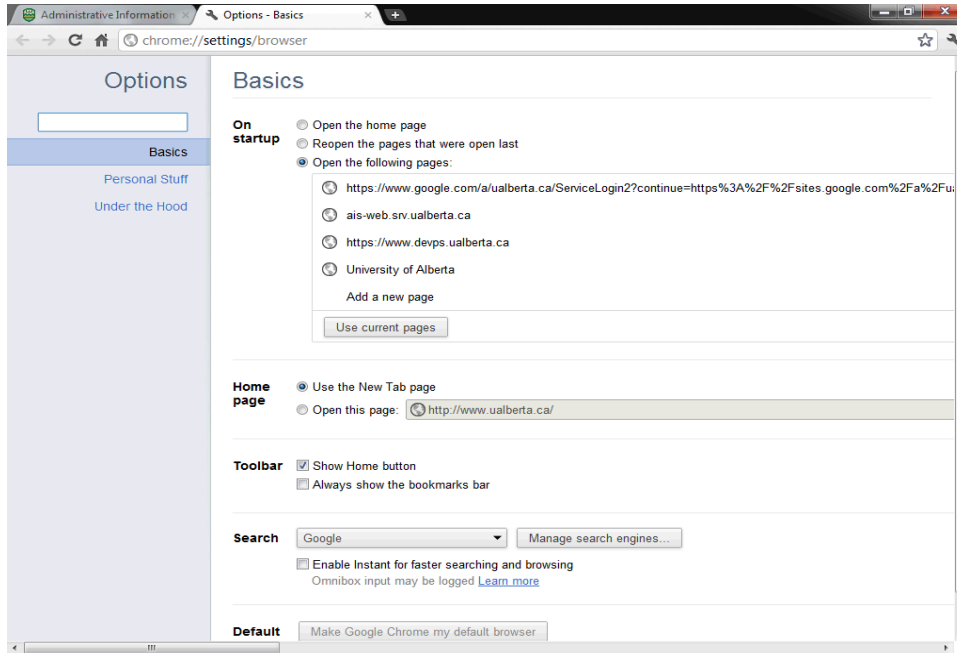
Step 1

Click the **Customize and control Google Chrome** dropdown button to activate the menu.



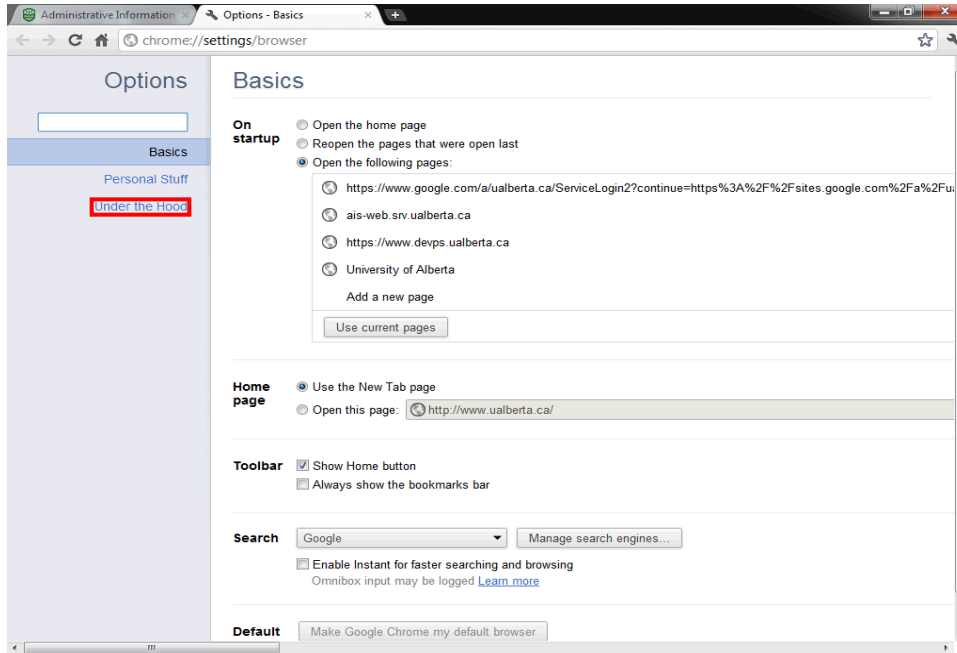
Step 2

Click the **Options** menu.



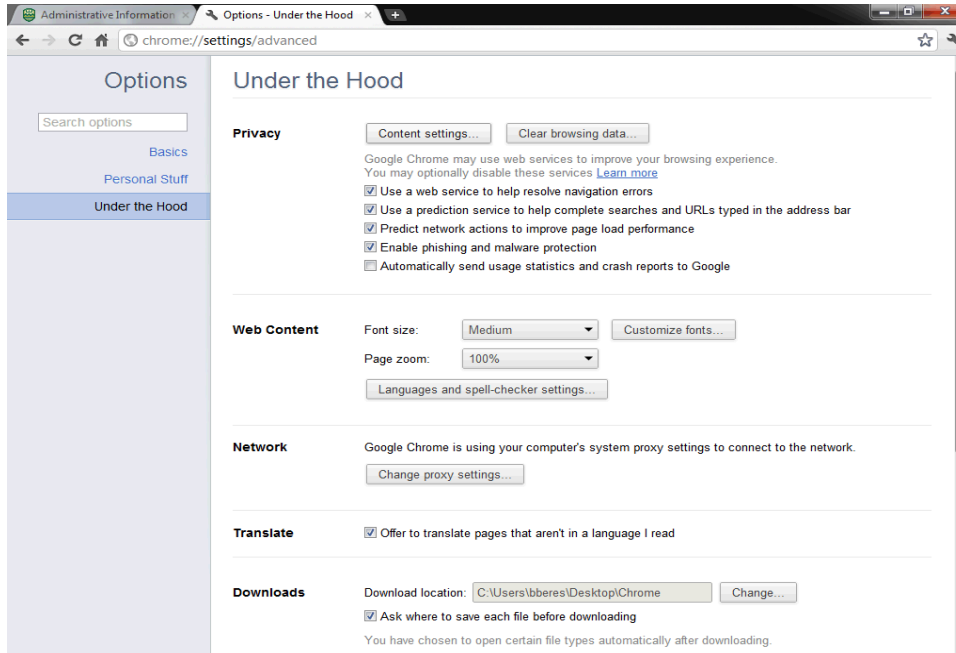
Step 3

The **Options > Basics** menu will open.



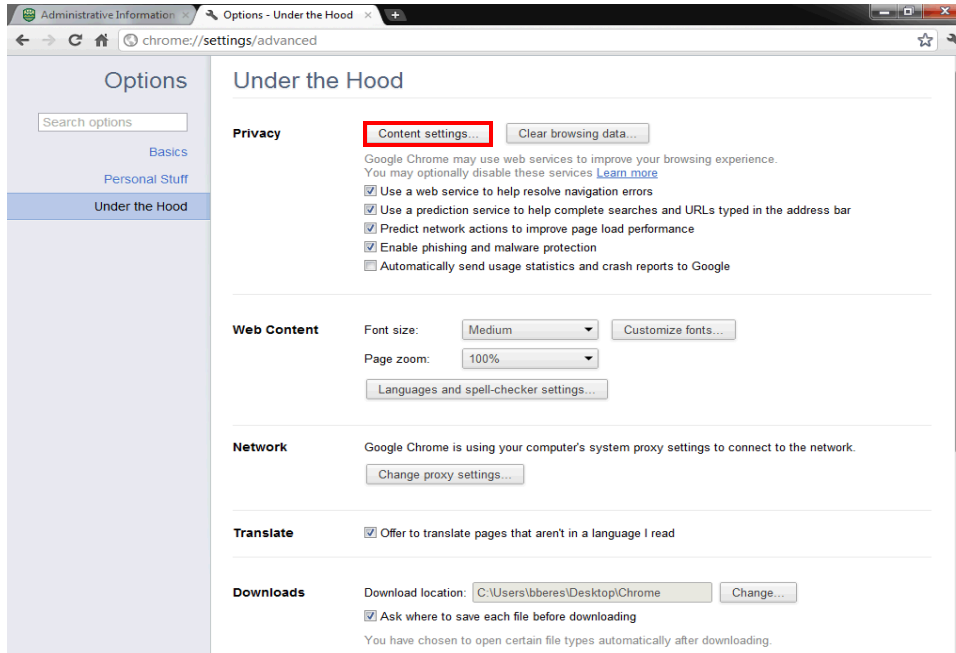
Step 4

Click the **Under the Hood** link.



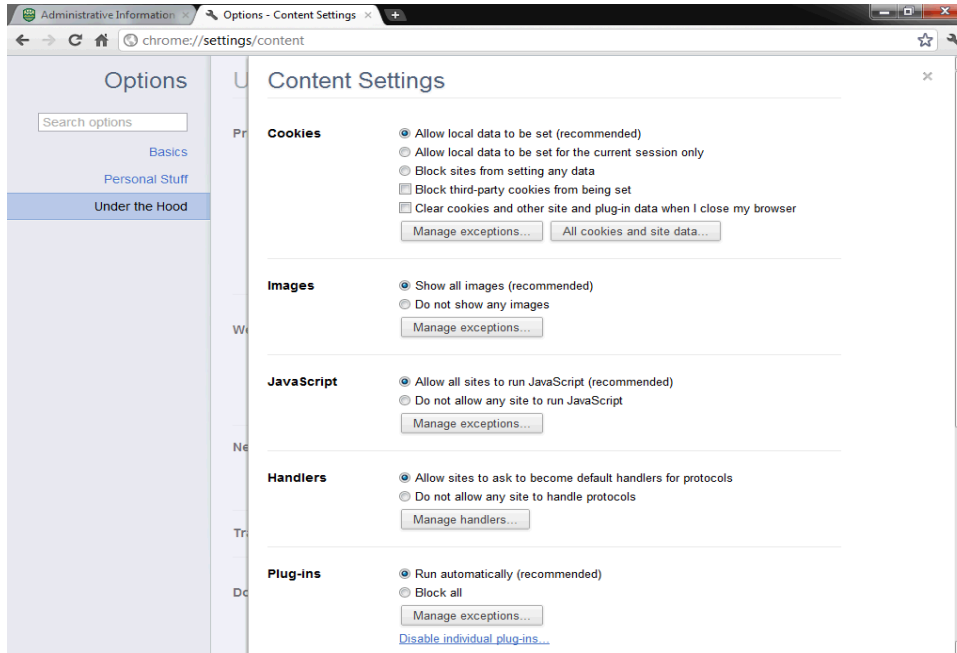
Step 5

The **Options > Under the Hood** menu will open.



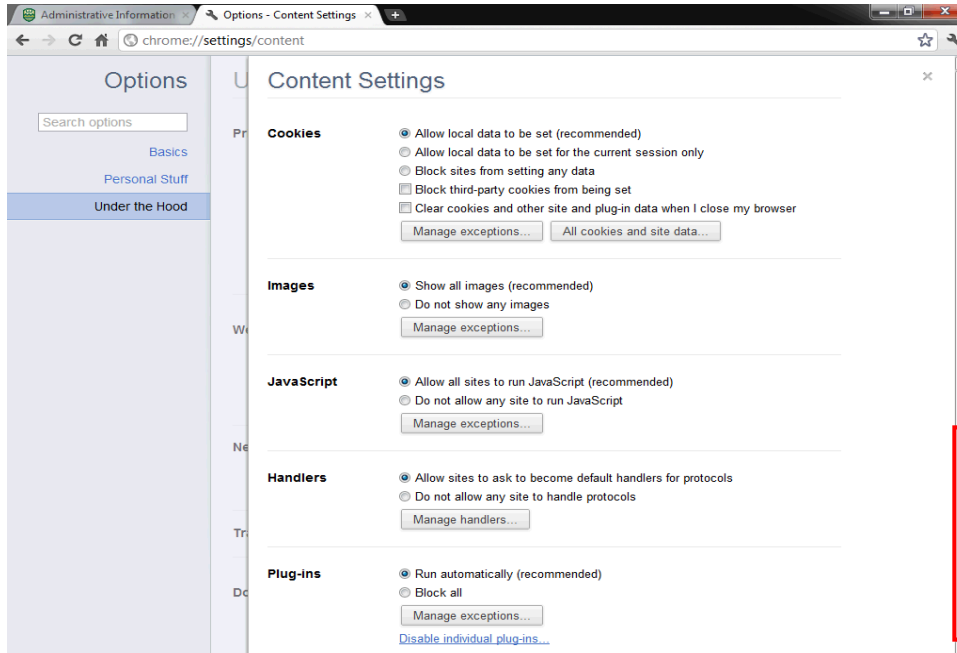
Step 6

Click the **Content settings...** button.



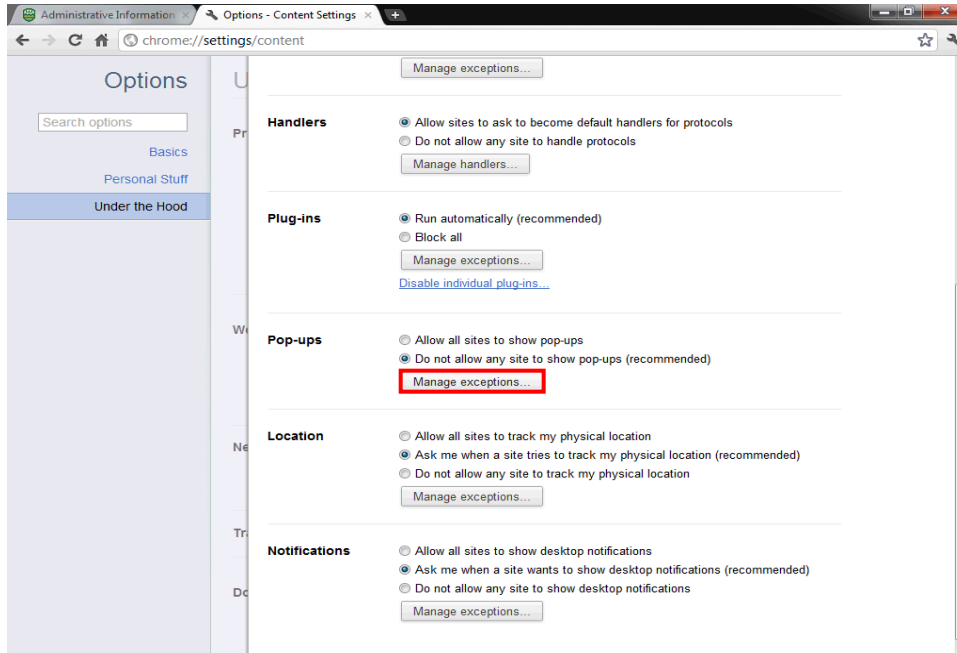
Step 7

The **Content Settings** window will open.



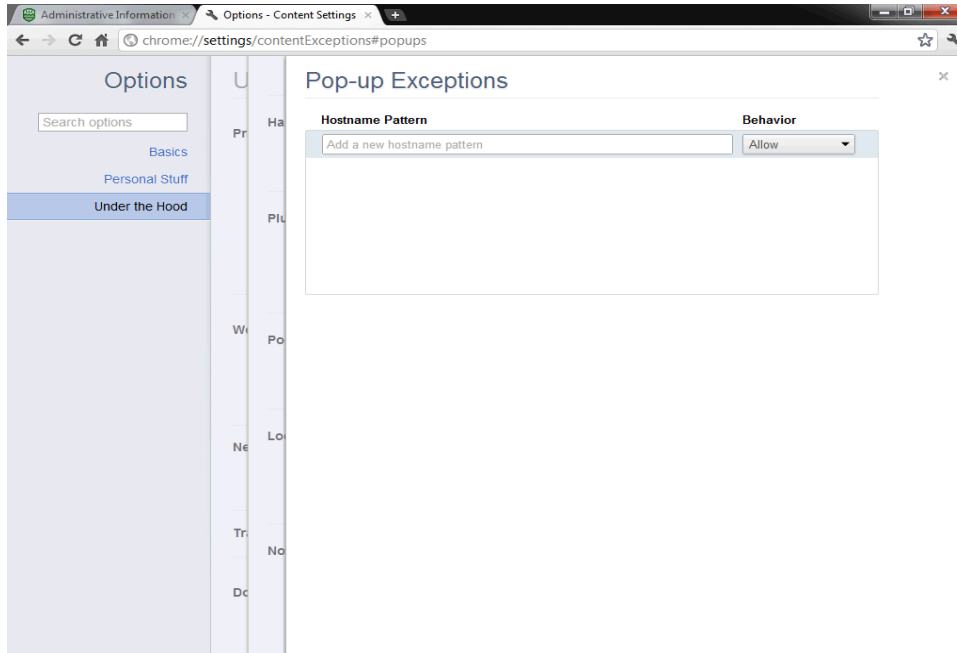
Step 8

To find the **Pop-ups** section,
Click the **down** scrollbar.



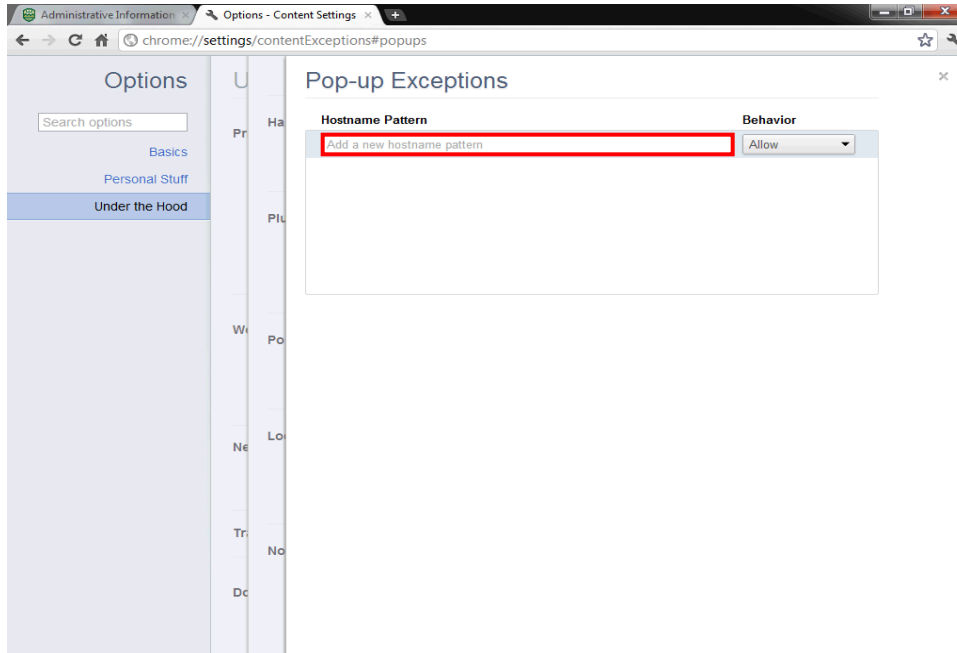
Step 9

In the **Pop-ups** section,
Click the **Manage exceptions...** button.



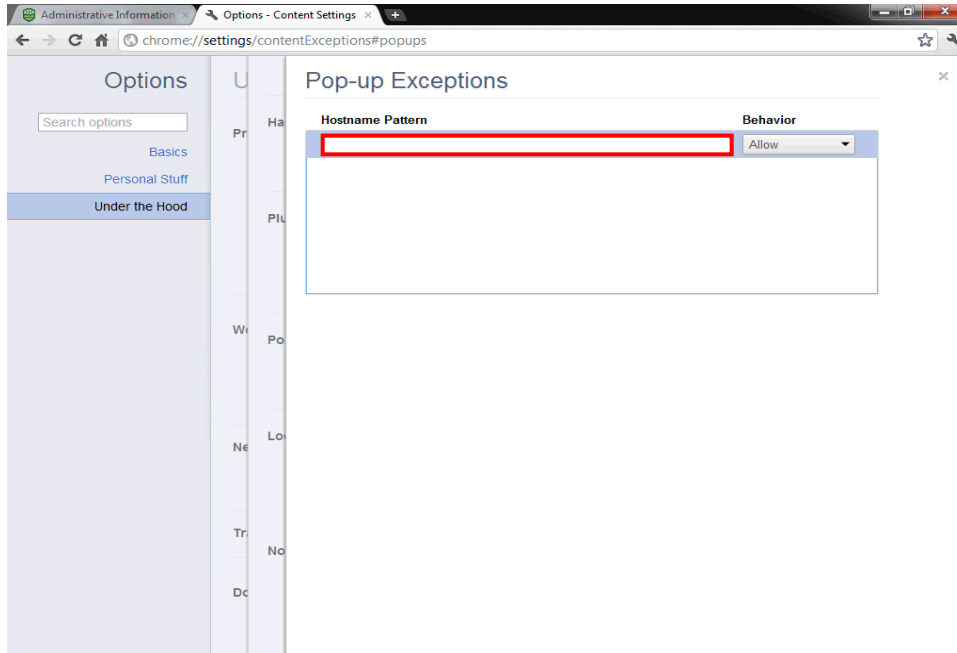
Step 10

The **Pop-up Exceptions** window will open.



Step 11

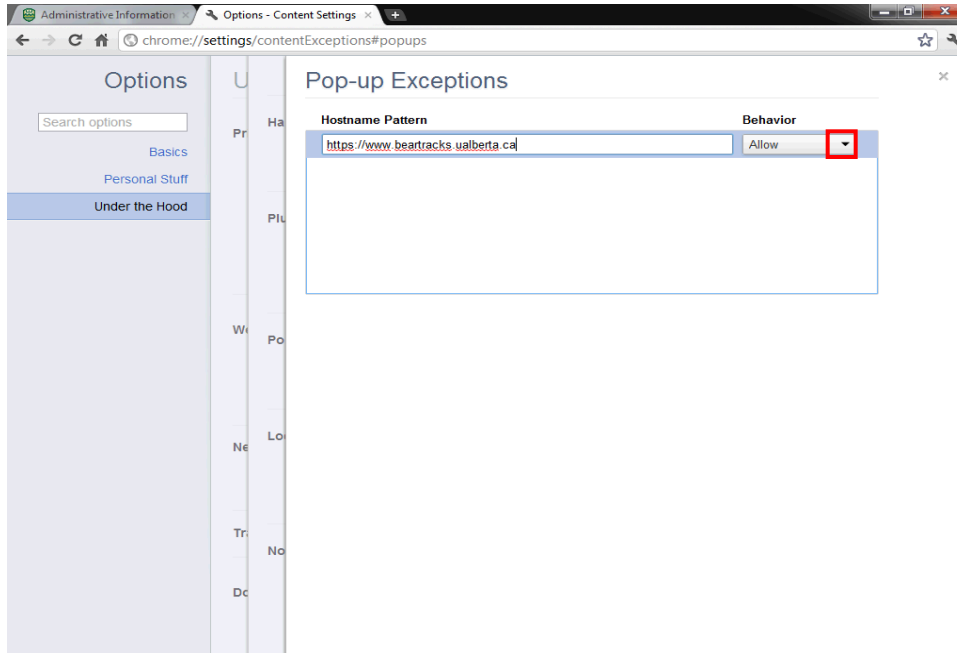
Click in the **Hostname Pattern** field.



Step 12

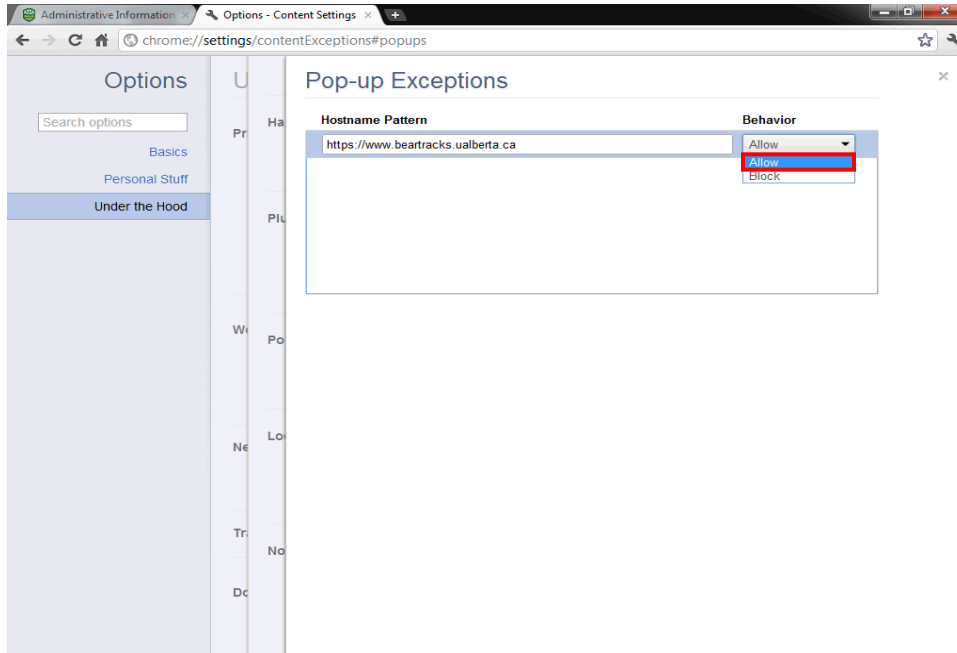
Enter the desired information into the **Hostname Pattern** field.

Enter "**https://www.beartracks.ualberta.ca**".



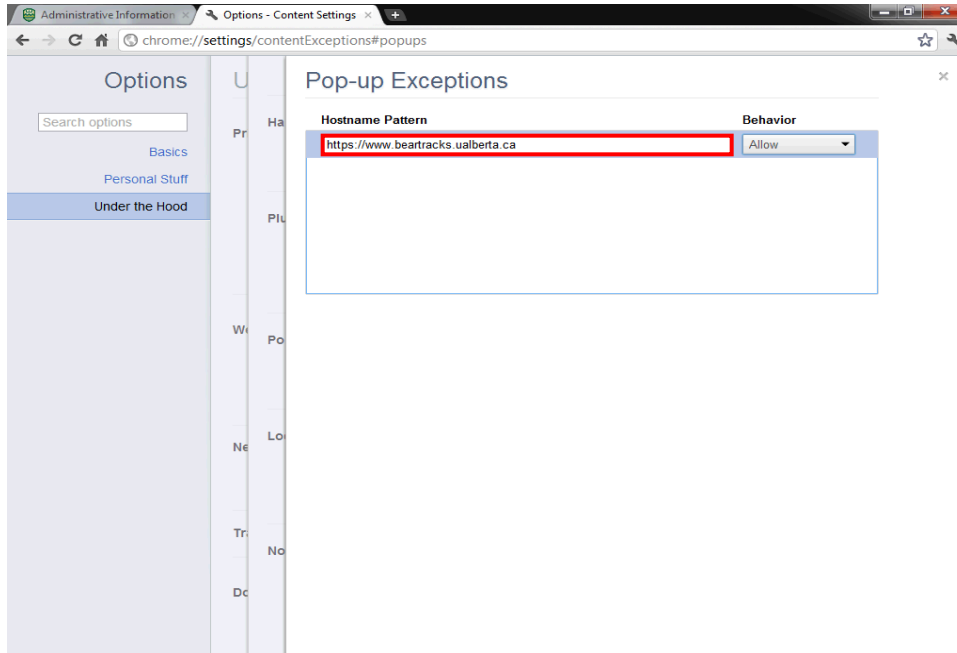
Step 13

Click the **Behavior** list.



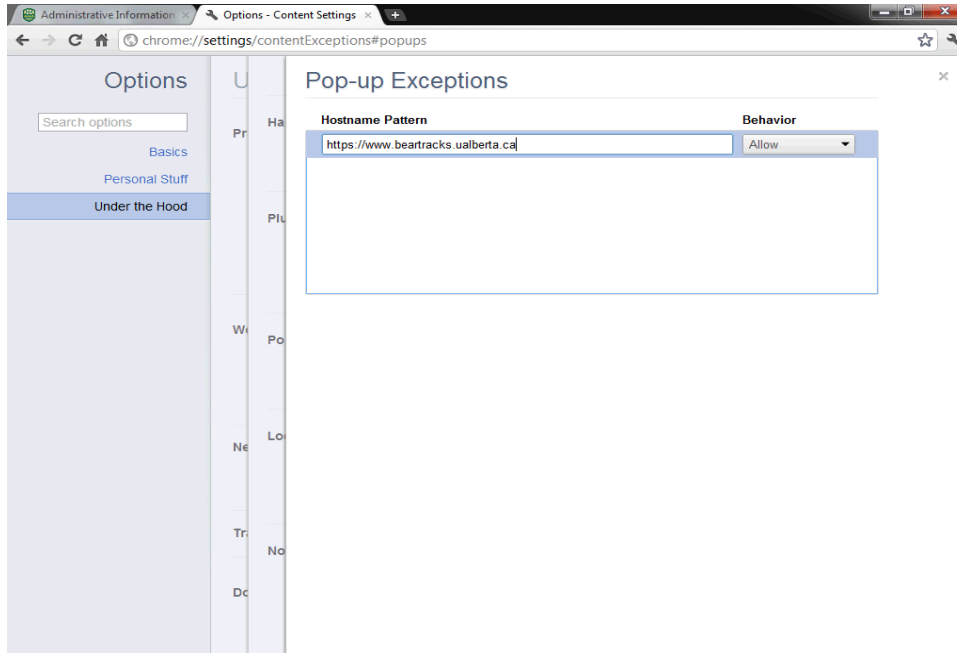
Step 14

Click the **Allow** list item.



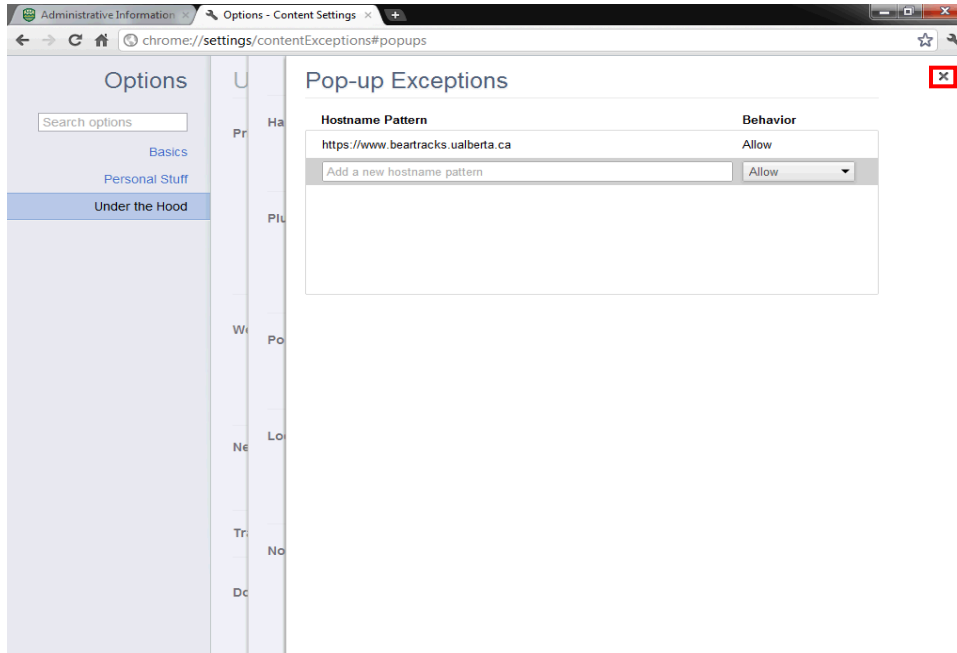
Step 15

Click in the **Hostname Pattern** field.



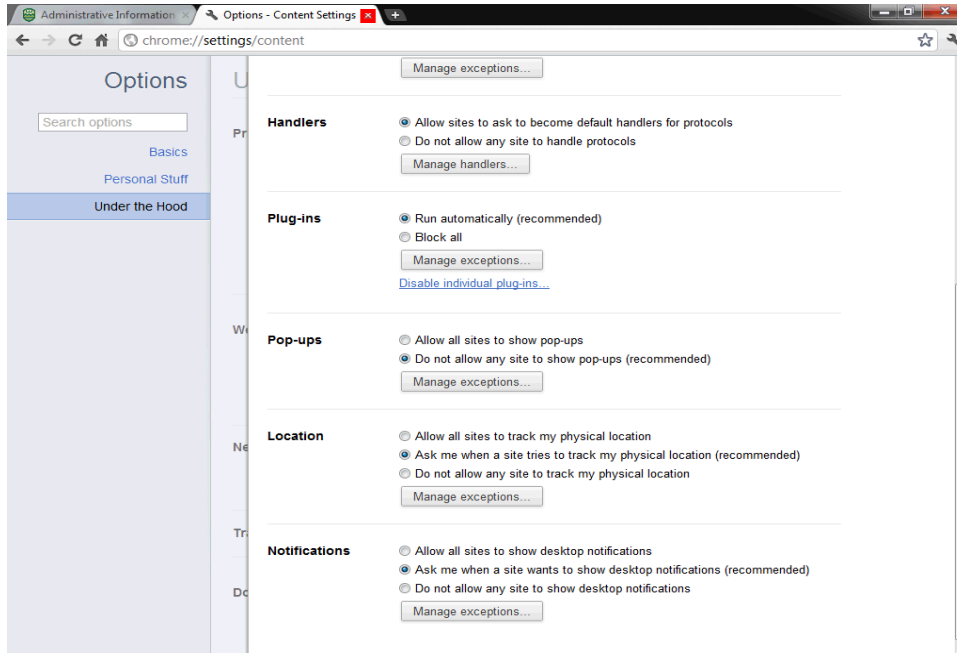
Step 16

To submit the change,
Press **[Enter]**.



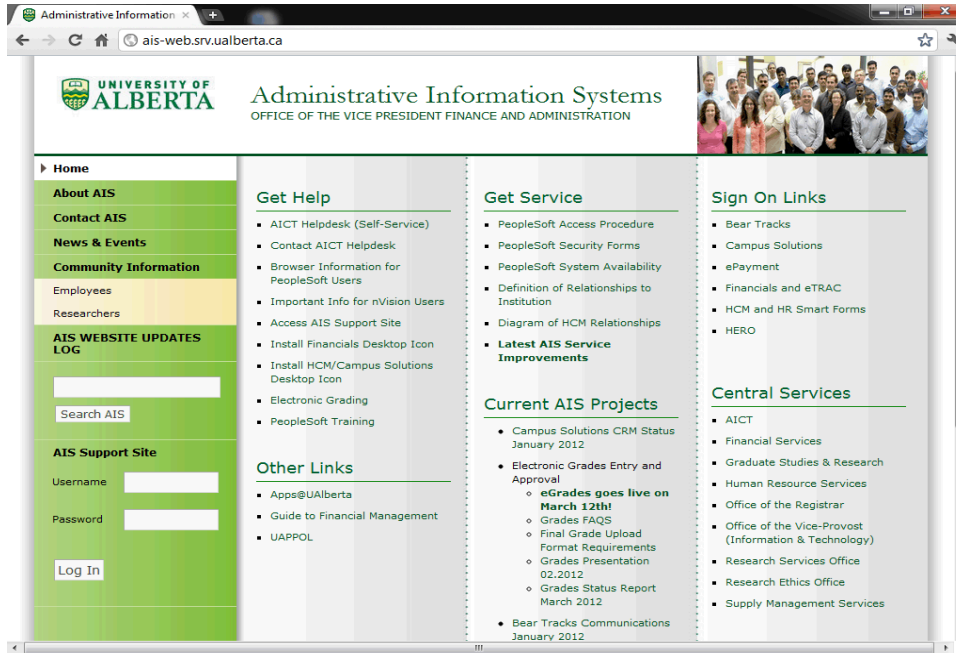
Step 17

Click the **Close** button.



Step 18

Click the **Close** button.



The screenshot shows a web browser window with the URL `ais-web.srv.ualberta.ca`. The page header includes the University of Alberta logo and the text "Administrative Information Systems OFFICE OF THE VICE PRESIDENT FINANCE AND ADMINISTRATION". A group photo of staff is visible in the top right. The main content area is organized into several columns:

- Home**: A vertical navigation menu on the left with categories like "About AIS", "Contact AIS", "News & Events", "Community Information", "Employees", "Researchers", "AIS WEBSITE UPDATES LOG", and "AIS Support Site".
- Get Help**: A list of links including "AICT Helpdesk (Self-Service)", "Contact AICT Helpdesk", "Browser Information for PeopleSoft Users", "Important Info for nVision Users", "Access AIS Support Site", "Install Financials Desktop Icon", "Install HCM/Campus Solutions Desktop Icon", "Electronic Grading", and "PeopleSoft Training".
- Get Service**: A list of links including "PeopleSoft Access Procedure", "PeopleSoft Security Forms", "PeopleSoft System Availability", "Definition of Relationships to Institution", "Diagram of HCM Relationships", and "Latest AIS Service Improvements".
- Current AIS Projects**: A list of updates including "Campus Solutions CRM Status January 2012", "Electronic Grades Entry and Approval" (with a sub-item "eGrades goes live on March 12th!" and further details), and "Bear Tracks Communications January 2012".
- Sign On Links**: A list of links including "Bear Tracks", "Campus Solutions", "ePayment", "Financials and eTRAC", "HCM and HR Smart Forms", and "HERO".
- Other Links**: A list of links including "Apps@UAlberta", "Guide to Financial Management", and "UAPPOL".
- Central Services**: A list of links including "AICT", "Financial Services", "Graduate Studies & Research", "Human Resource Services", "Office of the Registrar", "Office of the Vice-Provost (Information & Technology)", "Research Services Office", "Research Ethics Office", and "Supply Management Services".

Step 19

Congratulations! You have now completed the topic on how to allow Bear Tracks pop-up windows in the Google Chrome browser. **You may need to re-start your browser for the changes to take effect.**

End of Procedure.