

# How to Disable and Clear Autofill Information in Web Browsers

If you are using a shared computer for web clocks, employee portal access, or new hire on-boarding, there is a significant risk of incorrect data transferring between user sessions. We **do not recommend** that users share a browser session due to these inherent risks, but if this situation is unavoidable, **you must disable and clear all autofill information in your browser**. Follow these steps below appropriate to the browser that you are using.

## Google Chrome Instructions

*In Google Chrome, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

### Turning Off Autofill in Chrome

1. Click the Chrome menu icon. (Three dots at top right of screen.)
2. Click on Settings.
3. In the "Autofill" section, expand the area for which you wish to disable Autofill.
4. Toggle the setting OFF if it is on. The system will automatically save your settings.

### Clearing Autofill Data in Chrome

1. Click the Chrome menu icon. (Three dots at top right of screen.)
2. Click on History, then click on History again in the menu that appears.
3. Select Clear browsing data.  
*(Alternatively, you can press CTRL+SHIFT+DEL on your keyboard to bypass steps 1-3.)*
4. At the top, choose "the beginning of time" option to clear all saved data.
5. Make sure that the "Clear saved Autofill form data" option is checked.
6. Click Clear browsing data.

**Note:** *This action may take some time to complete, depending on how often you clear your browsing history.*

## Firefox Instructions

*In Firefox, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

### Turning off Autofill in Firefox

1. Click on the Firefox menu icon. (Three lines at top right of screen.)
2. Click on Options.
3. Choose "Privacy & Security."
4. In the "Forms & Autofill" section uncheck "Autofill Addresses." The system will automatically save your settings.

### Clearing Autofill Data in Firefox

1. Click on the Firefox menu icon. (Three lines at top right of screen.)
2. Click on "Privacy and Security."

3. In the "History" section, click on the "Clear History" button.  
(Alternatively, you can press CTRL+SHIFT+DEL on your keyboard to bypass steps 1-3.)
4. In the "Time Range to Clear" dropdown menu, choose "Everything."
5. Make sure "Form & Search History" is checked.
6. Click Clear Now.

**Note:** This action may take some time to complete, depending on how often you clear your browsing history.

## Internet Explorer Instructions

*In Internet Explorer, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

### Turning off Autofill in Internet Explorer

1. Click on the Tools menu icon. (Gear at top right of screen.)
2. Click on Internet Options.
3. Select the Content tab.
4. In the AutoComplete section click on Settings.
5. Uncheck Forms and User Names and Passwords on Forms.
6. Click OK in the AutoComplete Settings Window.
7. Click OK in the Internet Options Window.

### Clearing Autofill Data in Internet Explorer

1. Click on the Tools menu icon. (Gear at top right of screen.)
2. Click on Internet Options.
3. Select the Content tab.
4. In the AutoComplete section click on Settings.
5. At the bottom of the AutoComplete Settings window, click Delete AutoComplete History.
6. Check Form Data and Passwords.
7. Click Delete.
8. Click OK in the AutoComplete Settings Window.
9. Click OK in the Internet Options Window.

**Note:** This action may take some time to complete, depending on how often you clear your browsing history.

## Safari Instructions

*In Safari, you will want to not only turn off autofill data, but also clear it. Instructions are listed below.*

### Turning off Autofill in Safari

1. Click on the Safari menu. (The word Safari at the top of the screen.)
2. Click on Preferences.
3. Choose AutoFill
4. Uncheck "Using info from my Contacts Card/Address Book Card" and "Other Forms"
5. Click Done.

### Clearing Autofill Data in Safari

1. Click on the Safari menu. (The word Safari at the top of the screen.)
2. Click on Preferences.

3. Choose AutoFill
4. Next to "User Names and Passwords" click Edit.
5. Click Remove All or find any information stored for iClassPro.com and remove it specifically.
6. Click Done.