

At the recommendation of the **IT Shared Governance committee** to address the challenges faculty advisors are experiencing in using TitanConnect INB to remove registration pins, please follow the instructions below to ensure you “single-sign on” through the portal using the TitanConnect INB link on the main page will properly work.

If you are not a faculty advisor nor require access to TitanConnect INB (for budget management or your job function), you need to perform these steps.

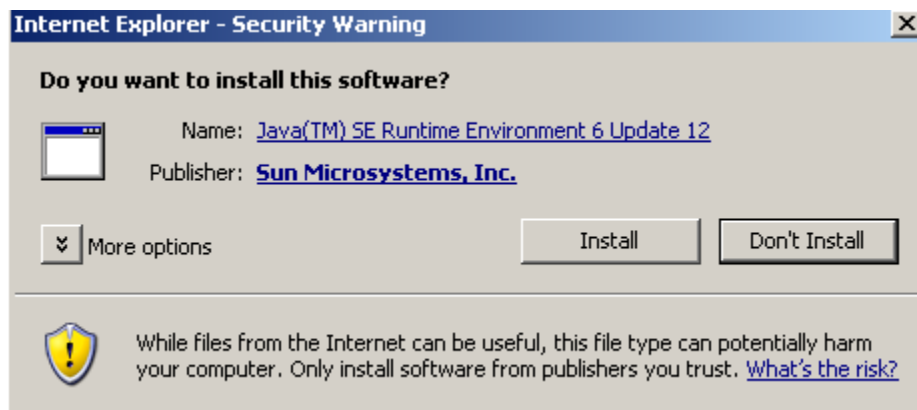
1. Start Internet Explorer and navigate to <http://www.java.com>.
2. Click on the following button



3. Momentarily, the following dialogue box will display. Please note that you are about to load Java Run-Time Version 6 Update 12. If the update version is greater, it is acceptable to proceed. **Click Install.** Version 6 Update 12 is the latest version at the time of this writing (March 16, 2009).



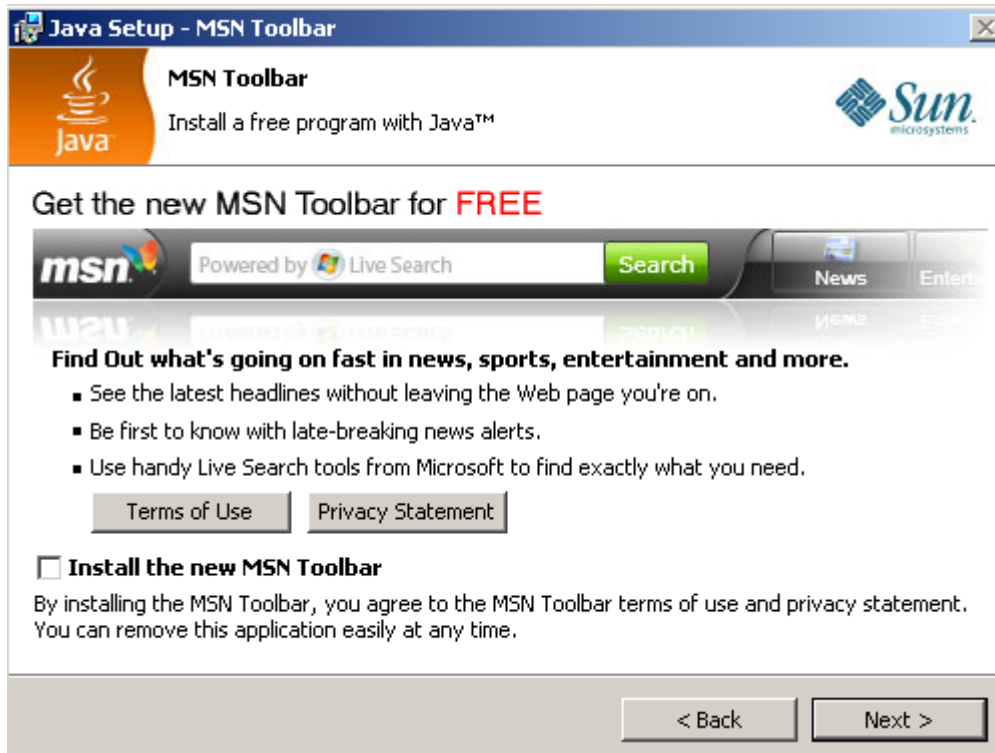
4. After a few minutes the following dialogue box will display. **Click Run.**



5. The following dialogue box will immediately display. **Click accept.**



6. The following dialogue box will be displayed. Please **uncheck** the toolbar option and **click Next.**



7. The install will begin and take a few minutes to complete. At the end the following dialogue box will be displayed. **Click Finish.**



8. **Exit and restart Internet Explorer.**
9. Navigate to <http://tc.udmercy.edu> and log in to the portal.
10. Click on the **TitanConnect INB** channel link and the system should log you into the INB portion of the TitanConnect system.

A couple notes...

If you receive a message similar to “The website wants to install the following add-on: “ start over at step 1 of these instructions. Manually go to the [www.java.com](http://www.java.com) page.

Within the next two weeks the direct link into TitanConnect INB will be removed and all who require such access will need to go through the portal to enter it.

Please remember to use Internet Explorer for TitanConnect INB. You may encounter challenges in attempting to upgrade your environment to the right level of Java to support single sign-on to INB.

If you have questions about this, please feel free to contact the Helpdesk.