

Internet Browsers – Accessing People First

Overview

The People First system and applicant jobsite can be accessed using Internet Explorer (IE) 8 – 11, and Firefox (versions 3.7 through the current release version (currently 47.0.1*)). To access People First using IE 10 or IE 11 compatibility mode must be used.

- For optimal viewing within the People First system, set the computer's screen resolution to 1024 x 768.

Special Note: All other browsers are not supported for use with the People First system, including Microsoft's new Edge browser that comes installed with the new Windows 10 operating system. However, the IE 11 browser that also comes installed with Windows 10 and can be launched from the Edge browser by selecting the ellipsis (...) button on the tool bar. **If using the IE 11 browser with Windows 10, the browser must be set to use compatibility mode to access People First.**

Compatibility Mode

For IE 10 and IE 11, some agency IT personnel control compatibility mode at the network level making the compatibility mode steps below unnecessary for each employee to perform. If your agency does not, access to the People First system will not be possible until myflorida.com is added to the browser through Compatibility View Settings.

Follow these steps to turn on compatibility mode for IE 10 and IE 11:

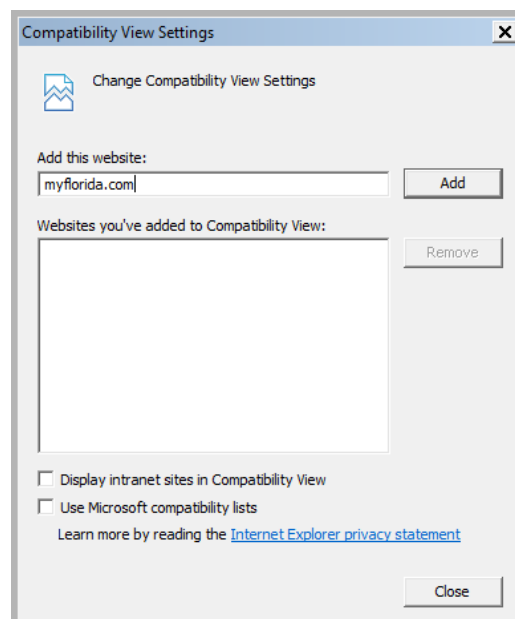
Step 1: Select "Tools" on the Internet Explorer menu bar.

- If the menu bar is not currently shown in the internet browser, right click in the header of the Internet browser session and select Menu bar.

Step 2: Select "Compatibility View settings" from the dropdown list.

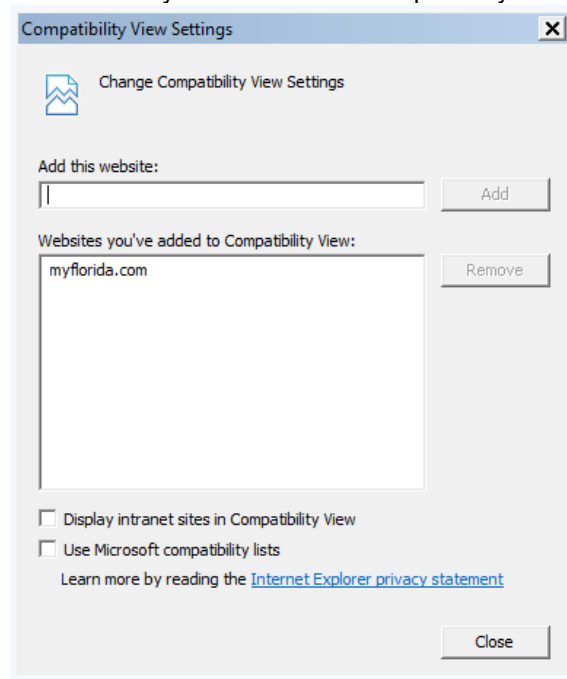
Step 3: Type the following URL in the "Add this website" field.

- myflorida.com



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Step 4: Select the Add button after the URL is entered. This will display the URL in the Websites you've added to Compatibility View field.



Step 5: Select the Close button after the URL has been added, close and reopen your internet browser then log in to People First.

Trusted Sites

Some agency IT personnel control trusted sites by pushing them out to end user computers from the network. If your agency does not, access to the People First system may not be possible until peoplefirst.myflorida.com is added as a trusted site. Similarly, access to the FSA and HSA accounts through the People First system may not be possible until peoplefirstssso.myflorida.com is added.

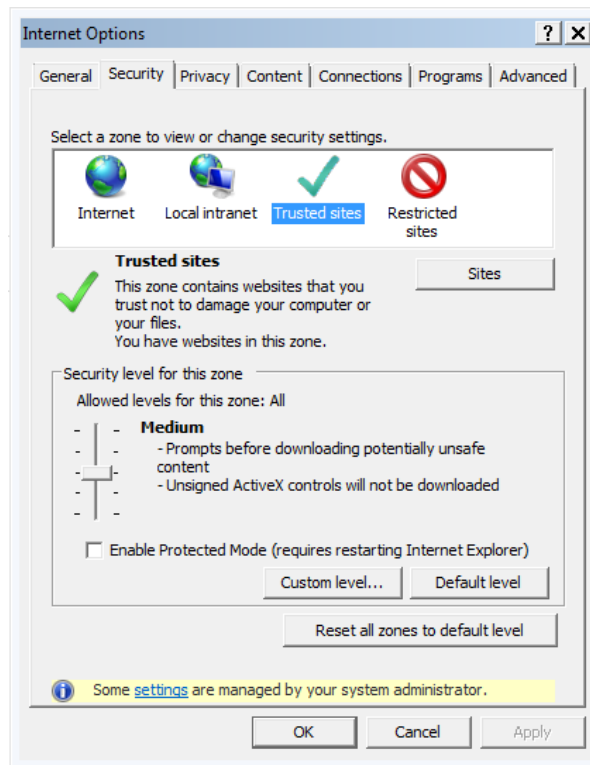
Follow these steps to add “Trusted Sites” to your IE browser.

Step 1: Select “Tools” on the Internet Explorer menu bar.

- If the menu bar is not currently shown in the internet browser, right click in the header of the Internet browser session and select Menu bar.

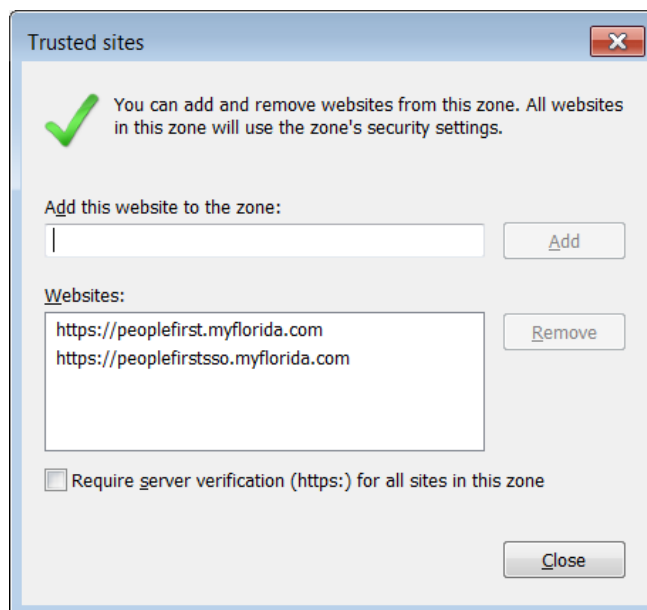
Step 2: Select “Internet Options” from the dropdown list.

Step 3: Select the “Security” tab, then “Trusted sites” and finally select “Sites”.



Step 4: One at a time, type the following URLs in the “Add this website to the zone” field and select the Add button after each URL is entered.

- <https://peoplefirst.myflorida.com>
- <https://peoplefirstsso.myflorida.com>



Step 5: Select the Close button after all the URLs have been added, close and reopen your internet browser then log in to People First.