Clearing Browsing Data

Notes: There may be times when your browser stores data from your recent internet experience that causes conflicts with the way our Portal operates. To resolve these issues, it may be neccesary to clear your browsing data. Use the provided instructions to clear your browsing data from the two most popular broswers, Google Chrome and Internet Explorer.

Clearing Browsing Data in Google Chrome

1. Click on the triple dotes in the upper right hand corner of your web browser window.
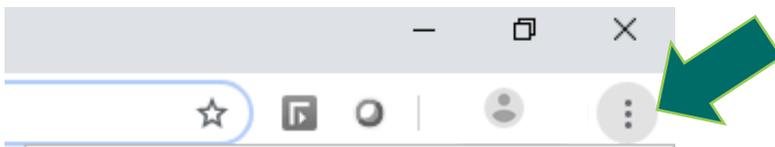
2. Left click on history and then right click on the history option in the fly out box.
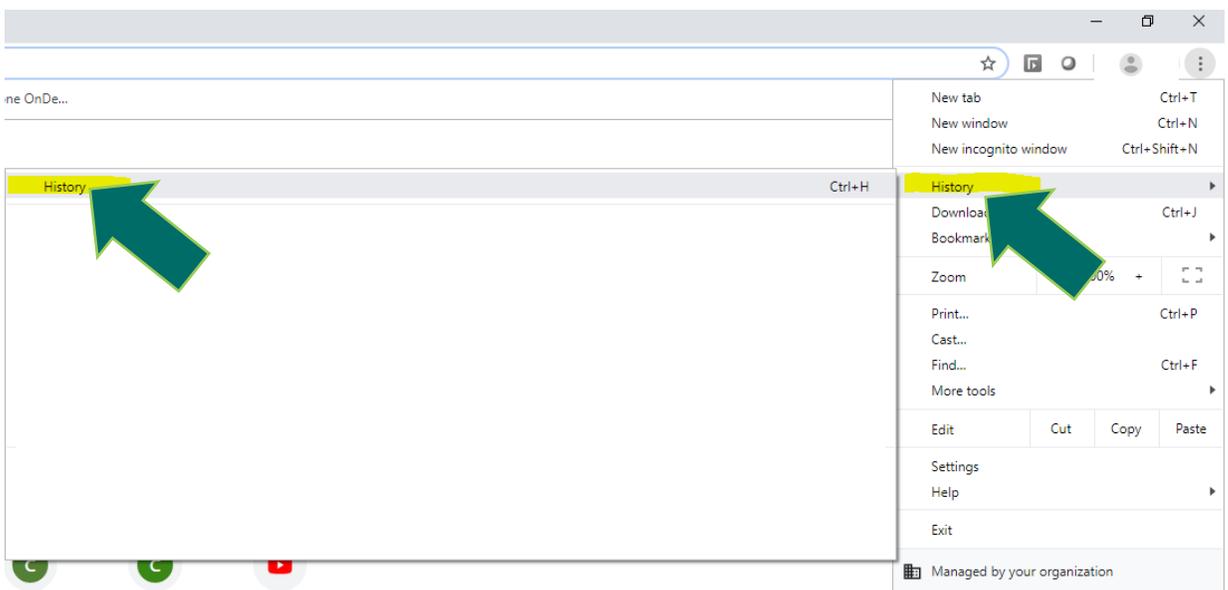
4. From this window click on the option clear browsing data, located on the right side menu bar.
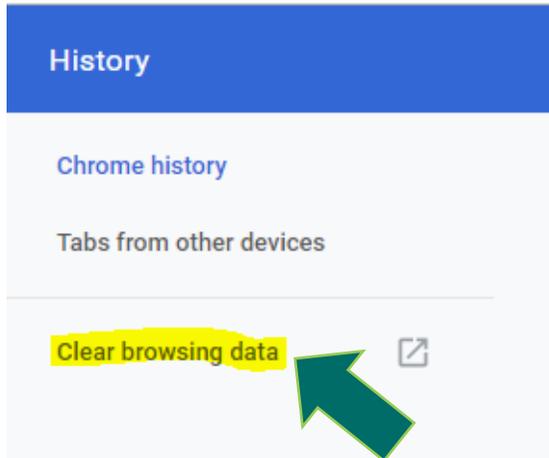
5. Next select the advanced tab in the clear browsing data menu.
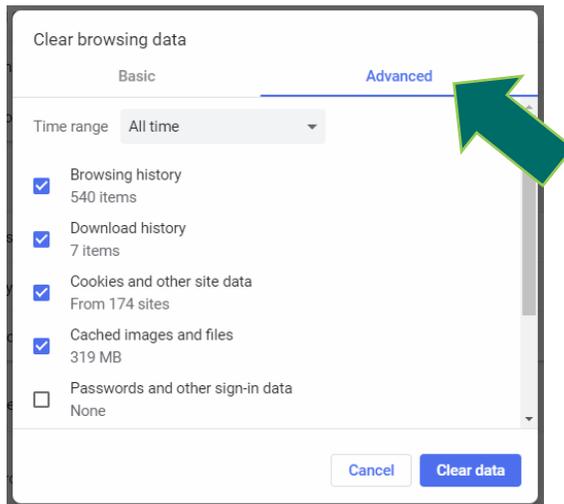
6. Under time range click the dropdown and select all time.

7. Make sure to select all check boxes below the time range dropdown.

8. Click the clear data button.

9. The following message will pop up after clicking the clear data option. Click the Ok, got it option to close this window.
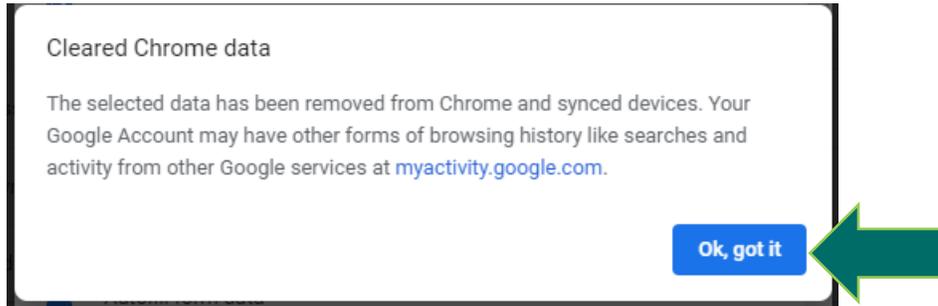
10. You have now reset your browsing history in Google Chrome. Close your Chrome web browser and reopen it for a new session for settings to be completely reset.

Clearing Browsing Data in Microsoft Internet Explorer

1. Click the settings cogwheel in the upper right hander corner in your Internet Explorer window.
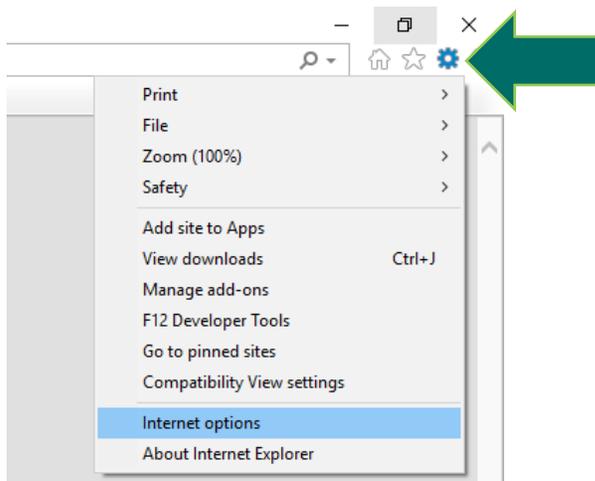
2. Scroll down to the internet options menu and left click on it.
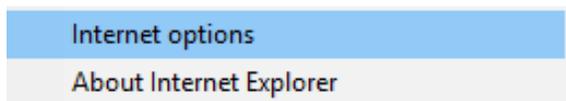
3. From the internet options menu go under the browsing history sub menu and click on the delete option.
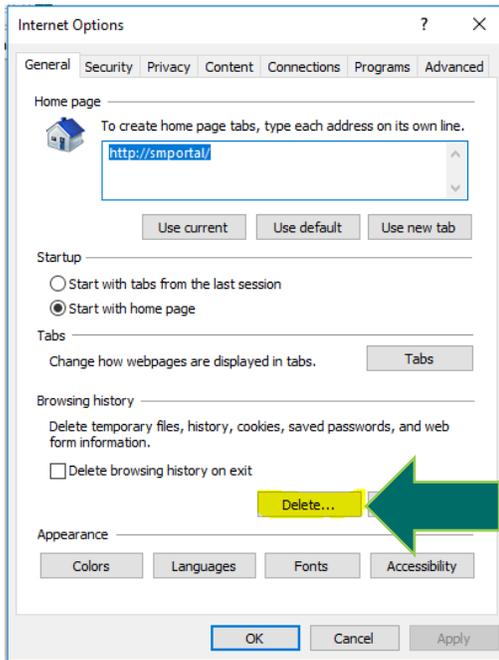
4. The next menu will be the delete browsing history menu. From this menu uncheck the first box that says preserve favorites website data. Then check all other boxes in this menu screen.
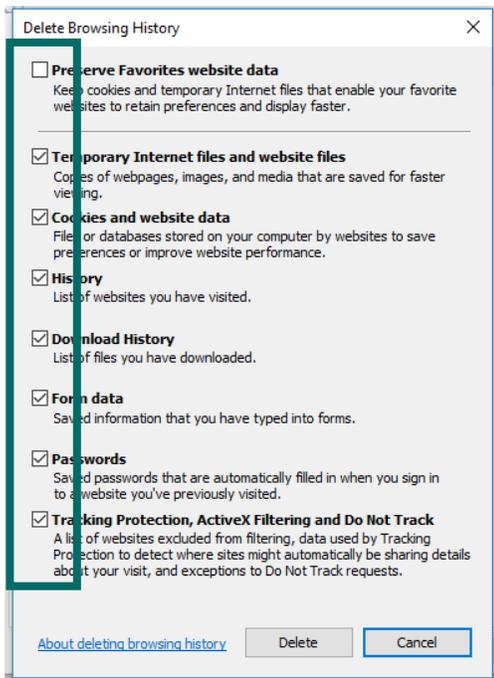
5. Click the delete button, at the bottom of the window, and then click OK to close out of the internet options menu.

6. You will see a pop up at the bottom of your web browser that reads "internet explorer has finished deleting the selected browsing history." It may take a few minutes for this message to appear depending on how much data needs to be cleared.

Internet Explorer has finished deleting the selected browsing history.   ×

7. After the browsing history is cleared close internet explorer and open a new session.

Clearing Browsing History in Microsoft Edge

1. From your Edge window click on the triple dots in the upper right hand corner.
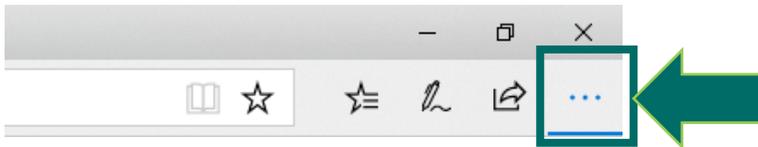
2. Scroll down and click on the settings option.

New window

New InPrivate window

Zoom   — 100% + ↗

Favorites

Cast media to device

Find on page

Read aloud

Print

Pin this page to the taskbar

Pin this page to Start

F12 Developer Tools

Open with Internet Explorer

Send feedback

Extensions

What's new and tips
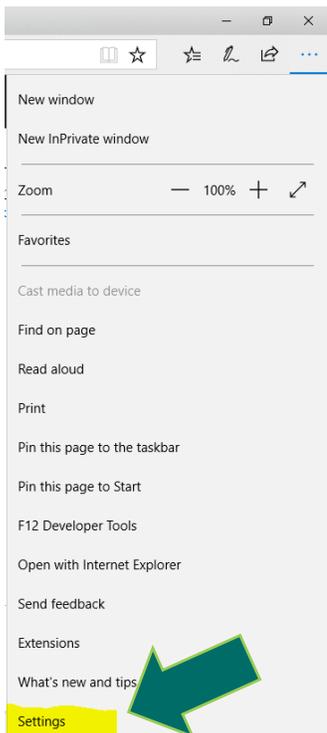
Settings

3. In the settings menu click on the "choose what to clear" button.
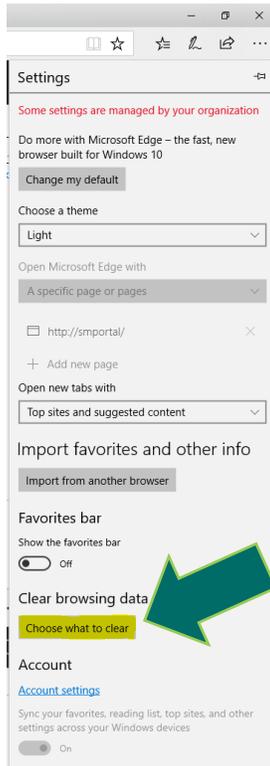
4. In the clear browsing data menu click on all the menu options and then click the clear button below the check boxes.
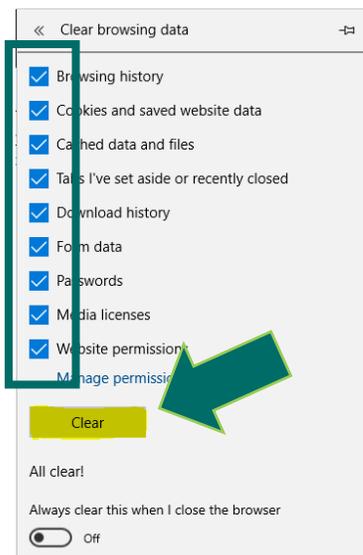
5. After a few seconds you will see the message that says All Clear! Once you see that pop up close out of Edge and start a new session.