### **Requisitos para acceder SIA**

# 1.0 Navegador: Firefox 52.9 ESR 32bits

## 1.1 Desinstalar versiones existentes de Firefox

Debido a que la versión del navegador Firefox debe ser menor a las actuales, es necesario que desinstale cualquier versión del navegador mayor de la versión 52.9 de Firefox que contenga la PC o Laptop. Desinstalar de la siguiente forma:

- 1) En menu de Start o Inicio, seleccione Control Panel o Panel de Control
- 2) Seleccione Programs and Features o Programas y Características
- 3) Seleccione el programa Mozilla Firefox de la ventana de diálogo
- 4) Esperar desinstale el programa seleccionado
- 5) Cerrar Control Panel o Panel de Control
- 6) Referencia: <u>https://support.microsoft.com/es-es/help/4028054/windows-10-repair-or-remove-program</u> <u>s</u>

# 1.2 Instalar Firefox 52.9 ESR 32bits

La versión más reciente que funciona con el sistema SIA es Mozilla Firefox 52.9 32bits ESR <u>https://archive.mozilla.org/pub/firefox/releases/52.9.0esr/win32/en-US/Firefox%20Setup%2052.</u> 9.0esr.exe

### Nota Importante:

Después de bajar Firefox debe apagar el internet de la máquina para que NO se haga update automático a una versión más reciente después de instalarlo.



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# 1.3 Configurar Firefox

Al subir el browser no debe estar conectado al internet.

-Después de instalarlo en windows 7,8, 8.1 o 10 debe ir a los Preferences del Browser en la parte de Updates y debe apagar los updates.

-Ahí mismo en los Preferences debe buscar Block pop-up windows y en la Exceptions escribir la direccion de la página <u>https://sia.upr.edu</u> darle save y luego cerrar las pantallas y salir del browser

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Q Search	Change prefe	want to allow and then click /	Allow.										
Privacy & Security		Address of website											
<b>a</b>		https://sia.upr.edu											
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-Para que no haga updates el browser también hay que modificar los Folder o Carpeta de Updates dentro de Firefox, para esto hay que abrir el Icono de This PC luego ir al disco C: buscar la el folder de Users buscar el user que utiliza en la laptop o PC, entrar a AppData folder (este está hidden normalmente) debe is a View en el Menú superior y buscar Folder Options y show hidden files.

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Advanced settings: Files and Folders Always show in Always show n Display file icc Display file siz Display the full	cons, never thumbnails nenus on on thumbnails e information in folder tips path in the title bar nd folders	^	
Hidden files ar			



En AppData debe ir al Folder Local, Mozilla, Firefox, Mozilla Firefox y modificar los Properties del Folder Updates. Entrar al Folder Updates, borrar cualquier archivo presente y salga del Folder y modifique las propiedades del archivo. En el Tab de Security debe Edit y darle Deny a todos los Users que hayan ahi.

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-Luego ir al Folder Program Files x86 dentro de este buscar Mozilla Firefox y en este folder buscar el file que que se llama Updater.exe, debe cambiarle los los Properties y en el Tab de Security debe Edit y darle Deny a todos los Users que hayan ahi

NOTA Importante:

Luego de esto NO debe hacer update de el Browser Mozilla Firefox.

# 2.0 Java

#### 2.1 Instalar Java

Desde el browser entrar a <u>www.java.com</u> y descargar Java.



Luego de descargar el instalador de java, ejecute el mismo, presione dos veces "double-click", y siga las instrucciones para instalarlo.



2.2 Configurar Java para SIA

Después de instalado Java debe ir a Control Panel y oprimir el ICONO de Java:



En el TAB de Security debe Edit Site List y debe añadir https://sia.upr.edu

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Después de instalado Java puede ir a Mozilla Firefox y probar en <u>https://sia.upr.edu</u> si le funciona.

3.0 Web Addins

Nota: Si el usuario usa la Opción de Webaddins hay que hacer configuración en Internet Explorer y en Microsoft Office Excel

Para los WebAddIns hay 2 programas que configurar

Microsoft Excel

Abre excel

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# En el Menu arriba oprima FILE y luego OPTIONS

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Formulas		
Proofing	Top options for working with Excel	
Save	Show Mini Toolbar on selection ()	
Advanced	Show Developer tab in the Ribbon	
Customize	Color scheme: Blue	
Add-Ins	ScreenTip style: Show feature descriptions in ScreenTips	
Trust Center	Create lists for use in sorts and fill sequences: Edit Custom Lists	
Resources	When creating new workbooks	
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Debe entrar en TRUST CENTER y luego TRUST CENTER SETTINGS

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Popular Formulas	Help keep your documents safe and your computer secure and healthy.	
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Save	Microsoft cares about your privacy. For more information about how Microsoft Office Excel helps to p please see the privacy statements.	rotect your privacy,
Advanced	Show the Microsoft Office Excel privacy statement	
Customize	Microsoft Office Online privacy statement	
Add-Ins	Customer Experience Improvement Program	
Trust Center	Security & more	
Resources	Learn more about protecting your privacy and security from Microsoft Office Online. <u>Microsoft Windows Security Center</u> <u>Microsoft Office Excel Trust Center</u> The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	rust Center Settings
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Trusted Publishers	Macro Settings
Trusted Locations	C No. 10 Control of Co
Trusted Documents	Disable all macros with notification     Disable all macros with notification
Add-ins	Disable all macros except digitally signed macros
ActiveX Settings	fnable all macros (not recommended; potentially dangerous code can run)
Macro Settings	Developer Macro Settings
Protected View	Trust access to the VBA project object model
Message Bar	
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Luego Click en PROTECTED VIEW y ahi debe darle UNCHECK a las 3 opciones.

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Add-ins	Enable Protected View for files located in potentially unsafe locations 3	
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Macro Settings		
Protected View		
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Ya despues de eso es dar OK para salir y cerrar todas las pantallas de Trust Center hasta llegar a excel.

# INTERNET EXPLORER

Abrir internet explorer. NOTA NO FUNCIONA CON Microsoft EDGE, debe ser Internet Explorer



Buscar y abrir los INTERNET OPTIONS

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En el tab de SECURITY dar en TRUSTED SITES y luego el boton de SITES

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Escriben <u>https://sia.upr.edu</u> y le dan al boton de ADD

this website to the zone:	
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ttp://www.cnet.com	Remove
ttp://www.netvibes.com	

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Darle UNCHECK en TURN ON POP-UP BLOCKER

Darle OK y luego cerrar todas las pantallas

Ya esta todo configurado para los WebAddIns