

1. The OSP Time and Effort system works with Internet Explorer, Firefox, Chrome, and Safari browsers.
The address of the website is <https://gncadmin.msu.montana.edu/teprod/>.
2. The application uses the **Windows Domain Username** in the MSU, COE, PHYSICS, and KUSM domains for access. Your domain and userid must be entered in two security tables to access the application: one that restricts access to the website and the other that assigns roles for each user. Lois Evans in the OSP office at ext 2381 can have individuals added to these tables using your domain\userid and Banner personnel information. Before using the application, Lois will need to provide training about Time and Effort functions and requirements.
3. The application also requires the Banner **University Recognized (OFFICIAL) E-mail Address**. Currently the university requires that new employees enter the address using MyInfo available from the MSU home page.
4. PopUps must be allowed for the server, helene.msu.montana.edu . The application displays a warning when PopUps are not allowed and the setting needs to be changed. If you need assistance for your particular browser, please contact the MSU Help Desk at ext 1777.
5. In the upper right corner of the main page that lists your name and menu options, there is a button titled **Computer Setup**. Click on the button and there are directions to create a short cut or bookmark and add the listed email address used for communication by the application in the Safe Senders list in your email program.
6. When you go to the website address, you will be prompted for your userid, **domain\userid**, and password. This slash character \ is required between the domain and userid. See the instructions below to bypass the entry of your userid and password.
7. The easiest access is through Internet Explorer if you are using that as the default browser. If the web server name is entered in the list of **Local Internet sites** (not trusted sites), and you are logged on to one of the university domains (MSU, COE, PHYSICS, or KUSM) the website will validate your userid without requiring entry of your userid and password. Go to the Tools/Internet Options/Security tab and highlight the Local Internet icon. Click Sites/Advanced. Erase everything in the box titled "Add this website to the zone" and enter either ***.montana.edu** for access to all OSP sites or **helene.msu.montana.edu** and click Add. Then click Close/OK. At the bottom of the Security Tab screen select the option "Reset all zones to default level" and click OK. If you need assistance, please contact the MSU Help Desk at ext 1777. **NOTE:** *This method also allows single sign-on through the Google Chrome Browser. Chrome picks up the IE setting and validates your userid on the website.*