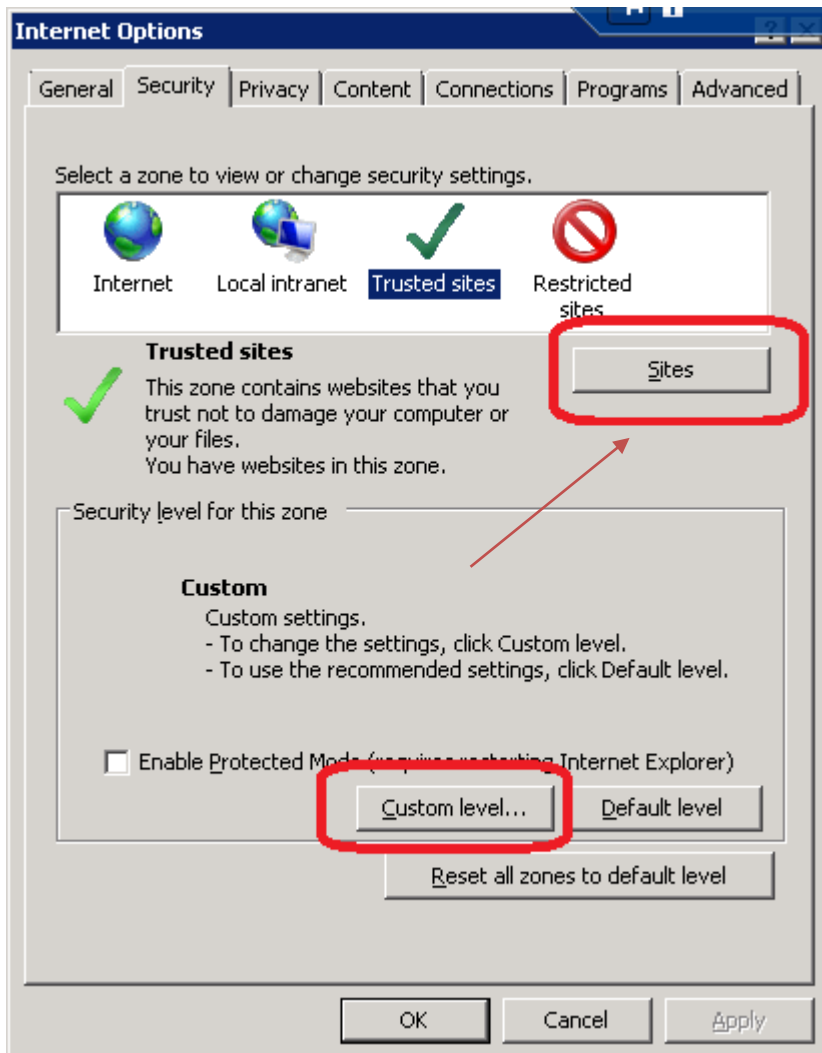
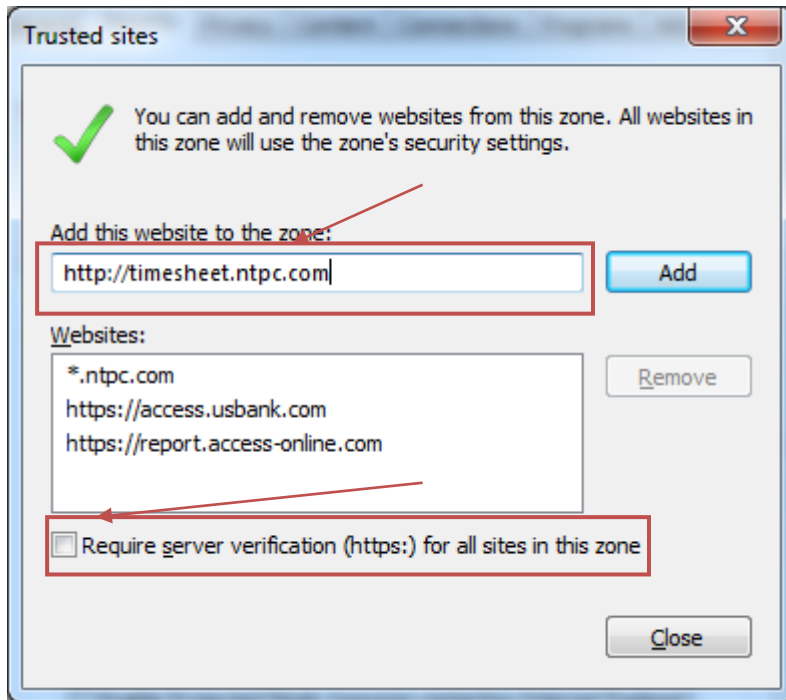


Instructions on modifying Internet Explorer options to grant access to the Penny Timesheet Entry System

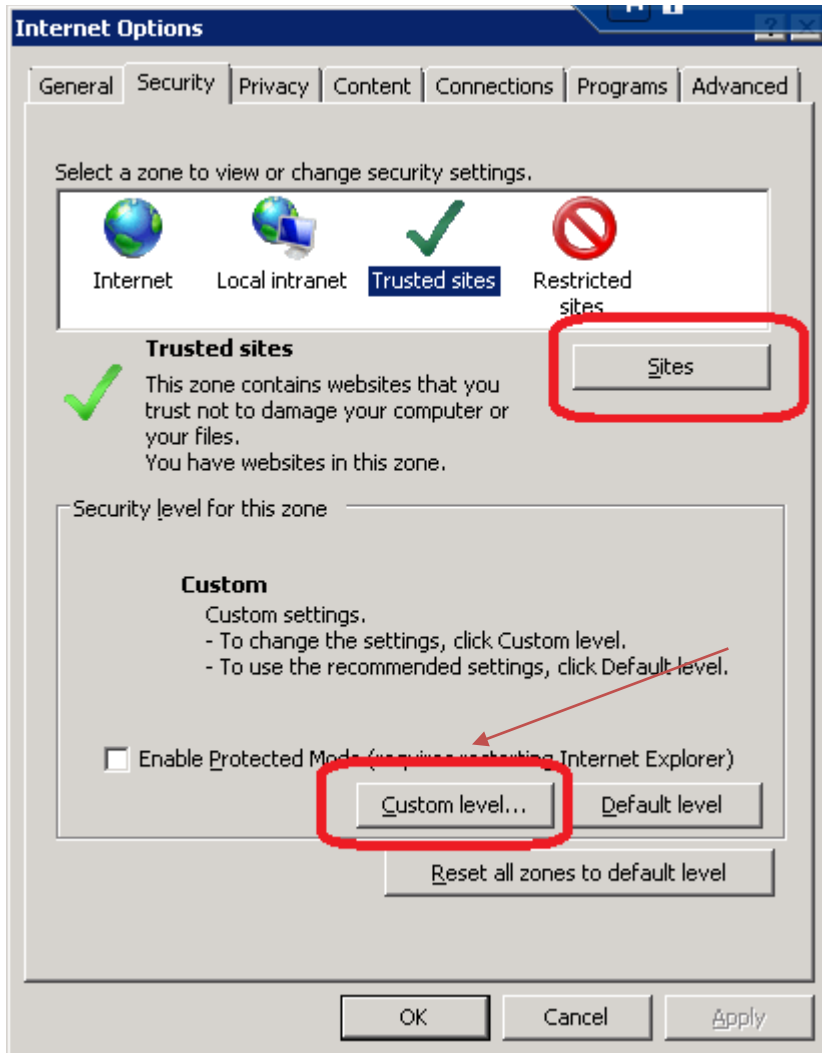
- 1) Launch Internet Explorer
- 2) Click the Tools menu bar item and go to Internet Options. If you do not see the menu bar press the Alt key on your keyboard and it should appear
- 3) Under Internet options | security, click the sites button



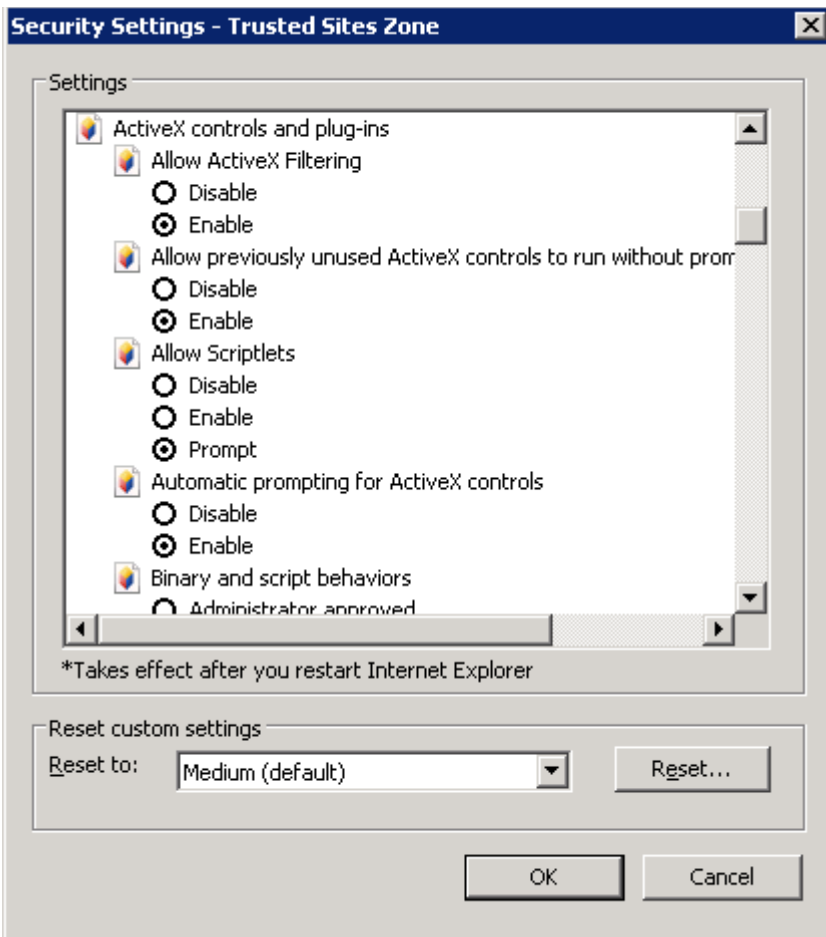
- 4) Uncheck the "Required server verification (https:...)" checkbox. Type <http://timesheet.ntpc.com> in the "Add this website to the zone" box and click the add button. Once completed hit the close button.

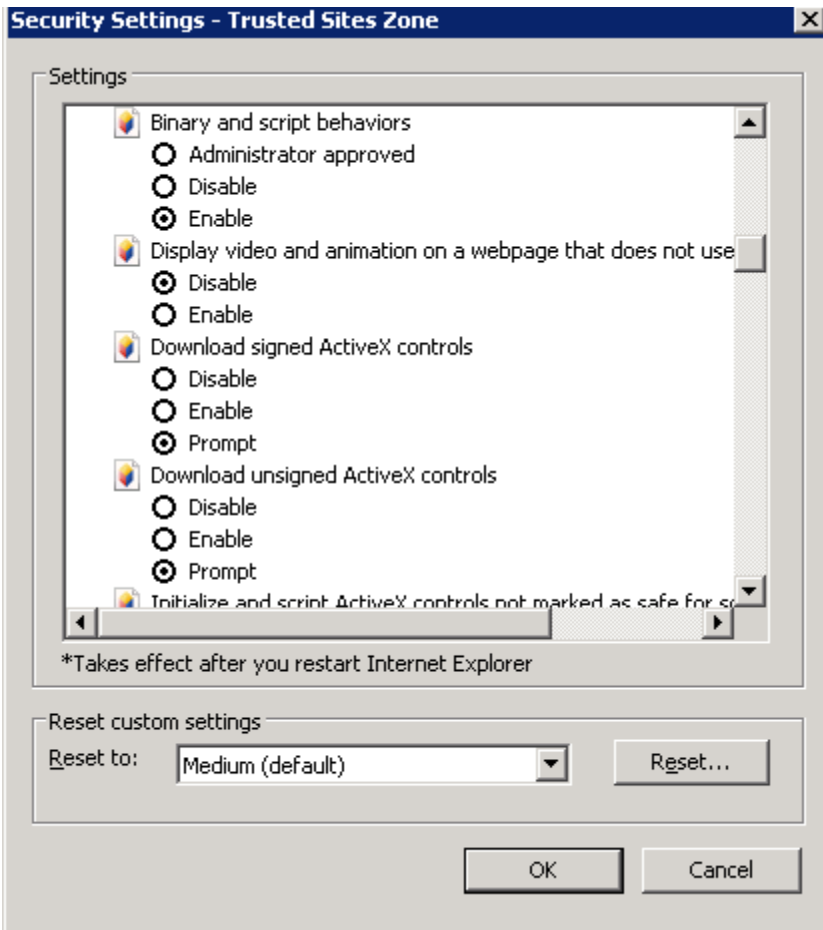


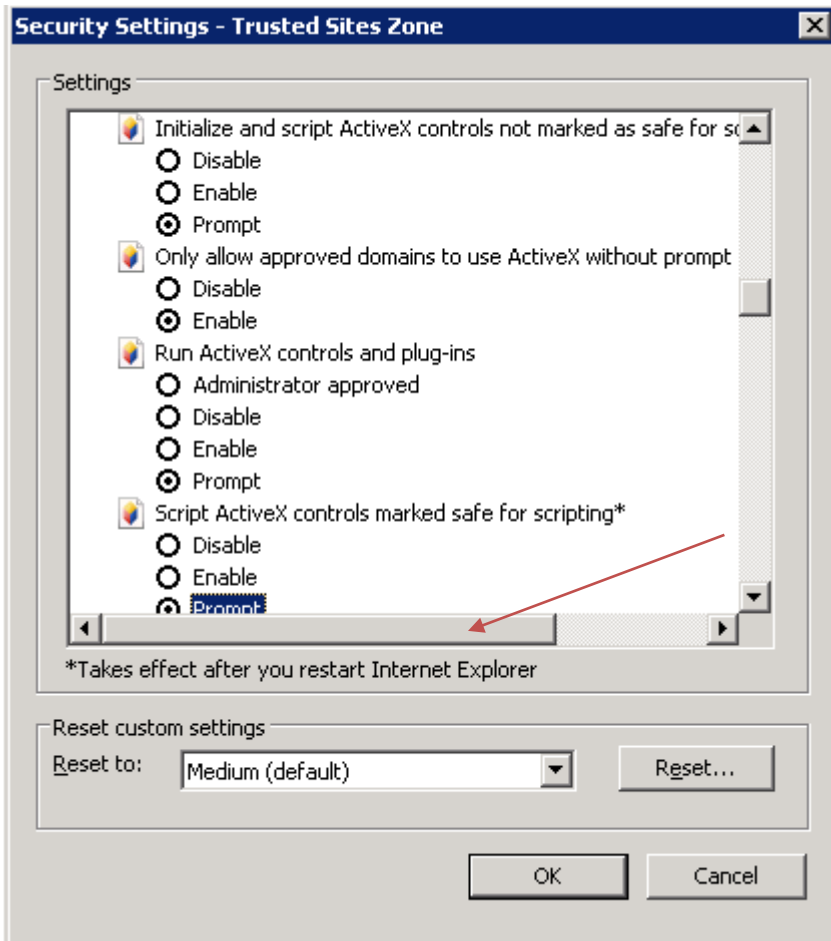
5) Click the custom level button



- 6) Review the security settings and ensure they match the settings below. Once finished click "OK" and "OK". IE needs to be restarted for the changes to take effect.







- 7) Re-launch Internet Explorer and try access the Penny Timesheet Entry system via <http://timesheet.ntpc.com> and login with your Windows user id and password. If you continue to have issues access Penny please contact the IT helpdesk.