

How do I clear my Browsing Data/Passwords/Cookies?

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Google Chrome

1. Open the **Google Chrome** browser, then click the **three vertical dots** located on the top right of the browser window.
2. From the drop-down menu select **More Tools > Clear Browsing Data**.

3. At the Clear browsing data screen select the drop-down menu next to **Time Range** choose **All Time**.
4. Make sure all **check boxes** under **Time Range** are checked on, then click **Clear data**. The clearing process may take a few minutes
5. After the history clearing process is complete the pop-up box will disappear and you will see the **Chrome Settings** window. Click on **Passwords** under the **Autofill** section.

6. Type in the **Search passwords** field "**SSO**" or "**lawrence.k12.ma.us**" and remove any saved passwords that appear under the **Saved Passwords** section. This can be done by clicking the **three vertical dots** next to the saved password and choosing "**Remove**".

Safari

1. Open the **Safari** web browser, then click **History** from the menu bar at the top of the screen. From the drop-down menu choose **Clear History**.

2. A popup box with information on clearing your history will appear.
3. Make sure the drop down menu next to **Clear** is set to "**all history**" then click "**Clear History**".

4. After the history clearing process is complete click **Safari** from the menu bar at the top of the screen, then choose **Preferences**.

5. At the Preferences screen click the **Passwords** tab, then enter your **LPS password** in password field. This will allow you to view your saved passwords.

6. After entering your password, type "**lawrence.k12.ma.us**" in the search field at the top-right of the window.

7. Remove any passwords that appear from the search result.

Firefox

1. Open the **Firefox** web browser, then select the "**View History, Saved Bookmarks, and More**" icon on the top right of the browser. This icon will appear as a horizontal stack of books.

2. From the drop-down menu click **History**, then choose **Clear Recent History**.

3. A pop-up window named "**Clear All History**" will appear. Select the drop-down box next to "**Time range to clear:**" and select "**Everything**".

4. Make sure the check boxes in the pop-up window are checked as displayed in the image below, then click **OK**.

5. The pop-up window will close once the clearing process is completed.

6. Saved passwords can be cleared by clicking the **three horizontal lines** on the top right of the browser window, then selecting "**Logins and Passwords**".

7. At the top of the passwords page type "**lawrence.k12.ma.us**" in the **Search Logins** field and remove any LPS related passwords that appear.

Microsoft Edge

1. Open the **Microsoft Edge** browser, then click the **three horizontal dots** located at the top right of the browser window.
2. From the drop-down menu select "**History**".

3. A pop-up menu will appear to the left of the main menu. Select the **three horizontal dots** to the right of the History pop-up menu.
4. From the sub-menu select "**Clear browsing data**".
5. A new tab will open with a pop-up window named "**Clear browsing data**".
6. Click on the drop-down box under "**Time Range**" then select "**All time**".
7. Make sure all the check boxes are checked on, then click "**Clear now**" to begin the clearing process.

8. The pop-up window will close once the clearing process is complete. Upon closing you will be taken to the main **Settings** menu.
9. At the top-left of the **Settings** window type "**passwords**" in the **Search settings** field.

10. Select "**Passwords**" from the search results. This will show all settings related to passwords.

11. In the "**Search passwords**" field, type "**SSO**" or "**lawrence.k12.ma.us**" and delete any saved passwords that appear.

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