1. **Add Bear Tracks as a Trusted Site**:
   a. Internet Explorer → Tools → Internet Options
   b. Go to the **Security** tab
   c. Click on the **Trusted Sites** checkmark
   d. Click on the **Sites** button

   ![Internet Options Settings](image)

   e. In the “Add this website to the zone” field, enter **https://www.beartracks.ualberta.ca/**
f. Click on the **Add** button.

g. Click on the **Close** button.
2. Set your browser to prompt for and accept downloads:
   a. Click on the **Custom level** button in the **Security** tab:
b. Ensure that the “Downloads” settings look like the following.

c. Click on OK and then on Apply.
3. **Updating the Pop Blocker Settings:**

   a. Go to the **Privacy** tab in internet options.

   i. **Option1: Turn off the Pop Up completely:**

   ![Internet Options](image.png)
ii. Option 2: Turn Off the Pop Blocker only for Bear Tracks:

This setting is an exception to the Pop up blocker, so it can only be used if the Pop Up blocker feature is enabled in Internet Explorer.

1. In the **Privacy** tab, Click on the **Pop-up Blocker Settings** button:
2. Enter **https://www.beartracks.ualberta.ca** in the “Address of website to allow” text box:

![Pop-up Blocker Settings](image)

3. Click on the **Add** button.

4. Click on the **Close** button.
4. Clearing the Browsing History:

   a. Under the **General** tab, select the **Delete** button in the “Browsing History” section:
b. When the “Delete Browsing History” window opens, select all of the following checkboxes:

i. Temporary Internet Files

ii. Cookies

iii. History

iv. Form Data

v. Passwords

vi. InPrivate Filtering Data

c. Click the **Delete** button. A window will pop up to show you that your browsing history is being deleted:
d. Once this window closes, close all of your Internet Explorer Browser windows and restart the program again.