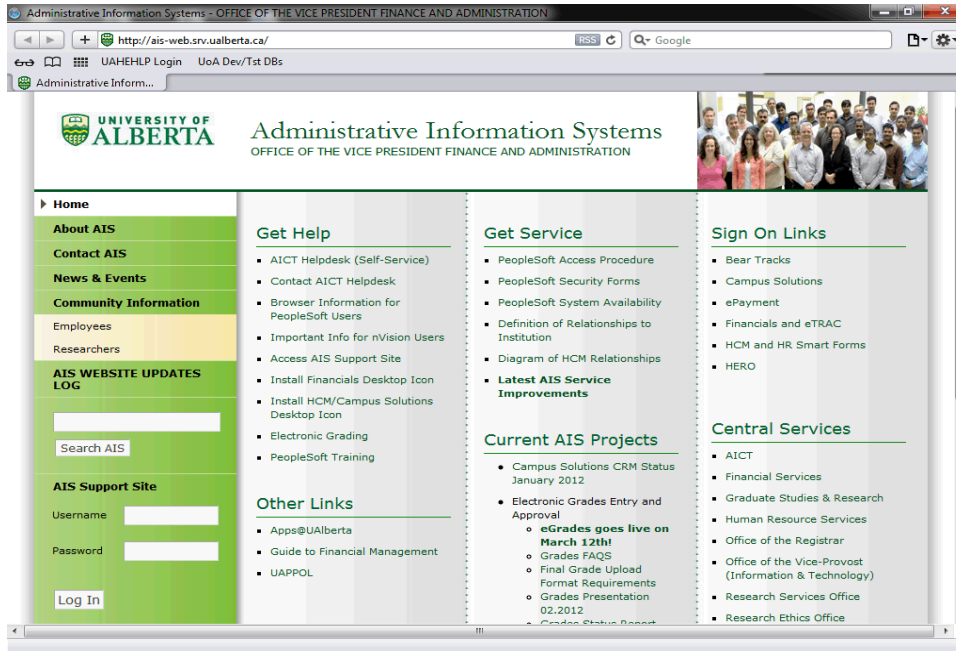


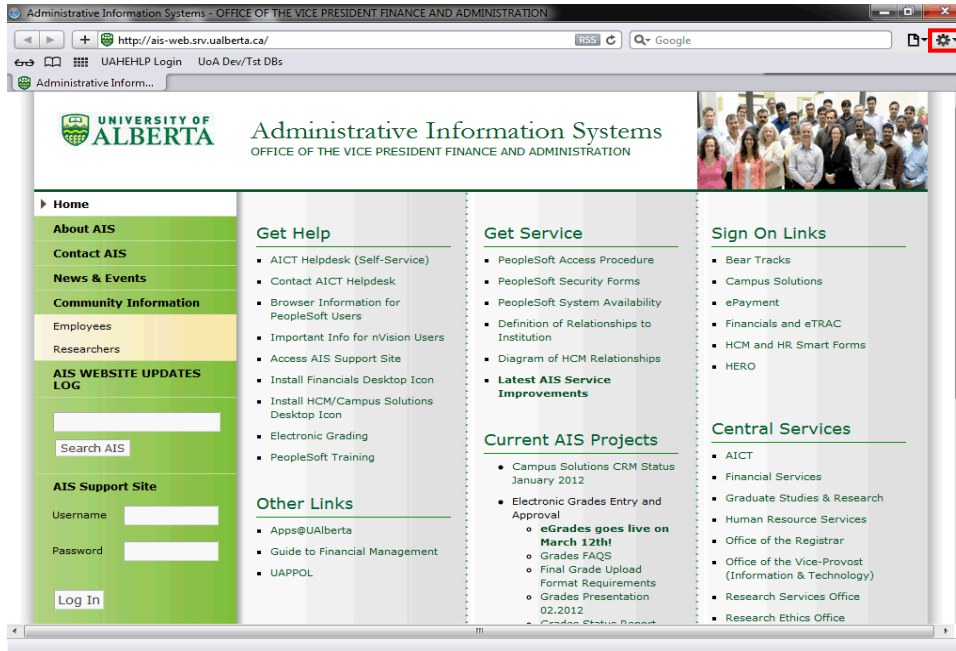
## Allowing pop-ups in Safari



The screenshot shows a Safari browser window displaying the website <http://ais-web.srv.ualberta.ca/>. The page title is "Administrative Information Systems - OFFICE OF THE VICE PRESIDENT FINANCE AND ADMINISTRATION". The website layout includes a header with the University of Alberta logo and a group photo. The main content area is divided 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
- Other Links** (middle column):
  - Apps@UAlberta
  - Guide to Financial Management
  - UAPPOL
- 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

In this topic you will learn how to allow pop-up windows in the Safari browser.

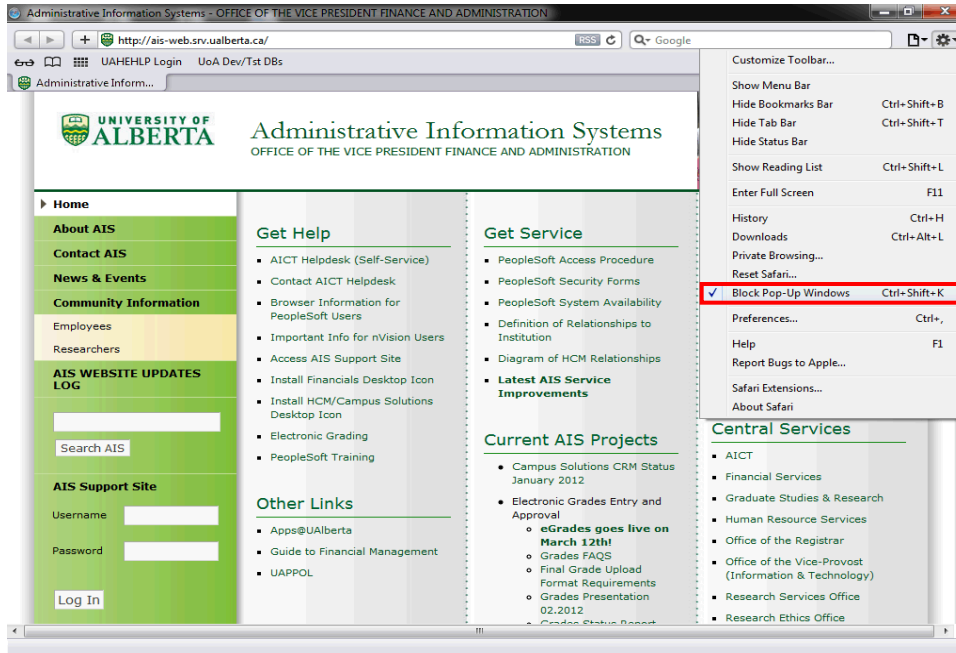


## Step 1

On a Macintosh operating system, you would select the **Safari** menu.

On a Windows operating system, you would select the **Settings** menu.

Since this topic was recorded on a Windows operating system, Click the **Settings** menu.

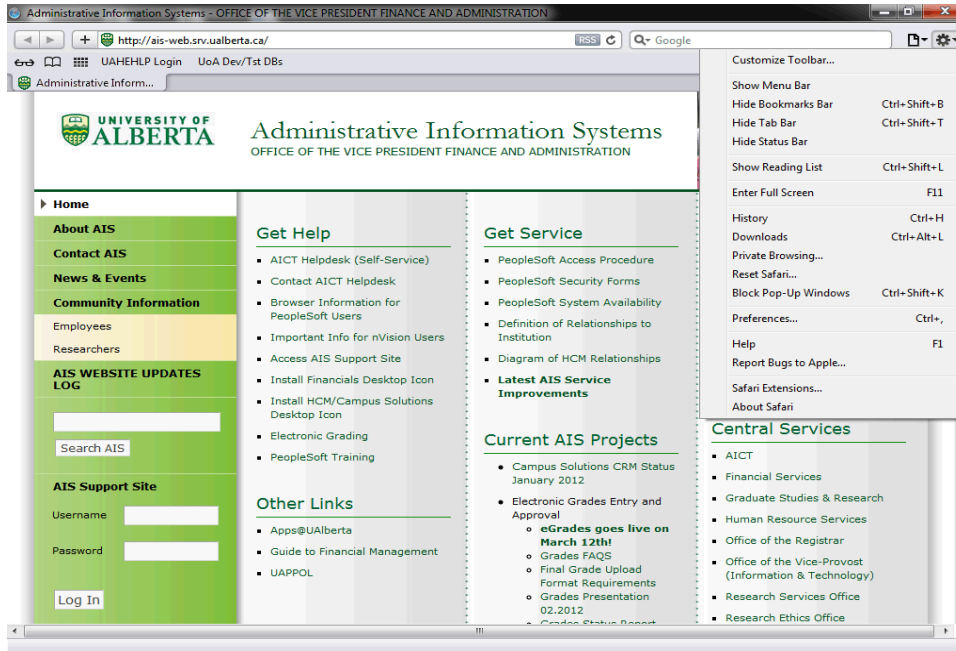


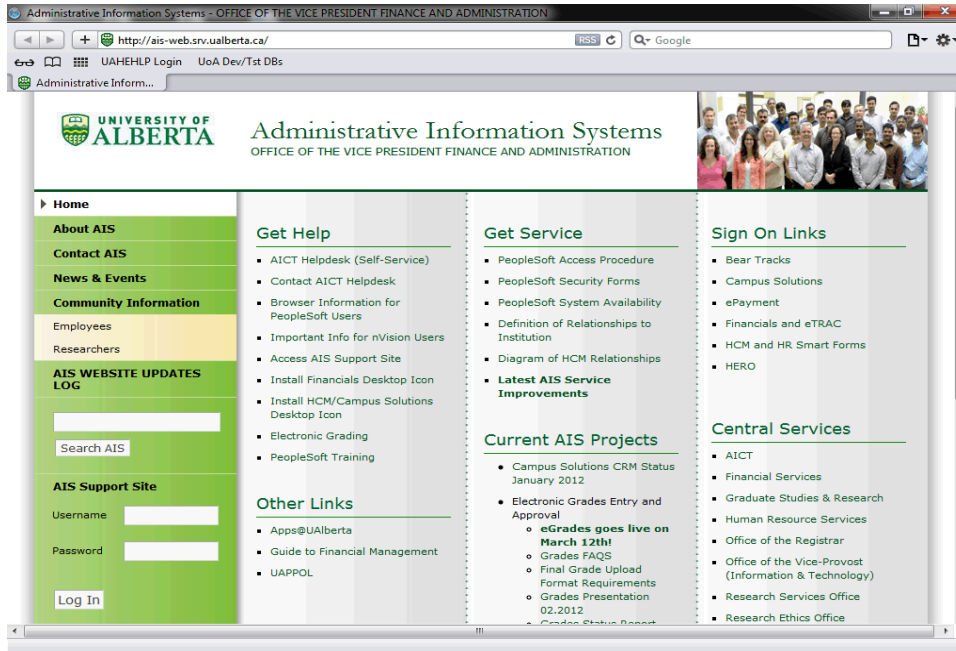
## Step 2

If there is a checkmark beside the **Block Pop-Up Windows** menu item, to disable the pop-up blocker, Click the **Block Pop-Up Windows** menu. or Press **[B]**.

## Step 3

If there is no checkmark beside the **Block Pop-Up Windows** menu item, then your pop-up blocker has already been disabled.





## Step 4

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

**Please note:** to re-enable your pop-up blocker, follow these same steps again to add the checkmark back beside the **Block Pop-Up Windows** menu item.

**End of Procedure.**