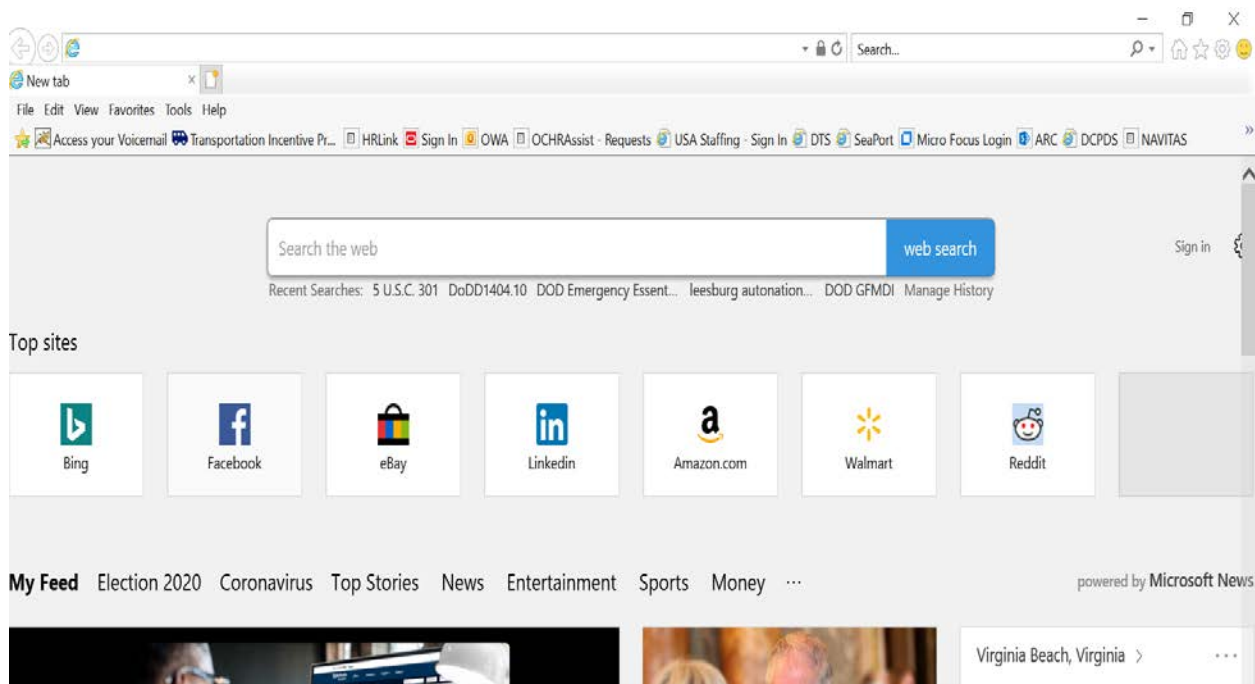# Department of the Navy, Office of Civilian Human Resources
Internet Explorer Interim Guidance for GRB Platform
(Benefits) Setup and Execution

Purpose: March 2020, the Office of Civilian Human Resources relocated the DON's Human Resources infrastructure from the DOD/Denver Data Center to the Navy/Naval Information Warfare Center (NIWC) Atlantic. As a result and moving from the DOD network to the Navy network, Internet Explorer (IE) settings may require modification. Steps are underway to make these changes permanent for NMCI users, non-NMCI users should contact their network's Information Technology organization to address, on workstations and laptops, however users experiencing access issues will be required to execute the following procedures in order to successfully access and run DON's GRB Platform at this time.

NOTE: Users may be required, due to normal refresh procedures, to execute these procedures each time you access the GRB Platform until the browser modifications are permanent.
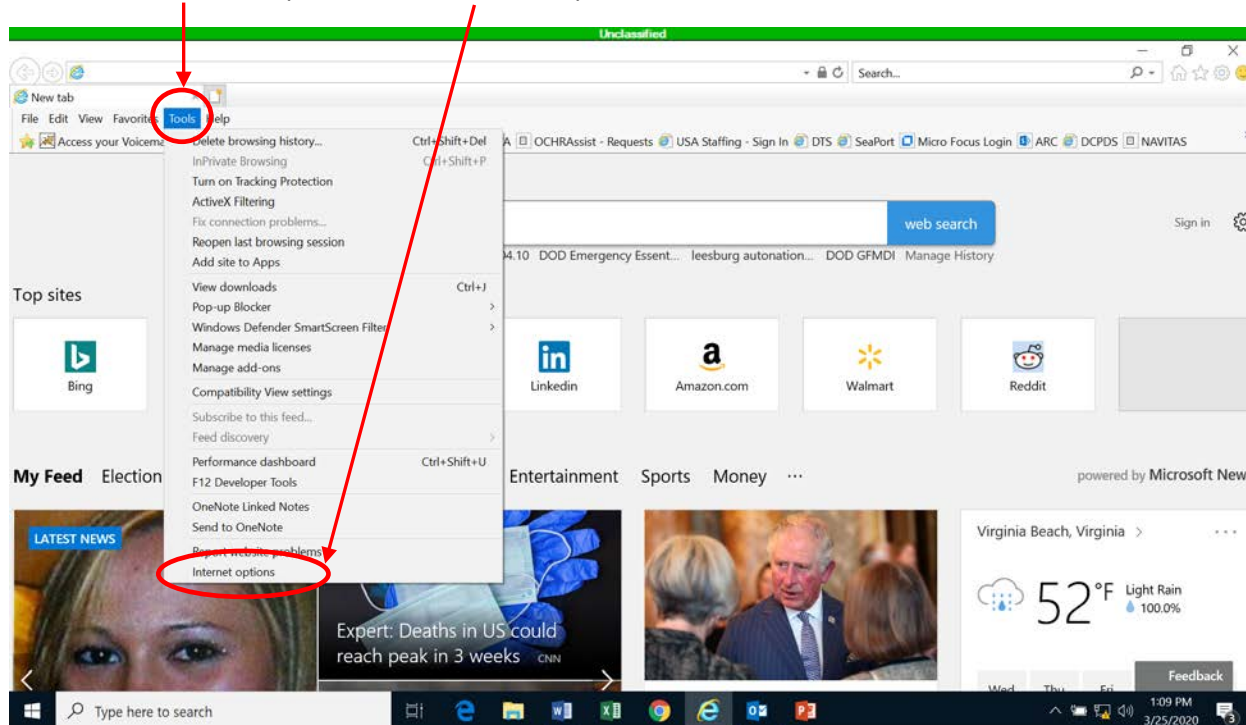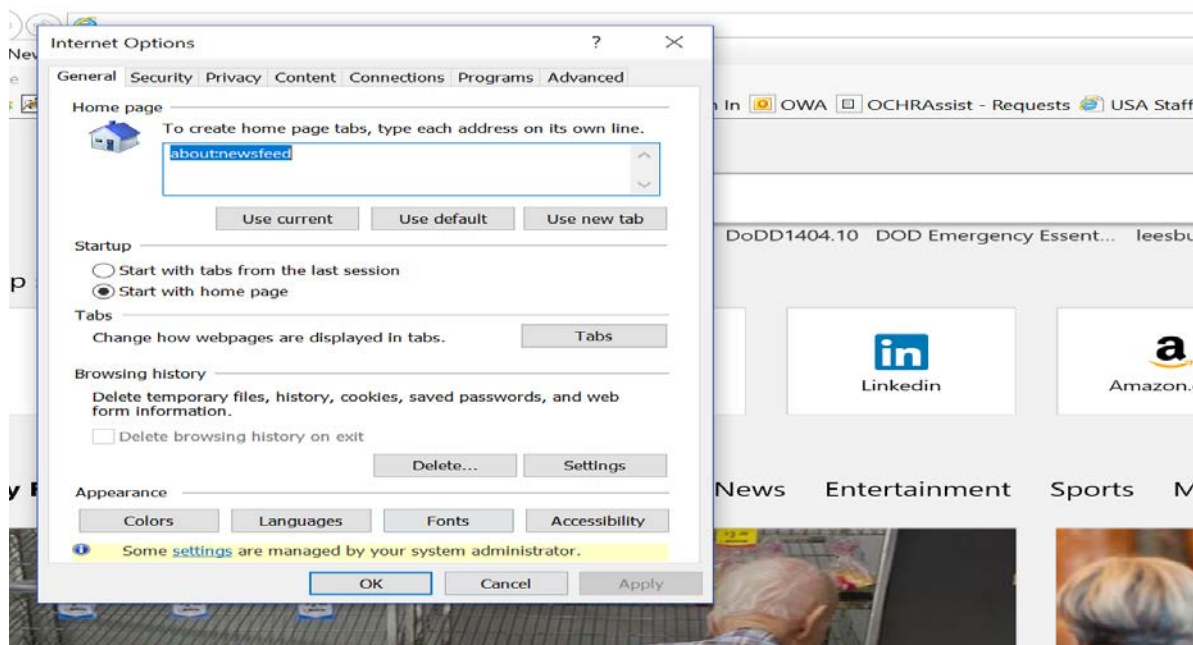
Steps required to successfully access GRB Platform:

2. Under the TOOLS option, select "Internet Options"

3. The INTERNET OPTIONS screen will appear.

4. Select CONNECTIONS tab from the INTERNET OPTIONS screen; and then select the LAN SETTINGS button
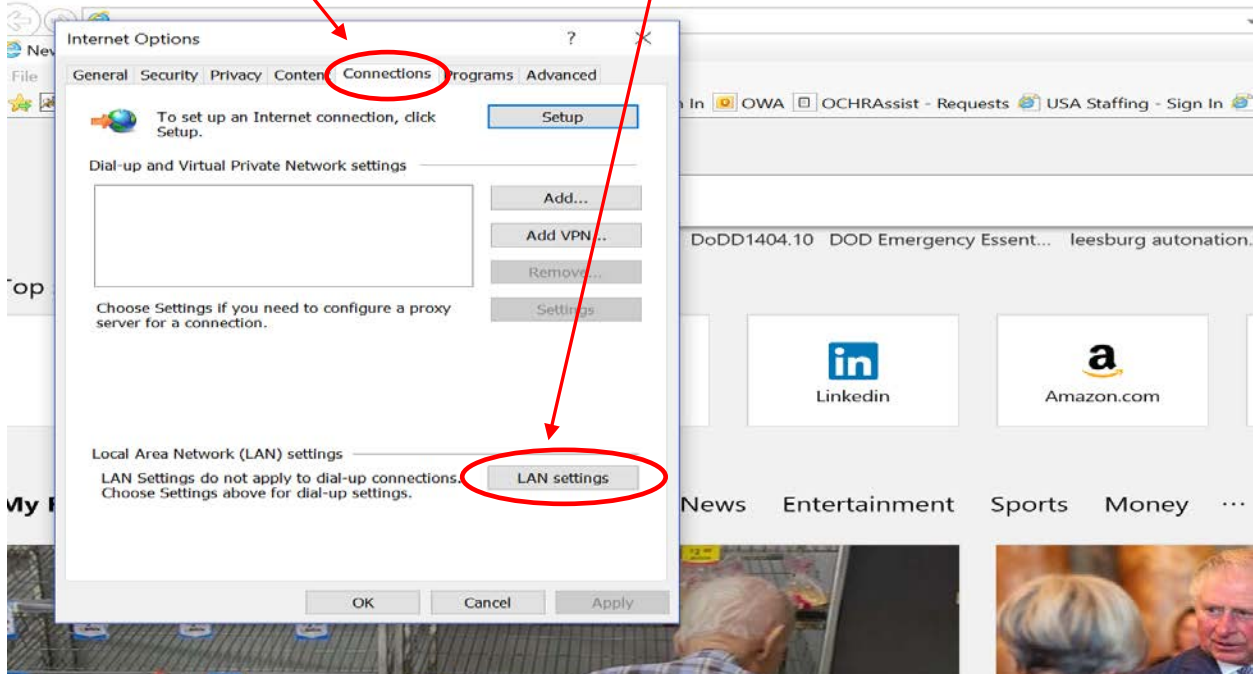
5. Select ADVANCED from the LOCAL AREA NETWORK (LAN) SETTING screen
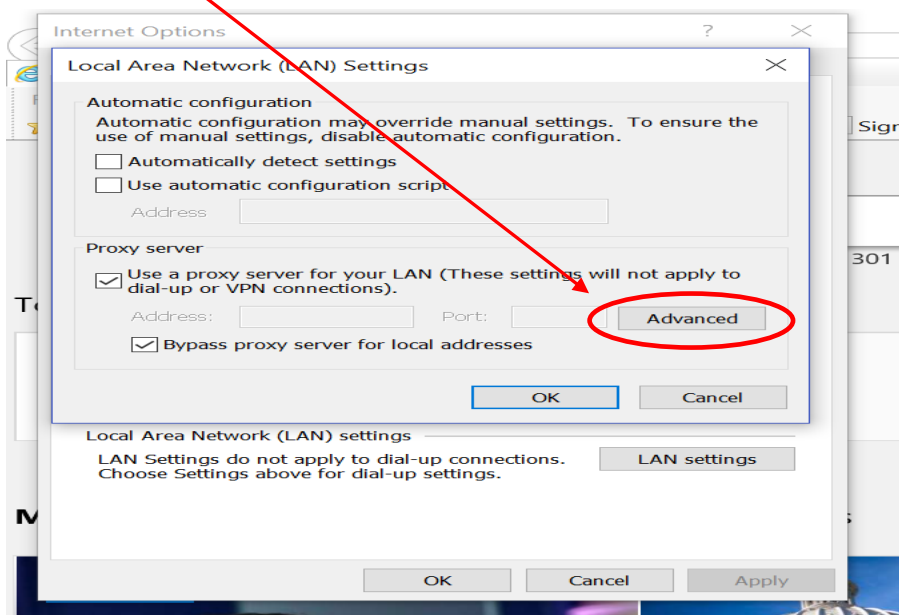
6. The PROXY SETTINGS screen will be displayed

a. Under the EXCEPTIONS section, search in your "Do not use proxy server for addresses beginning with:" for the following "www.civilianbenefits.hroc.navy.mil;" and remove.
b. Once removed, select "OK" from the PROXY SETTINGS screen
c. Select "OK" from the LOCAL AREA NETWORK (LAN) SETTING screen
d. Select "OK" from the INTERNET OPTIONS screen
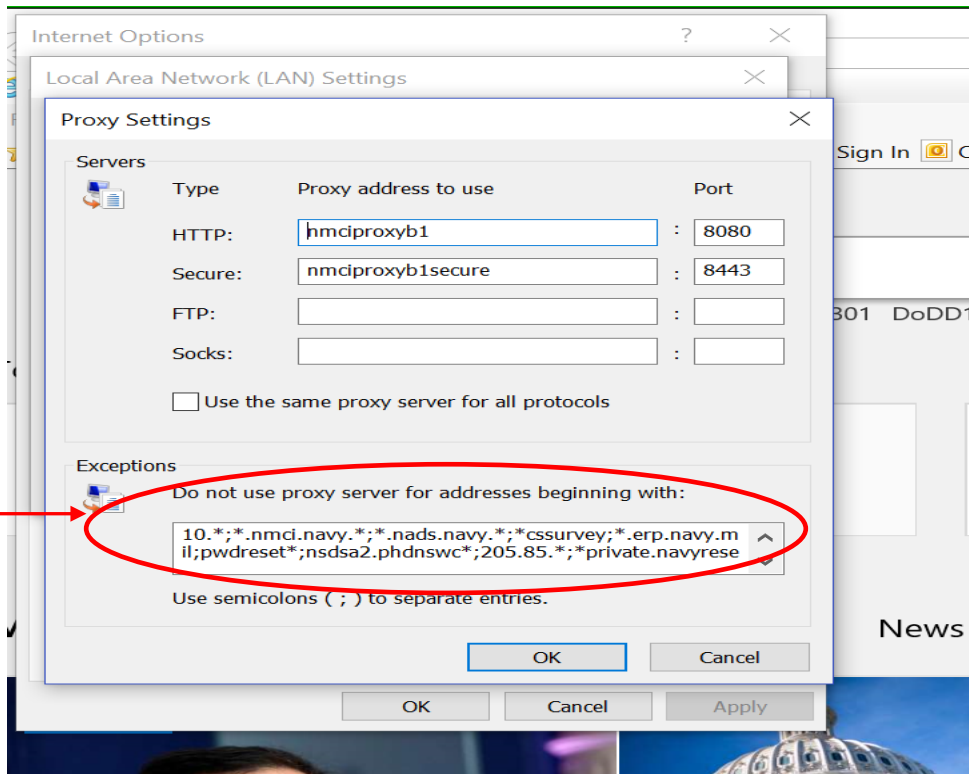
7. Access GRB Platform by entering the URL: https://www.civilianbenefits.hroc.navy.mil
   > U.S. Government (USG) Warning and Consent Banner will be displayed. Scroll down and click on "OK, proceed to Application"
   > Prompted for your CAC Certificate; be sure you **select your PIV or Authentication CAC Certificate**
   > GRB Platform screen displays; click on "LAUNCH"

   NOTE: Be sure you select your PIV or Authentication CAC Certificate when requested, otherwise access will be denied.