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



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- 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



- Select Settings from the menu that appears (towards the bottom of the menu)
- 3. Select Privacy and security
- 4. Toggle off Block pop-ups



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.





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	Ø
Manage security keys Reset security keys and create PINs	>
Site Settings Control what information websites can use and what content they can show you	Þ
Clear browsing data Clear history, cookies, cache, and more	×

- 6. Select Pop-ups and redirects
- 7. Then, under Allow
- 8. Click Add

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

10. Then Select Add



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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
- Finally, click the Clear Now button. The window will close and the items you've selected will be cleared.

Clear All History	×			
Time range to clear: Everything	~			
All selected items will be cleared. This action cannot be undone.				
History				
<u>B</u> rowsing & Download History <u> Active Logins </u> <u> Form & Search History </u>	☑ <u>C</u> ookies ☑ C <u>a</u> che			
Data				
Site Preferences	Offline Website Data			

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)
- 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

Allowed Websites - Pop-ups		×
You can specify which websites are allowed to open pop-up windows. Type the to allow and then click Allow. Address of website	exact address of the	site you want
l Website	Status	Allow
https://synergy.olatheschools.com	Allow	
Remove Website Remove All Websites		
	<u>C</u> ancel <u>S</u> a	ave Changes



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

Delete Browsing History Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster. Temporary Internet files and website files Copies of webpages, images, and media that are saved for faster viewing. Cookies and website data Files or databases stored on your computer by websites to save preferences or improve website performance. History List of websites you have visited Download History List of files you have downloaded. Form data Saved information that you have typed into forms. Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited. Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests. About deleting browsing history Delete Cancel

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.

