Logging into Datatel UI 4.3

The Datatel web address (URL) is: http://datatel.illinoisstate.edu/. Click on the button for the environment you wish to access, Production or Test.

To Login

You may use Internet Explorer, Firefox, Google Chrome or Safari internet browsers. Before you begin, add the Datatel site as an exception to the pop-up blocker list.

- In **Internet Explorer**, go to Tools > Pop-up Blocker > Pop-up Blocker Settings, then add an exception for datatel.illinoisstate.edu

- In **Firefox**, go to Tools > Options > Content tab, then add datatel.illinoisstate.edu to exceptions.

- In **Safari**, uncheck "Block Pop-up Windows" under the Safari menu.

- In **Google Chrome**, click on the Wrench Icon > Options > Under the Hood > Privacy-Content settings > Pop-ups > Manage Exceptions, then add an exception for datatel.illinoisstate.edu.

Click the **Begin** button.

Step 1. The **Login** dialog box is displayed.

Figure 1: Login Dialog Box

Step 2. Enter your Datatel User ID and password

Step 3. Click **Login**. The Quick Tour window appears, providing you with the option to view a presentation about the main features available in this version of UI.

> **Technical Tip:** Select the **Don't Show Me Again** check box if you do not want the Quick Tour window to appear each time you log in. You can access the Quick Tour at any time from the **Help** menu.

Step 4. Click the **Play** arrow if you want to view the Quick Tour presentation. Click **Close** if you want to open UI without viewing the Quick Tour.

NOTE: Datatel has certified the following browsers for UI 4.3:

- Firefox 3.5 or higher, running on Windows XP, Windows 7 or Vista or on Macintosh OS 10.5 or higher
- Google Chrome 4 or higher, running on Windows XP, Windows 7 or Vista
- Safari 3 or higher, running on Macintosh OS 10.5 or higher
- Internet Explorer 7 running on Windows XP or Vista
- Internet Explorer 8 running on Windows XP, Windows 7 or Vista
- Internet Explorer 9 running on Windows 7 or Vista