

Manager Ready Assessment--Computer Setup Instructions

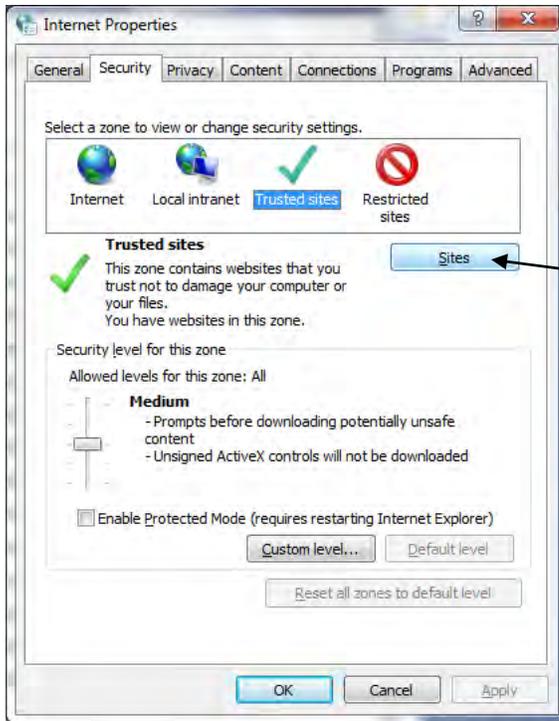
In order to complete the Manager Ready assessment, you will need to make several easy modifications to your laptop and perform a final check on DDI's website.

1. **Time and time zone** – you need to make sure your laptop's time/date/timezone settings are correct. To check, right click on the time in the lower right of your computer and select "Adjust Date/Time." In the box that pops up, check to see that your date, time and time zone (Eastern Time US & Canada) are correct. If they are not correct, click the appropriate box to change date and time or time zone. For time, you can check the time on your cell phone and make sure your computer matches.

2. **Printer** – make sure you have the Pharos program installed and that you have the ability to print.

3. **Internet Explorer** -- You will need to use Internet Explorer to take the assessment and we'll assume everyone already has Internet Explorer version 9, since it has been out since March of 2011. Make these changes in IE 9:

A. *Reset Internet Explorer to its default settings.* To do this, go into the Control Panel (click on the start circle and select "Control Panel") and in the upper right corner select "Small icons" beside "view by:" Click on the "Internet Options" icon. Inside the Internet Properties dialog box, click on the Advanced tab and select Reset... beside the heading "Reset Internet Explorer settings." Click the reset button in the box that pops up. You don't need to put the check in "Delete personal settings" box.

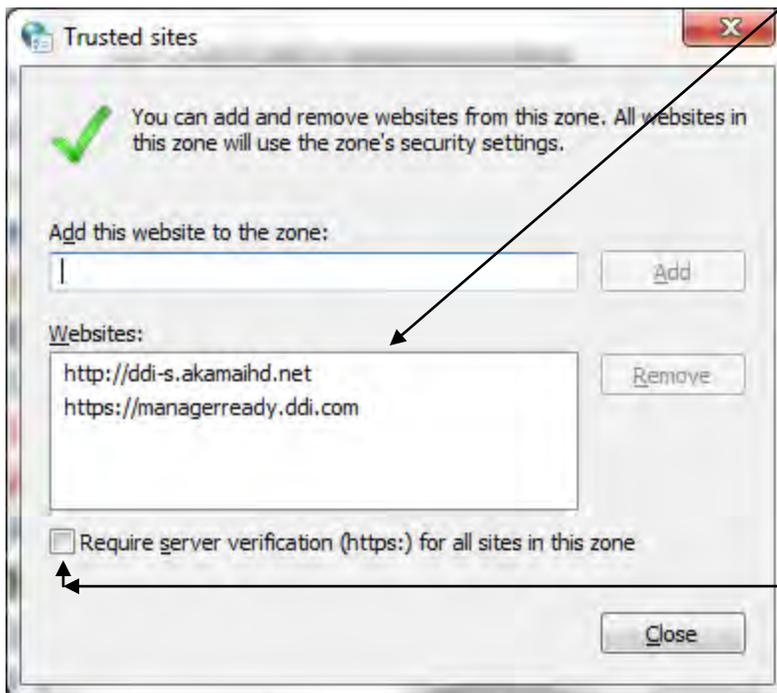


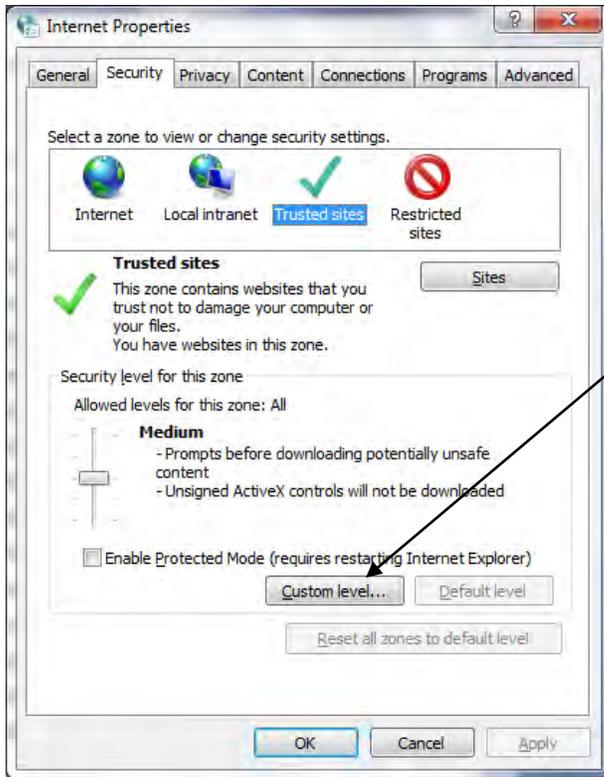
B. Add manager Ready and Akamai web sites as Trusted sites. To do this, in the Internet Properties dialog box, click on the Security tab and then click on the green “Trusted sites” check mark. Click on the Sites box. Uncheck the box at the bottom of the Trusted sites dialog box “Require server verification (https:) for all sites in this zone.” Then, add these two sites:

<https://managerready.ddi.com> and
<http://ddi-s.akamaihd.net>

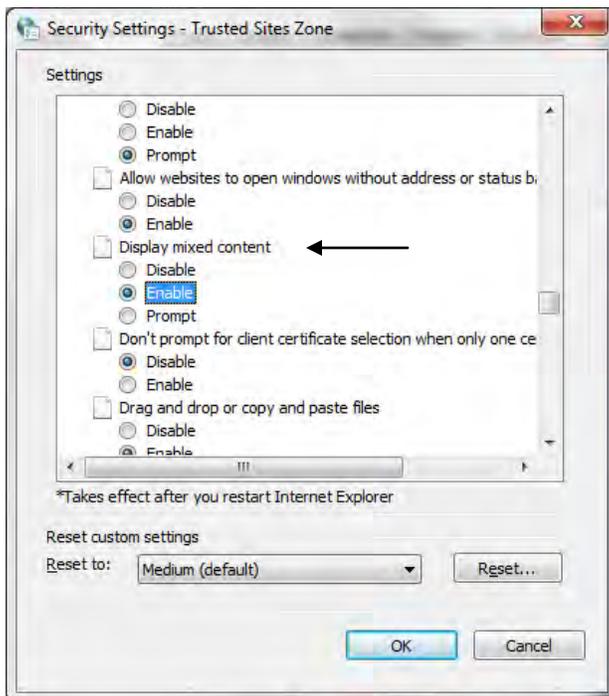
Note: One site is http and the other is https.

Click close after your dialog box looks just like this one.





C. Enable “Display mixed content” security for Trusted sites. To do this, go back into the Internet Properties dialog box and click on the Security tab (if you’re not already on it). Make sure the green “Trusted sites” check mark is highlighted. Click on the Custom level... button.



Look down through the list. You will see a heading titled “Miscellaneous.” Under Miscellaneous, find “Display Mixed Content” and select “Enable.” Click OK and Yes on “Are you sure you want to change the settings for this zone?”

D. *Allow Popups.* In the Internet Properties dialog box, click on the Privacy tab. Near the bottom, uncheck “Turn on Pop-up Blocker.”

E. *Make sure your temporary internet files disk space is set to 256MB or higher.* Inside the Internet Properties dialog box, click on the General tab. Click on Settings under Browsing history. Beside Disk space to use, you should see at least 256MB. Just to be safe, set temporary disk space to 300. Click OK and then Apply and OK to accept all changes and close out of the Internet Properties dialog box.

4. **Adobe Reader: Turn off auto updates.** Open your copy of Adobe Reader. Click on “Edit” and then select preferences. Select “Updater” and the option “Do not download or install updates automatically.” (Your version of Adobe could be a little different, but it shouldn’t be too hard to look through the menu options for preferences and find the option to not automatically download/install any updates) After you go through the Manager Ready assessment, you can turn automatic updates back on.

After you complete the setup, go to the following website to confirm your settings and that your computer will run the assessment:

<https://managerready.ddi.com/wdasyscheck/mr-syscheck.aspx>

If DDi's setup test looks like this:

	Your Settings	Minimum Settings	Status
Screen Resolution	1440 x 900	1024 x 768	✓
Browser	Microsoft Internet Explorer	Microsoft® Internet Explorer®	✓
Version	9	Internet Explorer® 7, 8, or 9	✓
Java Enabled	Yes	Yes	✓
Cookies	Yes	Required	✓
Allows Pop-ups	Yes	Required	✓
Microsoft® Silverlight™	5.1.10411.0	version 4.0.50401.0 or greater	✓
Video			
<p>✓ - Your system appears to meet the minimum requirements. ▲ - Your system may not meet the minimum requirements.</p>			

If your version of **Silverlight** is out of date, look at the bottom of the test web page for a link that takes you directly to a site where you can download the latest version of Silverlight

You should be ok to run the assessment. Next step: bring your computer down to the Tepper Computing group in room 12 for a quick check and to get signed off that your computer is setup to use for the assessment.