Northwestern | myHR

Why do I need to worry about my pop-up blocker?

Many links in myHR (such as viewing your paycheck stub) will open a webpage or document in a new browser window or tab. If you receive a "pop-up blocked" message when clicking link in myHR, or if a link does not appear to work, you first should check to ensure that pop-up blocker is turned off for the myHR website.

How do I turn off my pop-up blocker?

Internet Explorer
1. Using your browser's menu, select: TOOLS > POP-UP BLOCKER > POP-UP BLOCKER SETTINGS *(if your menu is not visible, press F10 on your keyboard)*
2. In the **Address of Website to Allow** box, enter: myHR.northwestern.edu
3. Click the **Add** button; then click **Close**.

Firefox
1. Using your browser's menu, select: TOOLS > OPTIONS *(if your menu is not visible, press F10 on your keyboard)*
2. Click the **Content** button at the top of the options screen.
3. In the **Pop-ups** section, click the **Exceptions** button.
4. In the **Address of Website** box, enter: myHR.northwestern.edu
5. Click the **Save Changes** button.

Chrome
1. Click the menu icon in the top right corner of the browser window (three vertical dots).
2. Click **Settings** on the left side; then click the **Show Advanced Settings** link at the bottom of the page.
3. Locate the PRIVACY section, and click the **Content settings** button.
4. Locate the POP-UPS section, and click **Manage Exceptions**.
5. Scroll to the bottom of the list, where you'll find a blank box. Enter: https://myHR.northwestern.edu
6. Click the "Done" button.

Safari
1. Windows users select the settings gear, then choose **Preferences**. Mac users select: SAFARI > PREFERENCES.
2. Click **Security** at the top of the window.
3. Uncheck the box (Windows) or turn off the switch (Mac) to **Block pop-up windows**.