

USER MANUAL

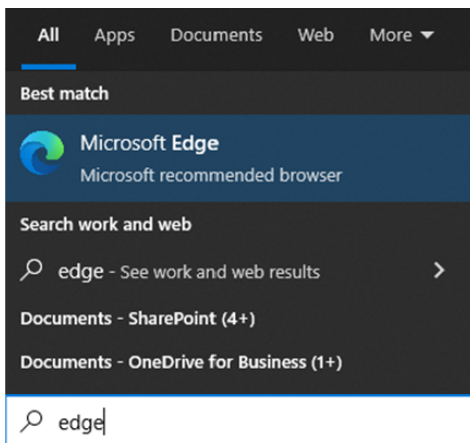
OpenPortal Access in Microsoft Edge

THINGS TO NOTE BEFORE YOU BEGIN

- You may be prompted to repeat this process every 30 days.
- While OpenPortal will work in Microsoft Edge, the calendar choosing function will not. Please manually enter the dates in the fields.

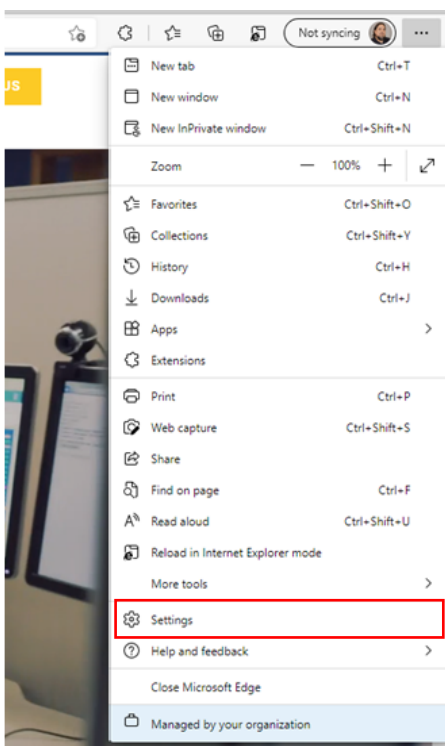
STEP 1

Open **Microsoft Edge** from your computer's search bar



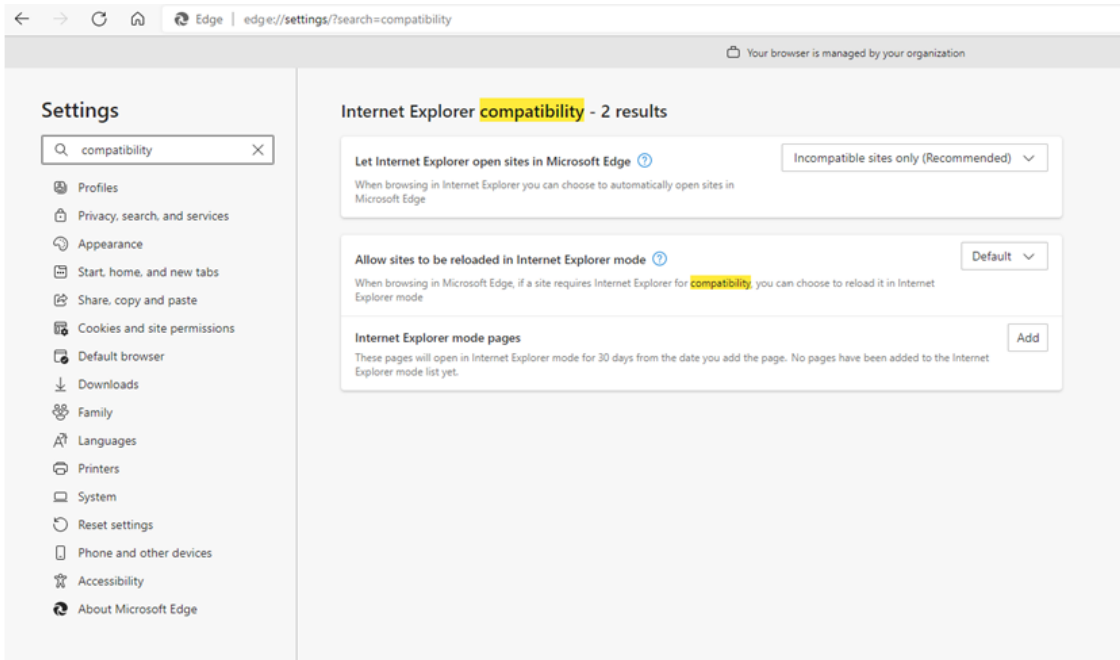
STEP 2

Access the menu in Microsoft Edge by clicking the ellipsis in the top right corner; click on Settings (indicated in red box)



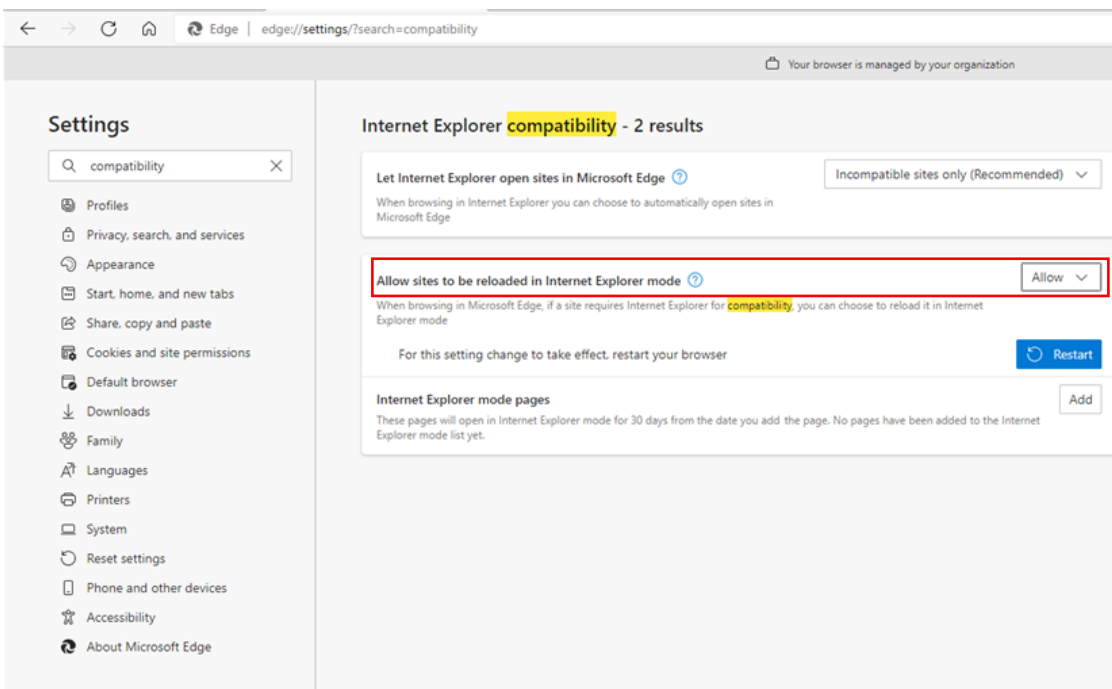
STEP 3

In the **Settings** menu in Microsoft Edge, search for 'compatibility'.



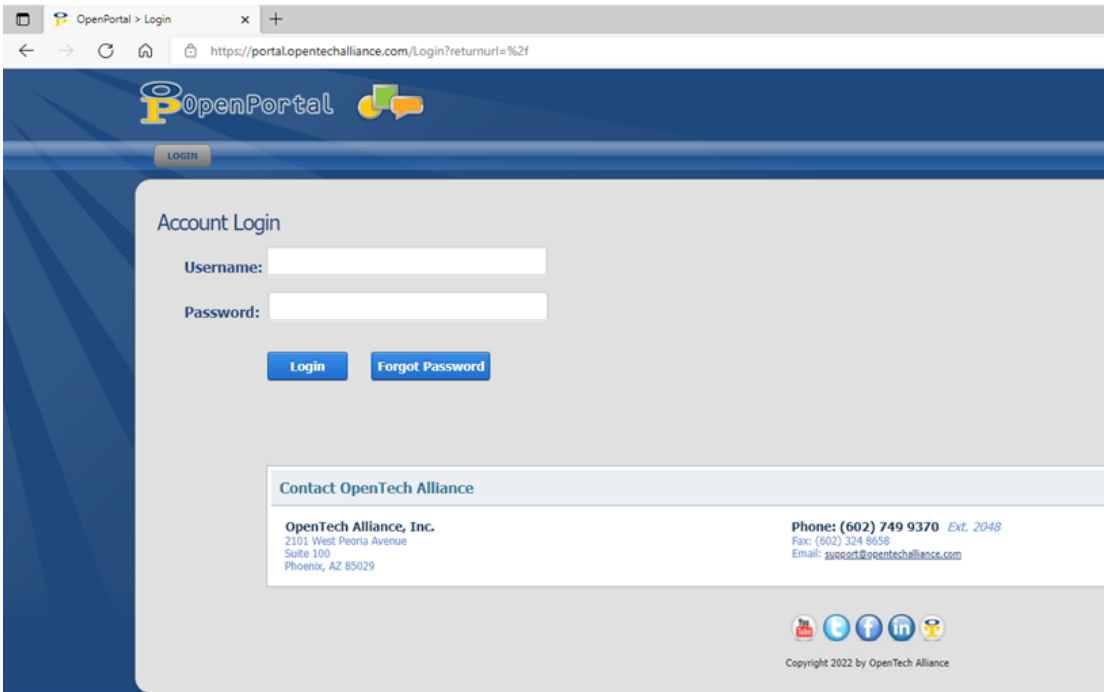
STEP 4

Ensure the "Allow sites to be reloaded in Internet Explorer mode" dropdown option is set to **Allow** (indicated in red box) and click the blue **restart** button to reload your browser.



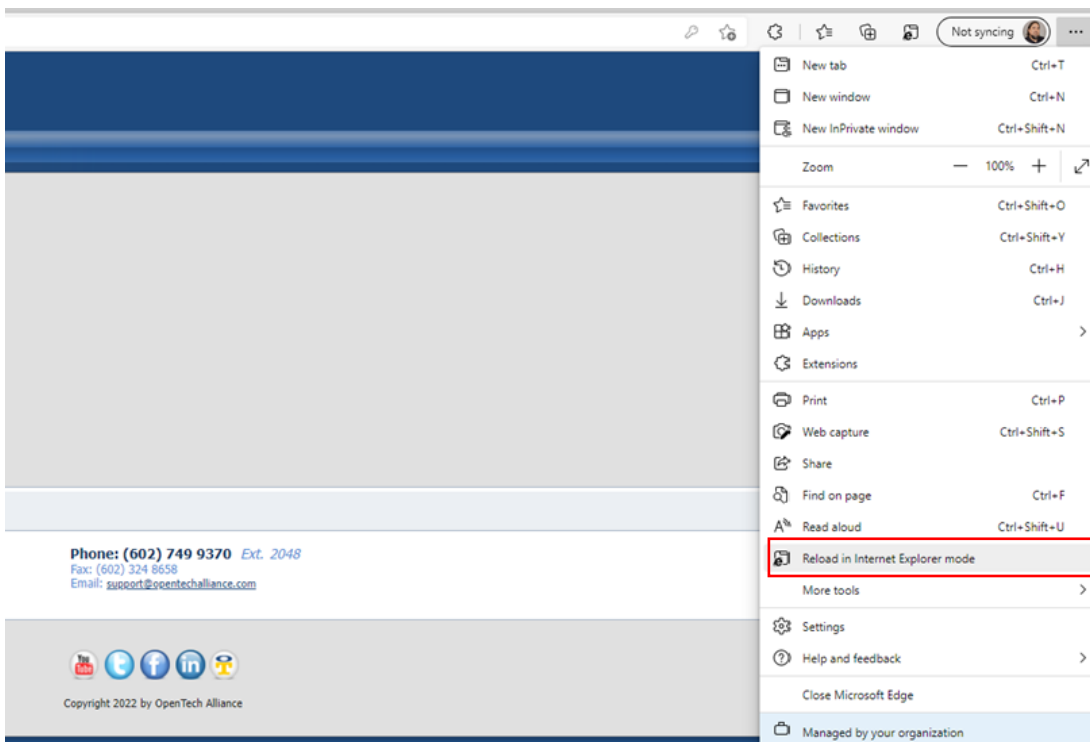
STEP 5

Once your browser has reloaded, navigate to <http://portal.opentechalliance.com>.



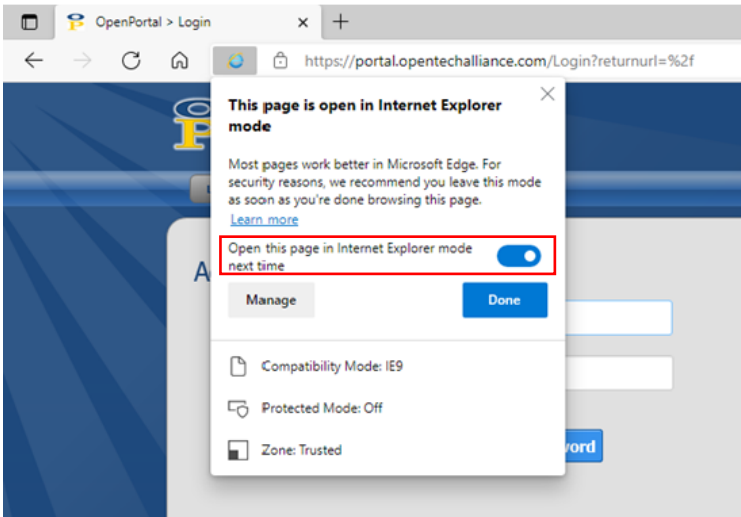
STEP 6

Access the menu in Microsoft Edge by clicking the ellipsis in the top right corner and click on "Reload in Internet Explorer mode" (indicated in red box); a new settings window will appear.



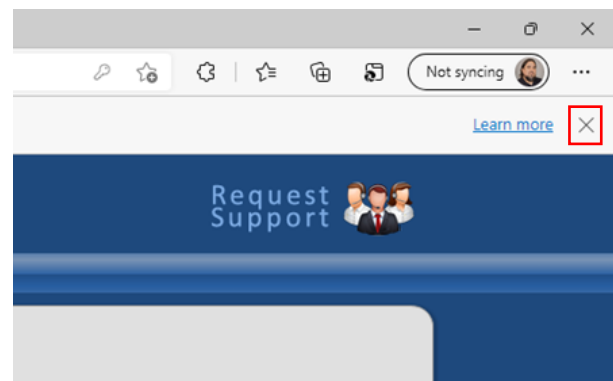
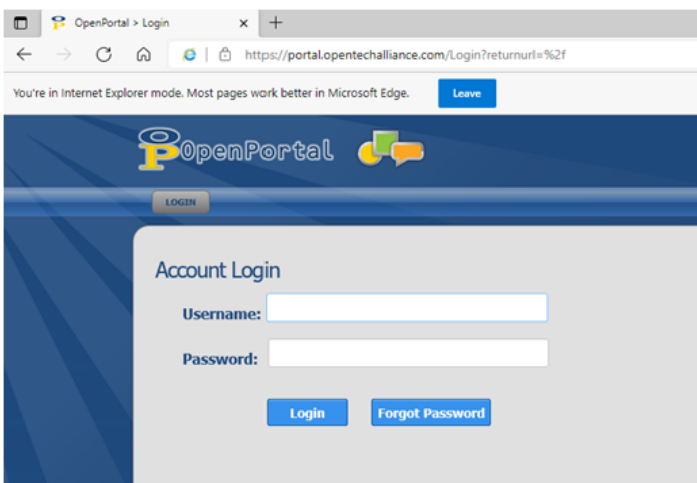
STEP 7

In the new settings window, ensure the switch labeled “Open this page in Internet Explorer mode next time” is blue/turned on (indicated in red box) and click the blue **Done** button.



STEP 8

Reload your browser and confirm you see the “You’re in Internet Explorer mode. Most pages work better in Microsoft Edge” banner at the top of your window. Click the ‘X’ on the far right of your window (indicated in red box) to hide the notification.



CONTACT US



CONTACT INFORMATION

Technical Support

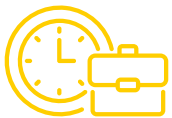
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HOURS OF OPERATION

Business Office
Technical Support

M-F; 8:00 AM to 5:00 PM MST

M-F; 5:00 AM to 5:00 PM MST

Sat; 7:00 AM to 2:00 PM MST



www.opentechalliance.com