

How to log in as an Administrator for Internet Explorer

- Right Click on the Internet Explorer Icon
- Right Click again on the Internet Explorer Icon in the menu that pops up.
- Click or Choose "Run as Administrator"
- A window will pop up asking you if you want this app to make changes to your computer. Answer "YES"
- Your Web browser will now open.
- Choose the RecTrac Shortcut and open RecTrac
- Log into RecTrac as normal.
- You should now see a "green light" and should be connected.
- Please watch the video on the next screen for directions.
 - Please note that the "Pop Up Window" that requires you to answer "Yes" does not appear in the video.