

Recommended Browser Settings

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Infinite Campus recommends modifying certain browser settings for optimal use of Infinite Campus software. Browsers should be kept current by applying service packs and updates as provided by the operating system. Infinite Campus currently supports Edge, Mozilla Firefox, and Google Chrome browsers on a PC platform. Mozilla Firefox, Safari, and Chrome browsers are supported on the Macintosh platform.

Infinite Campus cannot guarantee full support of all browsers or all versions. Please see the <u>Supported Platforms</u> page for more up-to-date information on browser and platform support.

For help in troubleshooting why your cookies keep being cleared, see the <u>Troubleshooting</u> <u>Cookie Deletion</u> article.

| FireFox | Chrome |
|--|---|
| PC • Pop-Up Settings (Mozilla) • Privacy Settings (Mozilla) • Form and Password Settings (Mozilla) • Cache Management Settings (Mozilla) • Download Settings (Mozilla) • Mac • Content Settings (Mozilla Mac) • Advanced Network Settings (Mozilla Mac) • Privacy Settings (Mozilla Mac) • Security Settings (Mozilla Mac) | <u>Download Settings (Chrome)</u> <u>Privacy Settings (Chrome)</u> <u>Content Settings (Chrome)</u> <u>Clearing the Browser History (Chrome)</u> |
| Edge | Safari |
| Password Settings (Edge) Download Settings (Edge) Pop-Up Settings (Edge) Clear Browsing Data (Edge) | • <u>Security Settings (Safari)</u> |

Opening multiple instances of Campus in the same browser is not supported and can lead to data issues.

Mozilla Firefox Settings (PC)

For the most recent browser versions that are supported in Campus, see the Supported Platforms



article.

- Pop-Up Settings (Mozilla)
- Privacy Settings (Mozilla)
- Form and Password Settings (Mozilla)
- Cache Management Settings (Mozilla)
- Download Settings (Mozilla)

The following settings were based off of a Firefox 60.0.1. The names of settings and their locations may vary slightly in other versions.

To protect security, the following browser options should be configured. To access browser settings, navigate to the three slash marks icon in the upper right-hand corner of the browser and select **Options**.



Image 12: Accessing Options (Firefox for Windows)

Pop-Up Settings (Mozilla)

In the Privacy and Security area:



Image 13: Settings for Pop-Ups (Firefox for Windows)

Pop-up windows must be allowed on the Infinite Campus site in one of the following manners:

- Either the Block Pop-Up Windows checkbox is left unmarked, OR
- The **Block Pop-Up Windows** checkbox is marked, but the Infinite Campus site is on the Allowed Sites list:
 - Click the **Exceptions** button.
 - Enter the Infinite Campus site URL in the Address of Web site field.
 - Click Allow.
 - Click Save Changes.

Privacy Settings (Mozilla)

In the History section of Privacy and Security area:



Image 14: Privacy Settings for Private Data (Firefox for Windows)

- 1. Select Use custom settings for history in the first dropdown list.
- 2. Mark the **Clear history when Firefox closes** checkbox.
- 3. Click the **Settings** button.
- 4. Mark (at least) the following checkboxes: Form & Search History and Cache.

Deleting cookies will cause the device to no longer be recognized by Campus and will require you to go through the <u>login security process</u> the next time you log into Campus.

5. Click **OK.**

To clear history at any time, select **CTRL+Shift+Del** or select **Clear Recent History** under **Tools**.

Form and Password Settings (Mozilla)

It is important to not have Campus login credentials auto-populate within your browser. Autopopulated credentials create a security hole where any user who gains access to the computer has the ability to log into Campus as the staff member.

| General Search Privacy & Security Firefox Account | Browser Privacy Forms & Passwords Image: Contract of the system of th | Exceptions Saved Logins Saved Addresses Change Master Password |
|--|--|---|
| A <u>d</u> dress of Website https://id.in https://issu | n <mark>finitecampus.com</mark> ies.infinitecampus.com i.infinitecampus.com | Block Block Save Changes |

In the Forms & Privacy section of the Privacy & Security area:

Image 15: Form and Password Settings (Firefox for Windows)

In the Passwords section:

- Remove the checkmark from the Remember Passwords For Sites checkbox, OR,
- If passwords should be remembered, mark the **Remember Passwords For Sites** checkbox but verify that Infinite Campus sites are on the **Exception** list:
 - Click the **Exceptions** button:
 - Check for Infinite Campus sites on the Exceptions window. If Infinite Campus sites do not appear:
 - Enter the Campus address and click **Block**. This ensures Campus login



credentials will not auto populate for users.

Cache Management Settings (Mozilla)

In the Cached Web Content section of the Privacy and Security area:

| General Search Privacy & Security | Bookmarks Open tabs Change preferences for search engine suggestions |
|---|---|
| C Firefox Account | Cached Web Content Your web content cache is currently using 346 MB of disk space <u>Clear Now</u> ✓ Override automatic cache management Limit cache to 350 + MB of space |
| | Site Data Your stored site data is currently using 225 KB of disk space Learn more Settings Clear All Data |

Image 16: Cache Management Settings (Firefox for Windows)

- 1. Click the **Clear Now** button to clear the network cache.
- 2. Mark the **Override automatic cache management** checkbox and set the cache limit accordingly.

Download Settings (Mozilla)

In the Downloads section of the General area:

| 🔆 General | Language | | | | |
|-------------------|---|-----------------|--|--|--|
| Q Search | Choose your preferred language for displaying pages Choose ✓ Check your spelling as you type | | | | |
| S Firefox Account | Files and Applications | | | | |
| | Downloads | | | | |
| | • Save files to + Downloads | Br <u>o</u> wse | | | |
| | Always ask you where to save files | | | | |

Image 17: Download Location

1. Select the Save Files to radio button.



2. Click the **Browse...** button and designate where downloads should be saved.

Mozilla Firefox Settings (Mac)

For the most recent browser versions that are supported in Campus, see the <u>Supported Platforms</u> article.

- Content Settings (Mozilla Mac)
- Advanced Network Settings (Mozilla Mac)
- <u>Privacy Settings (Mozilla Mac)</u>
- Security Settings (Mozilla Mac)

The names and locations of settings may vary slightly across versions.

To protect security, the following browser options should be configured. To access browser settings, navigate to the Firefox menu and select the **Preferences** option:



Image 18: Tools Menu (Firefox for Mac)

Content Settings (Mozilla Mac)

On the Content tab:

| 000 | | | | Content | | | 0 |
|--|--|------------------|---------|--------------------------|--------------|---|-------------|
| Main Tab | <u>一</u> | Applications | Privacy | Security | Advanced | | |
| Sloc | c pop-up wi | ndows | | | | - | Exceptions |
| 000 | Allo | wed Sites – | Pop-ups | | | | Exceptions) |
| | | | | | | | Exceptions) |
| You can specify w exact address of t | | | | | ws. Type th | | |
| | ne site you wa | | | | ws. Type th | | Advanced |
| exact address of t | ne site you wa o site: | | | | ws. Type th | | |
| Address of t | ne site you wa o site: | | | | ws. Type the | | |
| Address of t | ne site you wa o site: | | | | | | Advanced |
| exact address of t Address of we www.infiniteca Site c4creative.org | ne site you wa o site: Impus.com | | | Status Allow | | | |
| exact address of t Address of we www.infiniteca Site c4creative.org www.chipotle. | ne site you wa o site: Impus.com | int to allow and | | Status Allow Allow | | | Advanced |
| exact address of t Address of we www.infiniteca Site c4creative.org | ne site you wa o site: Impus.com | int to allow and | | Status Allow | | | Advanced |
| exact address of t Address of we www.infiniteca Site c4creative.org www.chipotle. | ne site you wa o site: .mpus.com com estudios.co | int to allow and | | Status Allow Allow | | | Advanced |

Image 19: Content Settings for Pop-ups (Firefox for Mac)

Pop-up windows must be allowed on the Infinite Campus site in one of the following manners:

- Either the Block Pop-Up Windows checkbox is left unmarked, OR
- The **Block Pop-Up Windows** checkbox is marked, but the Infinite Campus site is on the Allowed Sites list:
 - Click the **Exceptions** button.
 - Enter the Infinite Campus site URL in the **Address of Web site** field.
 - Click **Allow**.
 - Exit the window.

Advanced Network Settings (Mozilla Mac)

On the Advanced tab:

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| finite (). Campi | us us | | | | | | | | | |
|---------------------|-----------|-----------|--------------|--------------|-----------|--------|-----------|---|-------------|--|
| | | _ | | _ | Advanc | ed | | | | |
| [n] | | | Δ. | DP | | 6 | | | | |
| Main | Tabs | Content | Applications | 8 Privacy | Security | Advanc | ed | | | |
| | | | General | Netwo | ork U | pdate | Encryptio | n | | |
| | Connect | ion | | | | | | | | |
| | Configur | re how Fi | refox connec | ts to th | e Intern | et | | | Settings) | |
| | Offline S | Storage | | | | | | | | |
| | Use up | to 50 | MB of s | pace fo | r the cao | :he | | | Clear Now | |
| | | | a website as | | | | ine use | | Exceptions) | |

Image 20: Advanced Network Settings for Connection and Storage (Firefox for Mac)

1. Verify that the network Connection **Settings** reflect proper district/state setup.

This setting is largely dependent on the district/state's specific network configuration.

- 2. Click the **Clear Now** button to clear the network cache.
- 3. Set the cached **MB** limit to a low number (*e.g.*, 50 or less).

Privacy Settings (Mozilla Mac)

On the Privacy tab:

| Main Tabs Content Applications Privacy Privacy | c :d |
|--|---|
| History Keep my history for at least 90 + days Remember what I enter in forms and the search bar | When I ask Firefox to clear my private data, it should erase: Browsing History Download History Saved Form and Search History |
| Remember what I've downloaded - (Download Statusba Cookies Accept cookies from sites | ✓ Cache Cookies Offline Website Data ✓ Saved Passwords |
| Accept third-party cookies Keep until: I close Firefox | Authenticated Sess ons Cancel OK OK |
| Private Data Image: Always clear my private data when I close Firefox Image: Always clear my private data Image: Always clear my private data | Settings Clear Now |

Image 21: Privacy Settings for History and Private Data (Firefox for Mac)

- 1. Set the Private Data settings to **Always Clear Private Data** on browser close.
- 2. Click Settings.

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3. Mark at least the Cache, Saved Passwords and Authenticated Sessions checkboxes.

Deleting cookies will cause the device to no longer be recognized by Campus and will require you to go through the <u>login security process</u> the next time you log into Campus.

4. Click **OK**.

Click the **Clear Now** button at any time.

Security Settings (Mozilla Mac)

On the Security Tab:

| 000 | | | Security | | | | | | \odot |
|------------|-----------------|-------------------|------------|-----------|-----------|---------|----------|-----|---------|
| | | A 6 | | 50.5 | | | | | |
| Main Tabs | Content Appl | lications Privac | y Security | Advance | ed | | | | |
| 🗹 Warn m | ie when sites t | try to install ac | d-ons | | | (| Exceptio | ns |) |
| 🗹 Tell me | if the site I'm | visiting is a su | spected at | tack site | | | | | |
| 🗹 Tell me | if the site I'm | visiting is a su | spected fo | rgery | | | | | |
| Passwords | | | | | | | | | _ |
| Remem | ber password | s for sites | | | | C | Exceptio | ns |) |
| 🗌 Use a n | naster passwo | rd | | | Chang | e Maste | r Passwo | ord |) |
| | | | | | | Saved | Passwor | ds |) |
| Warning Me | essages | | | | | | | | |
| Choose wh | ich warning m | nessages you v | ant to see | while br | owsing th | ne web | Settin | gs) |) |
| ? | | | | | | | | | |

Image 22: Security Settings for Passwords (Firefox for Mac)

- Remove checkmark from the Remember Passwords for Sites checkbox, OR,
- If passwords should be remembered, mark the **Remember Passwords For Sites** checkbox but verify that Infinite Campus sites are on the **Exception** list:
 - Click Exceptions.
 - Check for Infinite Campus sites on the Exceptions window. If Infinite Campus sites do not appear:
 - Close the Exceptions window.
 - Click the Saved Passwords button to see if the usernames/passwords have already been stored.
 - **Remove** saved usernames/passwords for Infinite Campus sites.
 - Close the Saved Passwords window.

Edge Settings

For the most recent browser versions that are supported in Campus, see the <u>Supported Platforms</u> article.

- <u>Password Settings (Edge)</u>
- <u>Download Settings (Edge)</u>
- Pop-Up Settings (Edge)
- Clear Browsing Data (Edge)

Accessing Campus within InPrivate browsing mode may cause problems/errors.



Please do not access Campus using this option.

Password Settings (Edge)

Users should turn off password saving and automatic sign-in functionality to ensure any unauthorized users physically accessing a staff member's computer are unable to log themselves into Infinite Campus.

| Settings | Your profile | + Add profile | |
|---|---|------------------|------|
| Search settings Profiles Privacy, search, and services | Work InfiniteCampus.com | ··· Sign out | |
| Appearance On startup New tab page Share, copy, and paste | A Manage account | 년 > > | |
| Cookies and site permissions Default browser ✓ Downloads Family safety Languages | □ Payment in p ♥ Addresses and more □ Import browser data ๙₀ Multiple profile preferences | > > > > | |
| Printers System Reset settings Phone and other devices About Microsoft Edge | More Control of the save passwords Coffer to save passwords Sign in automatically If this is turned off, we'll ask you for permission every time before signing in to a website | | |
| | Show the "Reveal password" button in password fields Selecting this button shows what you've typed. Some sites may override this setting Saved passwords | • | •••• |

Download Settings (Edge)

You should toggle on the **Ask me what to do with each download** preference to ensure you are actively selecting the appropriate file location each time a file is downloaded.

| Infinite Campus | |
|---|--|
| Settings | Downloads |
| Search settings Search settings Profiles Privacy, search, and services Appearance | Location Change CAUsers\nate.milleADownloads Change Ask me what to do with each download Image: Cause of the second of the s |
| On startup New tab page Share, copy, and paste Cookies and site permissions Default browser | |
| | |
| Phone and other devices About Microsoft Edge | |

Pop-Up Settings (Edge)

Add Infinite Campus as an allowed source for Pop-ups and redirects to ensure functionality is not impacted.

| Settings | Cookies and site permissions / Pop-ups and redirects |
|--------------------------------|--|
| ♀ Search settings | Block (recommended) |
| R Profiles | Block |
| Privacy, search, and services | |
| Appearance | No sites added |
| () On startup | Allow |
| 🔤 New tab page | https://www.infinitecampus.com |
| 🖻 Share, copy, and paste | |
| 😨 Cookies and site permissions | |
| Default browser | |
| ↓ Downloads | |

Clear Browsing Data (Edge)

Periodically, Infinite Campus recommends users delete cached images and files and passwords for improved performance and heightened security.



Safari Settings (Mac)

For the most recent browser versions that are supported in Campus, see the <u>Supported Platforms</u> article.

• Security Settings (Safari)

The names and locations of settings may vary slightly across versions.

Accessing Campus within Private Browsing mode may cause problems/errors. Please do not access Campus using this option.



Security Settings (Safari)

On the Safari menu (shown in *Image 19*), select the **Preferences** option. On the AutoFill tab, remove the checkmark from the auto-filling **User names and password** checkbox (see Image 23).

| 000 | D | AutoFill | | | | | | | |
|---------|---|-----------|--------|-----|----------|----------|----------|-----|--|
| Ê8. | A | | ®тар | | Ż | | i i | | |
| General | Appearance | Bookmarks | Tabs | RSS | AutoFill | Security | Advanced | | |
| AutoFi | Fill web forms: 🗹 Using info from my Address Book card Edit | | | | | | | | |
| | | Othe | r form | s | | | Ed | lit | |
| | | | | | | | | ? | |

Image 23: Preference Settings for AutoFill (Safari)

Chrome Settings (PC)

For the most recent browser versions that are supported in Campus, see the <u>Supported Platforms</u> article.

- Download Settings (Chrome)
- Privacy Settings (Chrome)
- Content Settings (Chrome)
- Clearing the Browser History (Chrome)

To access the browser settings, select the three dots button in the upper right-hand corner of the browser window and select **Settings** (see image below).



Image 24: Chrome Settings Menu

The following settings are recommended:

Download Settings (Chrome)

You should specify where files downloaded using Chrome should be saved on your computer.

- 1. Select the three lines button in the upper right-hand corner of the browser window and click **Settings**.
- 2. On the right-hand side of the screen, expand the **Advanced** section and select **Downloads**.

| P == | |
|-----------------------------|--|
| | |
| Settings | Q. Search settings |
| You and Google | Downloads |
| 🛱 Autofill | Location |
| Security and Privacy | C:\Users\ \Downloads Change |
| Ppearance | Ask where to save each file before downloading |
| ◯ Search engine | |
| 🗐 Default browser | |
| (¹) On startup | |
| Advanced | |
| Languages | |
| | |
| Accessibility | |
| 🔧 System | |
| Reset and clean up | |
| Extensions 🖸 | |
| About Chrome | |

3. Update the Download options accordingly:

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- To change the default location for downloaded files, click the **Change** button and select where files should be stored.
- To have Chrome prompt you to select a location each time a file is downloaded, toggle the **Ask where to save each file before downloading** button.

Privacy Settings (Chrome)

Privacy settings should be reviewed to ensure they meet your district's policies and requirements.

| Setti | ings | | | Q | Search settings | | |
|-------------|----------------------------------|---|---|---------|---|--|--|
| • | You and Google | | ; | Safety | check | | |
| Ê € | Autofill Security and Privacy | | | ٢ | Chrome can help keep you safe from data breaches, bad extensions, and more | ck now | |
| ھ م | Appearance Search engine | | | Securit | | | |
| | Default browser | | | Î | Clear browsing data Clear history, cookies, cache, and more | | |
| () Advar | On startup nced | | | | ٩ | Cookies and other site data Third-party cookies are blocked | |
| Exten | sions | ß | | ۲ | Security Safe Browsing (protection from dangerous sites) and other security settings | + | |
| About | t Chrome | | | | Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more) | + | |
| | | | | ¥ | Privacy Sandbox Trial features are off | ß | |

Image 25: Accessing Privacy Settings

- 1. Select the three lines button in the upper right-hand corner of the browser window and then click **Settings**.
- 2. Select Security and Privacy.
- 3. Select **Security**, review the options, and set these options according to your district's security policies.
- 4. Select **Site Settings**, review the options, and set these options according to your district's security policies.

Content Settings (Chrome)

You should adjust the browser's pop-up blocker to exclude Campus pop-up windows.

| Sett | ings | | ٩ | Search settings | |
|------------|----------------------|-------------------|----------|---|-----------|
| • | You and Google | | Safety | check | |
| Ê | Autofill | | | _ | |
| ۲ | Security and Privacy | | V | Chrome can help keep you safe from data breaches, bad extensions, and more | Check now |
| @ | Appearance | | o . | | |
| Q | Search engine | | Securit | y and Privacy | |
| | Default browser | $\langle \rangle$ | Î | Clear browsing data Clear history, cookies, cache, and more | • |
| () Adva | On startup nced | • | ٩ | Cookies and other site data Third-party cookies are blocked | * |
| Exten | sions | | ۲ | Security Safe Browsing (protection from dangerous sites) and other security settings | • |
| Abou | t Chrome | | | Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more) | • |
| | | | T | Privacy Sandbox Trial features are off | Ľ |

Image 26: Modifying the Pop-up Blocker

- 1. Select the three dots button in the upper right-hand corner of the browser window.
- 2. Select Settings.
- 3. Select Security and Privacy.
- 4. Select Site Settings.
- 5. Scroll down and select **Pop-ups and redirects**.



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6. Click the Add button for the Allowed to send pop-ups and use redirects (see image below)



| ← Pop-ups and redirects Q Search | | | | | |
|--|--|--|--|--|--|
| Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit | | | | | |
| Default behavior | | | | | |
| Sites automatically follow this setting when you visit them | | | | | |
| Sites can send pop-ups and use redirects | | | | | |
| On't allow sites to send pop-ups or use redirects | | | | | |
| | | | | | |
| Customized behaviors | | | | | |
| Sites listed below follow a custom setting instead of the default | | | | | |
| Not allowed to send pop-ups or use redirects Add | | | | | |
| No sites added | | | | | |
| Allowed to send pop-ups and use redirects | | | | | |

7. Enter the URL of the Campus application in the **Site** field and click the **Add** button (see image below).

| Add a site | | |
|--------------------|--------|-----|
| infinitecampus.com | | |
| | | |
| | Cancel | Add |

Clearing the Browser History (Chrome)

It is good practice to clear your browsing history on a regular basis.



Image 27: Clearing Browsing History

- 1. Select the three dots button in the upper right-hand corner of the browser window.
- 2. Select Settings.
- 3. Select Security and Privacy.
- 4. Select Clear browsing data.
- 5. Select a **Time range** of 'All time' to clear your entire browsing history.
- 6. Leave the **Browsing history**, **Cookies and other site data**, and **Cached images and files** checkboxes marked.

Deleting cookies will cause the device to no longer be recognized by Campus and will require you to go through the <u>login security process</u> the next time you log into Campus.

7. Click the **Clear Data** button.



| Clear browsing data | | | | | | |
|---------------------|---|-------------------|--|--|--|--|
| | Basic | Advanced | | | | |
| Time | e range All time | • | | | | |
| N N N | Clears history, including in the search box Cookies and other site data Signs you out of most sites. Cached images and files | | | | | |
| G | Frees up 2.7 MB. Some sites may load more slowly on your next visit. Search history and other forms of activity may be saved in your Google Account when you're signed in. You can delete them anytime. | | | | | |
| | | Cancel Clear data | | | | |