

NYU Law – Installing Oracle Site Studio Contributor

TOPIC:

First Time Installation necessary for contributor mode access



Download Oracle Site Studio Contributor just once. Use Internet Explorer only.

- 1) From the NYU Law School website, using **Internet Explorer Version 7 (IE7)**, you access Contributor Mode by pressing the keyboard combination of **Ctrl-Shift-F5**. This should be done on the page you would like to edit.
- 2) You will be prompted to enter your login and password provided to you by the PMO office.
- 3) Depending on your computer settings, Internet Explorer will either automatically launch a download on your screen or prompt you to manually start the download process.
(If you are manually prompted, you will see a short message bar at the top of the page that says: "This website wants to install the following add-on: ...click here..." Click on the message bar with your mouse and choose "Install ActiveX Control...")
- 4) Select "Install" and then an installation wizard will walk you through the next few steps to finish installation. These steps will be:
 - a. Click "Next" to continue.
 - b. Accept the default value as the installation location. Click "Next".
 - c. Select "Install" to start the installation process.
 - d. Click "Finish" to exit the completing the installation process.
- 5) Now the page is in the Contributor Mode and ready for you to edit.



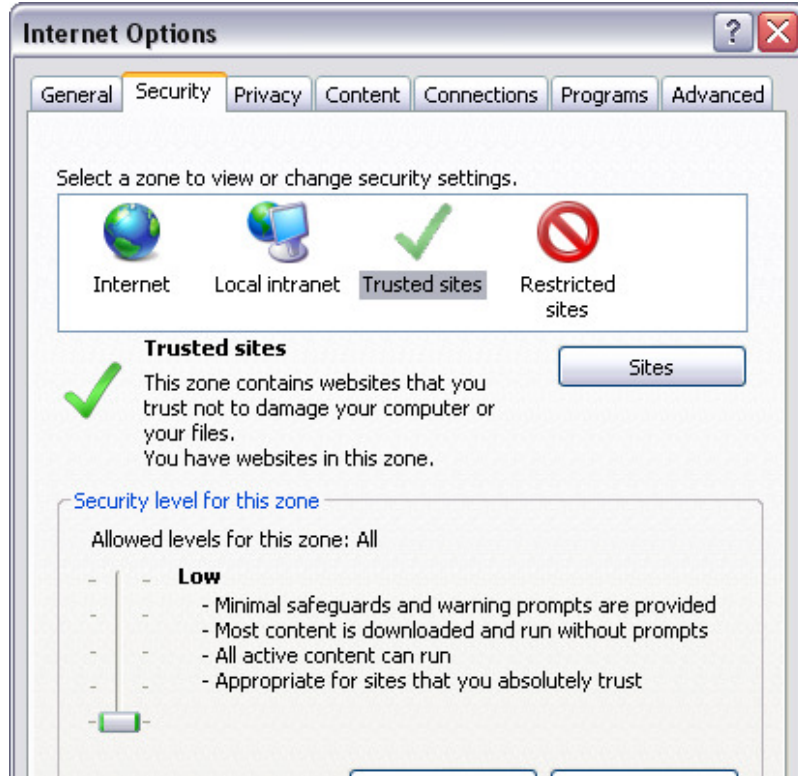
****Please note-**

If you need to access Contributor from outside NYU, you must first establish a VPN connection and maintain that while editing the website. Contact HelpDesk for assistance with VPN or go here: <http://www.nyu.edu/its/software/vpn/>

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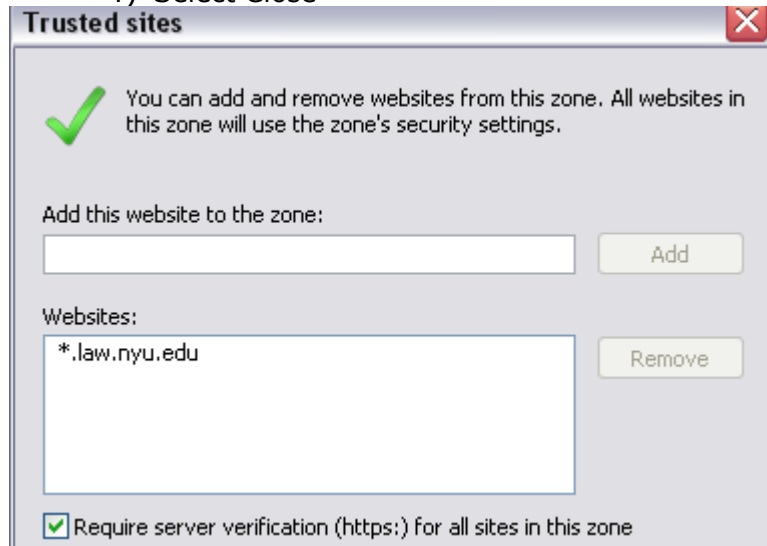
Troubleshooting

The following security settings ensure a smooth installation process:
Tools > Internet Options > Security > Trusted Sites > **Low**



Tools > Internet Options > Security > Sites

- 1) Uncheck "require server verification" checkbox
- 2) Add "*.law.nyu.edu" to trusted sites
- 3) Check "require server verification" checkbox
- 4) Select Close



Keep your security settings at this level going forward.