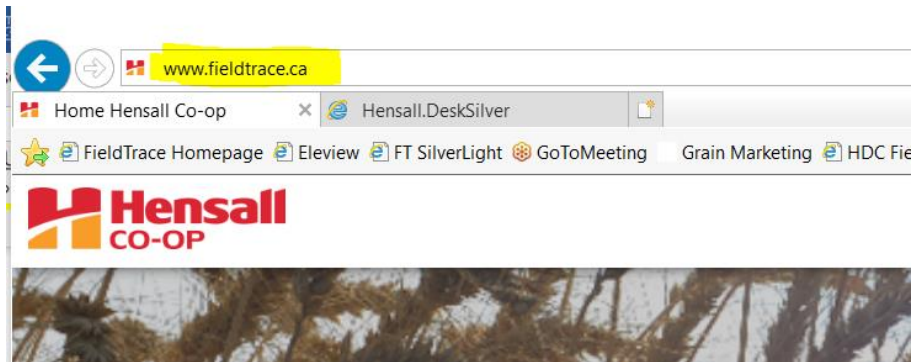


Make the FieldTrace login page your default page in Internet Explorer

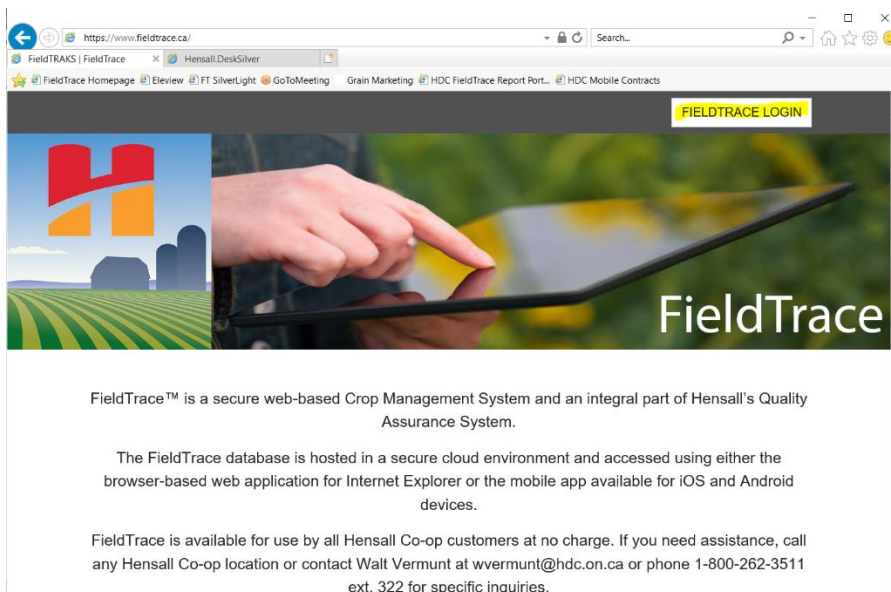
To make the FieldTrace login page your default page when you log in to Internet Explorer follow these steps:

Since most people will only use IE to work in FieldTrace, it makes sense to go directly to the FieldTrace login page when IE launches.

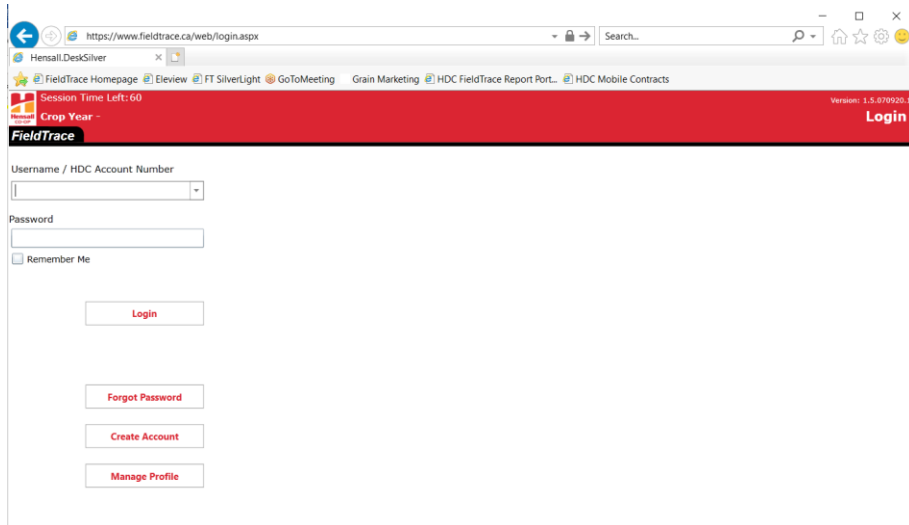
To begin, **while you are in Internet Explorer**, type www.fieldtrace.ca into your browser



This will take you to this page: <https://www.fieldtrace.ca/>



Select the FieldTrace Login icon in the top right corner of the screen. This will take you to the FieldTrace login page: <https://www.fieldtrace.ca/web/login.aspx>

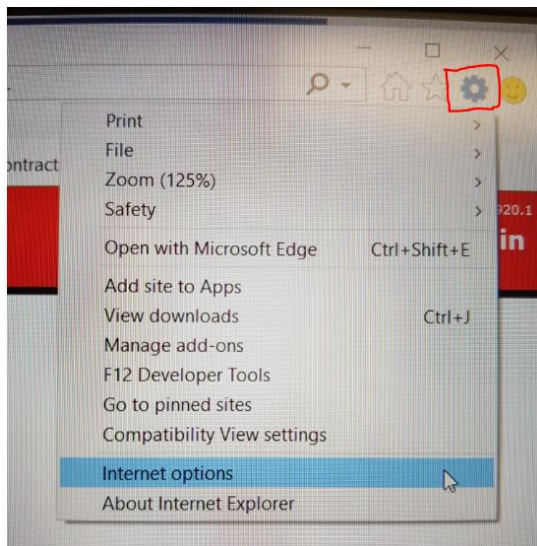


For convenience, you can make this the default page that appears when Internet Explorer is launched.

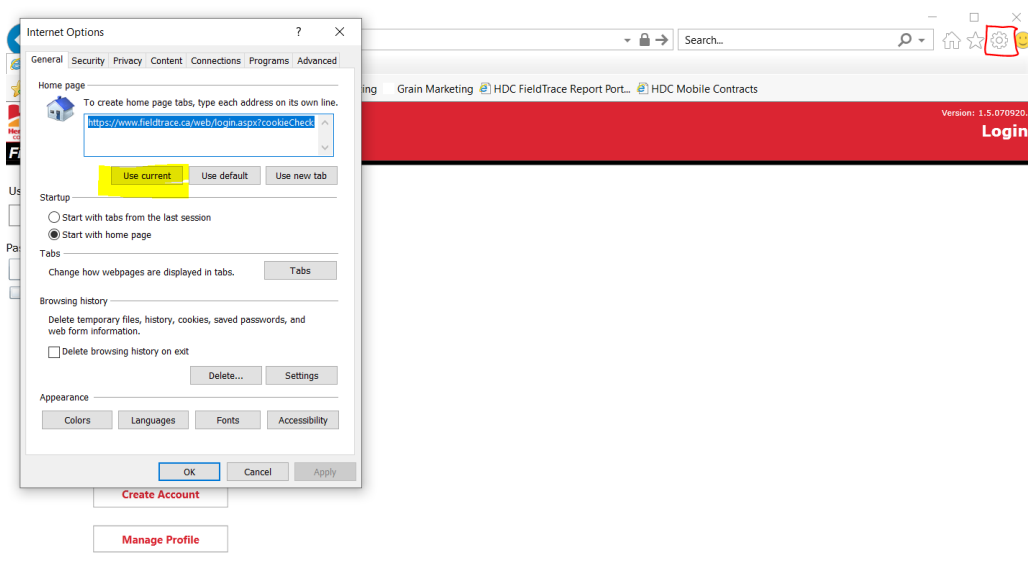
Close any other tabs that you have open.

Select the settings icon in the top right of the screen (looks like a gear).

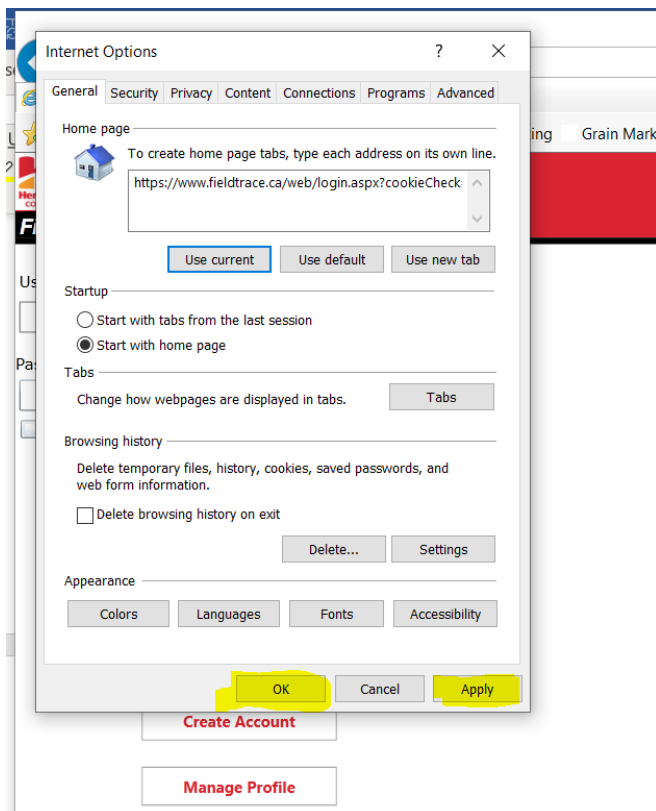
Select Internet Options from the list.



In the dialog that appears, select Use Current to use the current page(s) that you have open as the default home page.



Select Apply and then OK from the bottom of the dialog



Close Internet Explorer to test it. You should now be able to click on the icon that is in the bottom tray to open Internet Explorer and it should open to the FieldTrace login page.