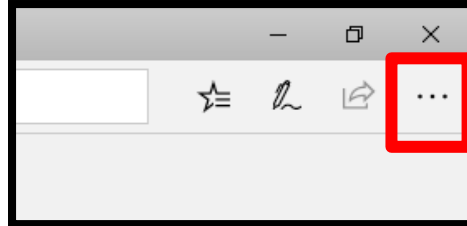# Initial Settings for Synergy, SE, TeacherVUE and Substitutes

Before logging in, be sure to check these initial settings. Pop-up Blockers MUST be turned OFF. For optimal performance of your browser, clear your cache and browsing history every few weeks.
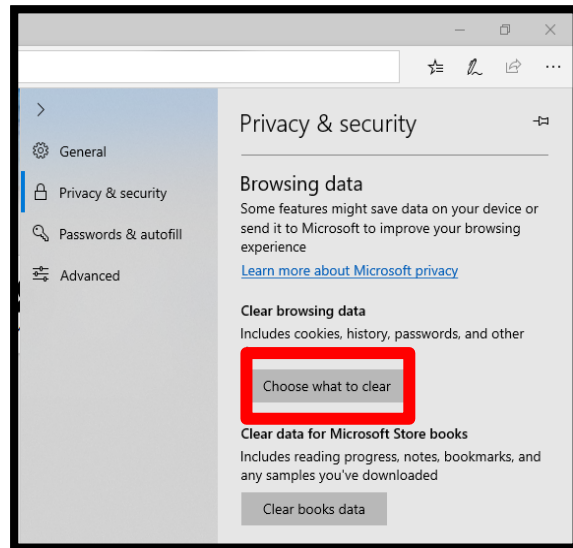
Microsoft Edge

1. Click the **Settings icon** in the upper right hand corner

2. Select **Settings** from the menu that appears (towards the bottom of the menu)
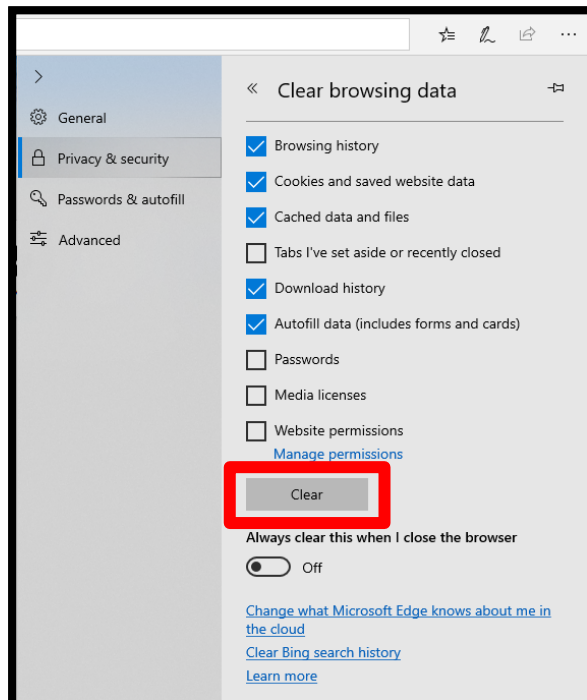
3. Select **Privacy and security**

4. Under **Browsing data**, Select **Choose what to clear**
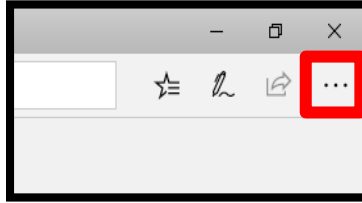
5. Select the following boxes:
   - Browsing history
   - Cookies and saved website data
   - Cached data and files
   - Download history
   - Autofill data (includes forms and cards)

6. Then select **Clear**

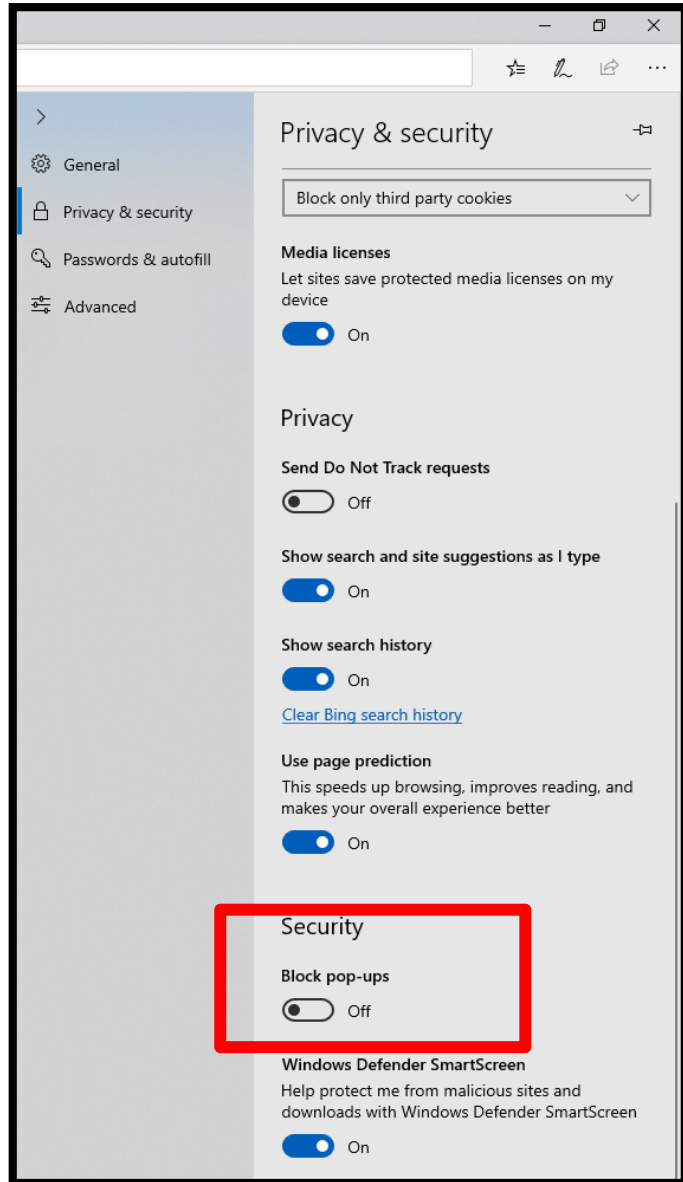# Initial Settings for Microsoft Edge

1. Click the **Settings icon** in the upper right hand corner

2. Select **Settings** from the menu that appears (towards the bottom of the menu)

3. Select **Privacy and security**

4. Toggle off **Block pop-ups**

Initial Settings for Synergy, SE, TeacherVUE and Substitutes

Before logging in, be sure to check these initial settings. Pop-up Blockers MUST be turned OFF. For optimal performance of your browser, clear your cache and browsing history every few weeks.
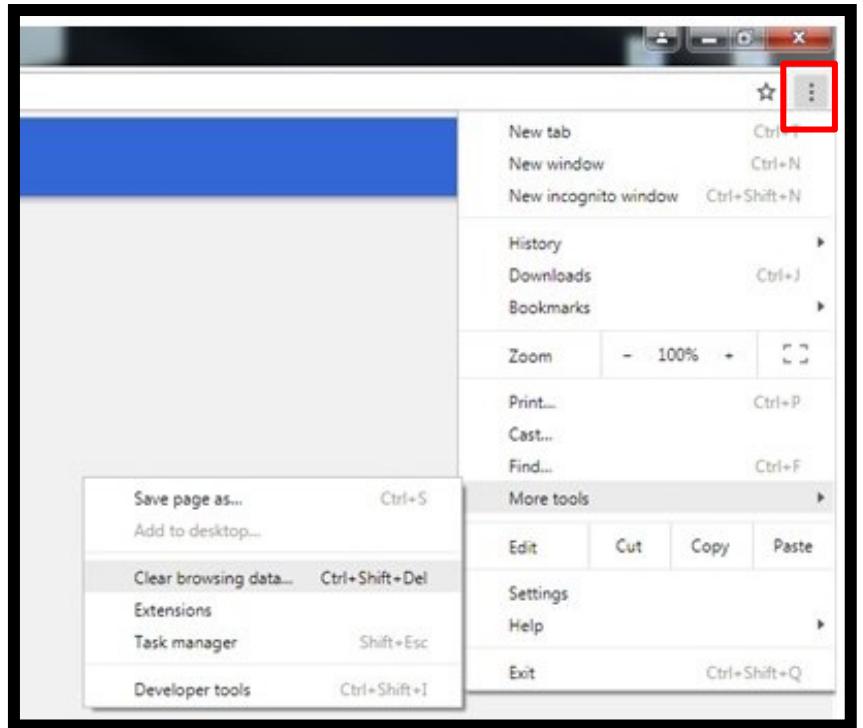
Chrome

1. Click on the Chrome menu bar on the browser toolbar (three dots upper right-hand corner).

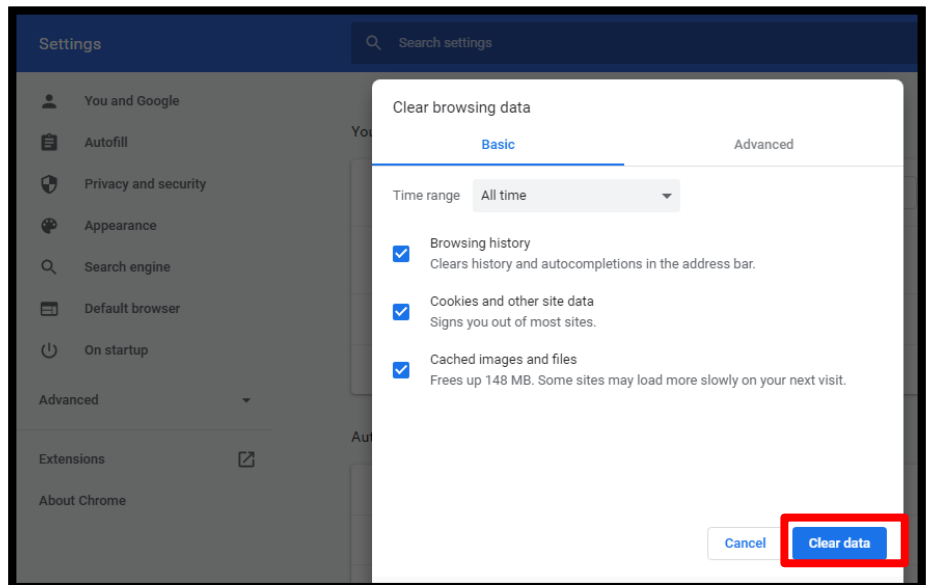2. Select **More Tools**

3. Select **Clear browsing data**

4. Select "**Time range- All time**"

5. Select the following boxes to include:
   - Browsing history
   - Cookies and other side data
   - Cached images and files
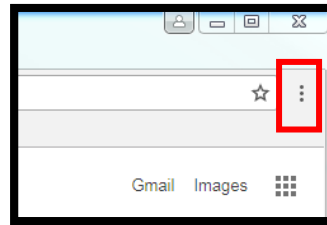
6. Then select **Clear Data**
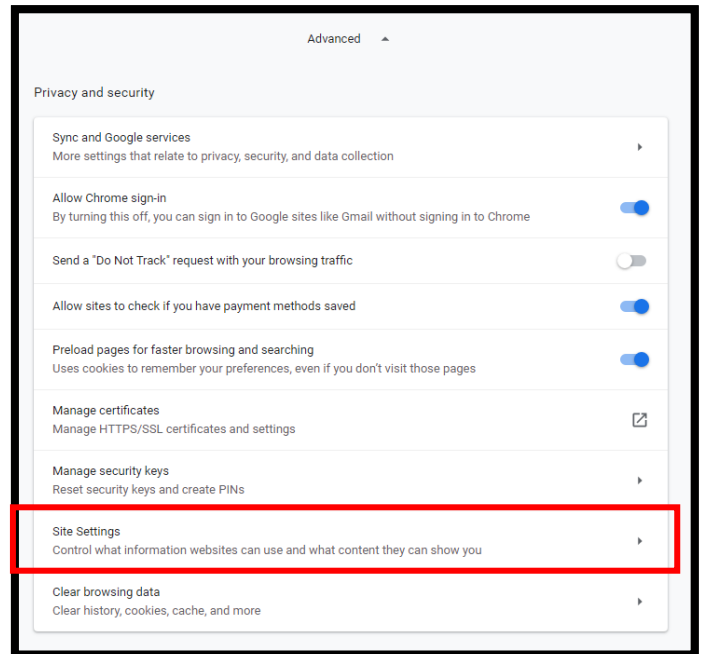
Initial Settings for Google Chrome

1. Open Google Chrome

2. Click on the Chrome menu bar on the browser toolbar (three dots upper right-hand corner).

3. Select **Settings**
4. Scroll down and select **Advanced**
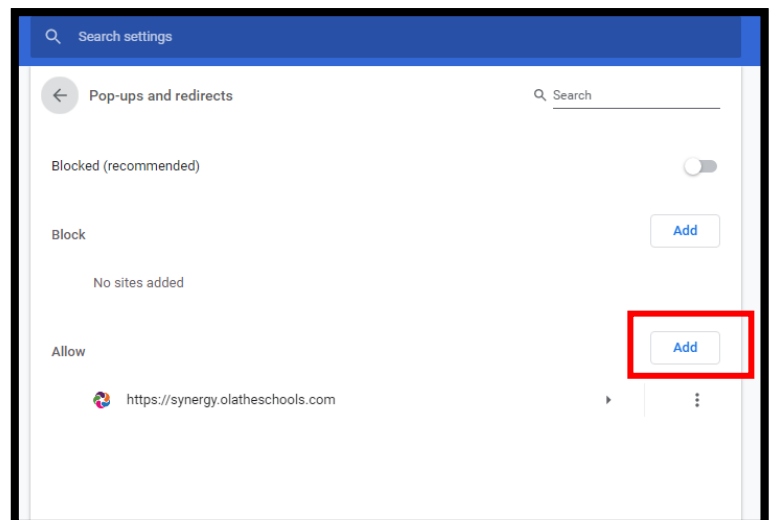5. Under **Privacy and security**, select **Site Settings**

Advanced

Privacy and security

Sync and Google services	More settings that relate to privacy, security, and data collection	▸
Allow Chrome sign-in	By turning this off, you can sign in to Google sites like Gmail without signing in to Chrome	⬤
Send a "Do Not Track" request with your browsing traffic		◯
Allow sites to check if you have payment methods saved		⬤
Preload pages for faster browsing and searching	Uses cookies to remember your preferences, even if you don't visit those pages	⬤
Manage certificates	Manage HTTPS/SSL certificates and settings	◲
Manage security keys	Reset security keys and create PINs	▸
Site Settings	Control what information websites can use and what content they can show you	▸
Clear browsing data	Clear history, cookies, cache, and more	▸

6. Select **Pop-ups and redirects**

> Pop-ups and redirects
> Blocked

7. Then, under **Allow**

8. Click **Add**

9. Then type the URL:
https://synergy.olatheschools.com

10. Then Select **Add**

Pop-ups and redirects

Blocked (recommended)	◯
Block	Add
No sites added	
Allow	Add
https://synergy.olatheschools.com	▸ ⋮

Initial Settings for Synergy, SE, TeacherVUE and Substitutes

Before logging in, be sure to check these initial settings. Pop-up Blockers MUST be turned OFF. For optimal performance of your browser, clear your cache and browsing history every few weeks.
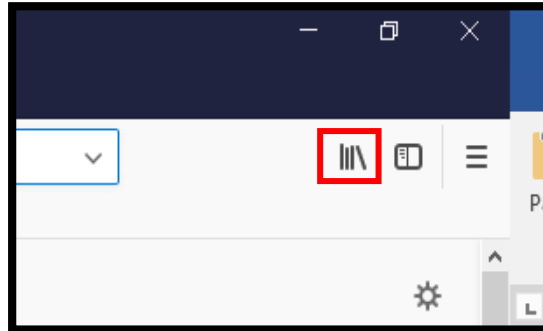
Firefox

1. Open Firefox and click the **Library button** in the top right corner

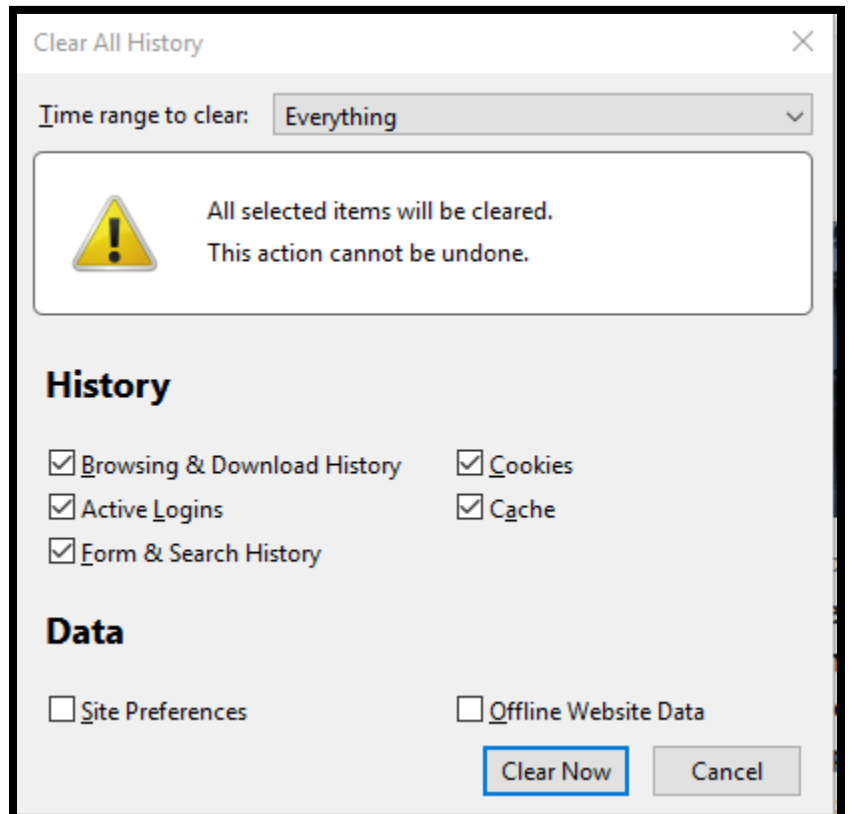2. Click **History**

3. Click **Clear Recent History**

4. In the drop down menu under **Time range to clear**: Select **"Everything"**

5. Select the following items:
   a. **Browsing & Download History**
   b. **Active Logins**
   c. **Form &Search History**
   d. **Cache**
   e. **Cookies**

6. Finally, click the **Clear Now** button. The window will close and the items you've selected will be cleared.
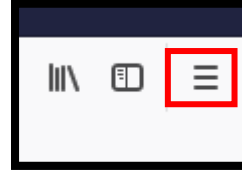
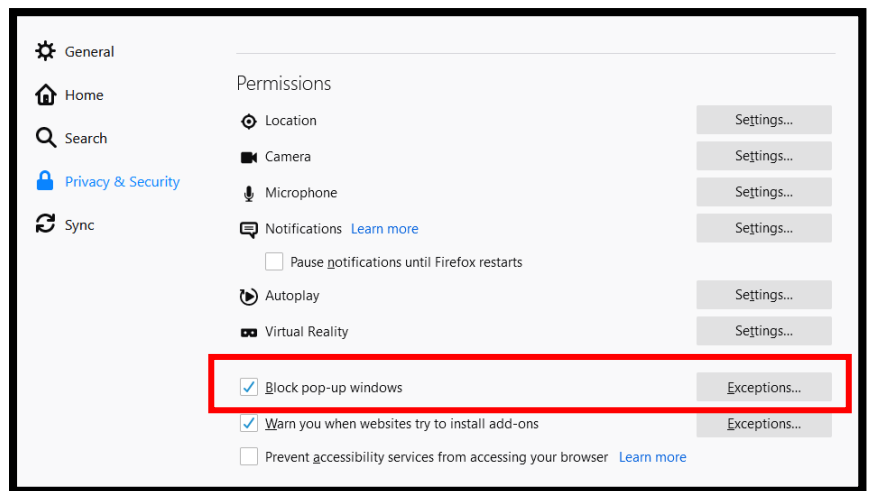# Initial Settings for **Firefox**

1. Open **Firefox**

2. Open the **Menu** in the upper right-hand corner

3. Select **Options**

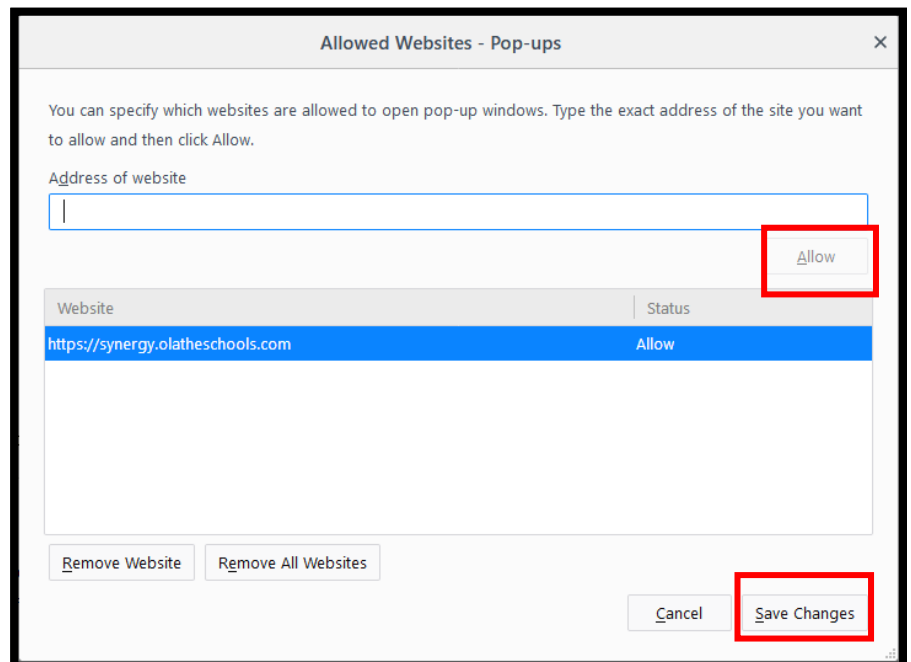4. Select **Privacy & Security** (on the left side)

5. Scroll down to the **Permissions** section. Click on **Exceptions**, next to Block pop-up windows

6. Add **https://synergy.olatheschools.com/**

7. Click **Allow**

8. Click **Save Changes**

Initial Settings for Synergy, SE, TeacherVUE and Substitutes

Before logging in, be sure to check these initial settings. Pop-up Blockers MUST be turned OFF. For optimal performance of your browser, clear your cache and browsing history every few weeks.
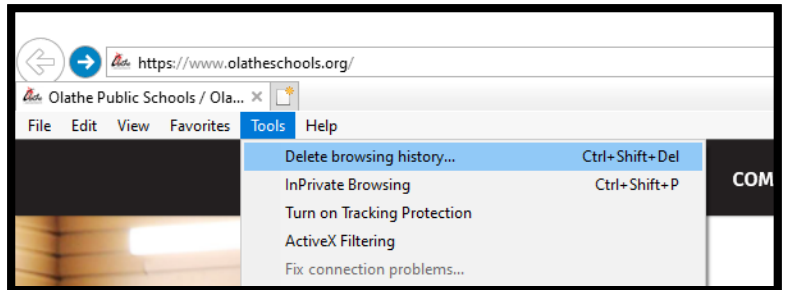
Internet Explorer

1. Open Internet Explorer

2. From the Menu bar, select **Tools**

(If you do not see Tools your Menu bar, right click in the blank space above the tool bar and select Menu bar. The tools option will then appear.)
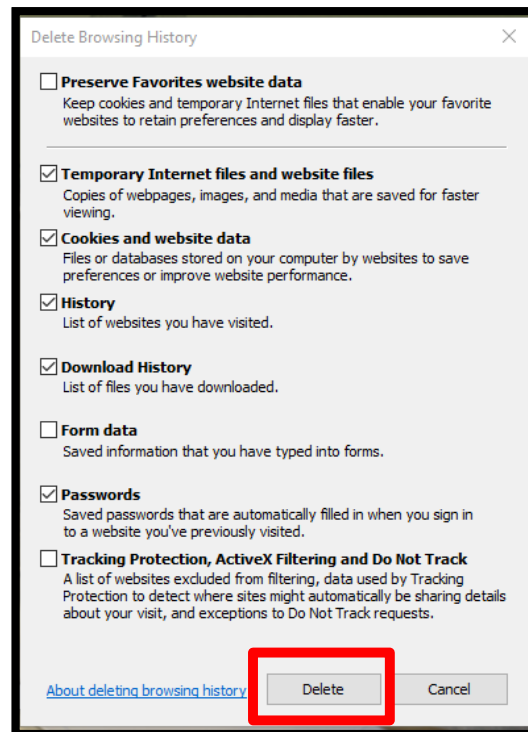
3. Select **Delete browsing history**

4. Select the boxes to match here.

- Uncheck Preserve Favorites website data
- Check Temporary Internet files and website files
- Check Cookies and website data
- Check History
- Check Download History
- Uncheck Form data
- Check Passwords
- Uncheck Tracking Protection, ActiveX Filtering and Do Not Track

5. Then Click **Delete**

Note: This may take a few minutes if you have never cleared your cache and history before. When complete, close your browser and reopen.

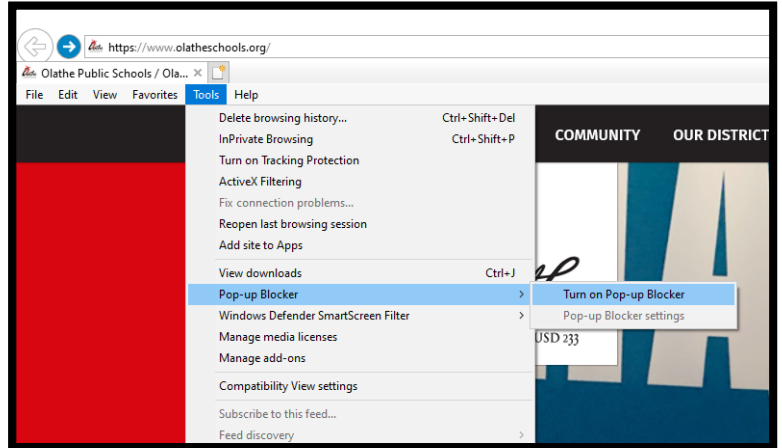# Initial Settings for Internet Explorer

1. Open Internet Explorer

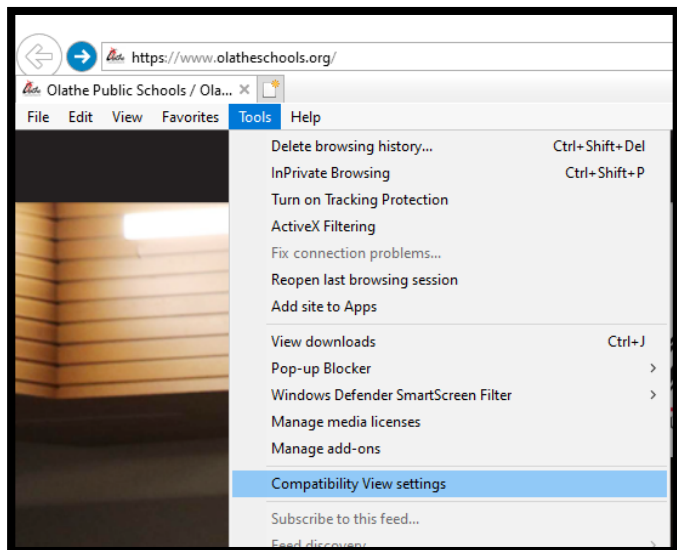2. From the Menu bar, Select **Tools**

3. Select **Pop-up Blocker**
4. Select **Turn off Pop-up Blocker** (you want it to display **Turn on** Pop-up Blocker).

5. Click on **Tools** again.
6. Select **Compatibility View settings**

7. **De-select all checkboxes** (all boxes should be unchecked)

8. Select **Close**.