

Manage Browser Cookies for myHR Learn

Job Aid

Learning in myHR Learn aligns with Northwestern IT policy and generally requires default security settings, which includes allowing/enabling cookies by your browser.




Exceptions where this job aid may be helpful are:

- Your browser disables cookies, and you have the permissions to change that.
- Your browser of choice is Internet Explorer, and you prefer not to use another.

Note: if you lack permissions or experience to adjust browser settings, partner with your local IT support or contact us at 1-HELP or consultant@northwestern.edu.

Chrome

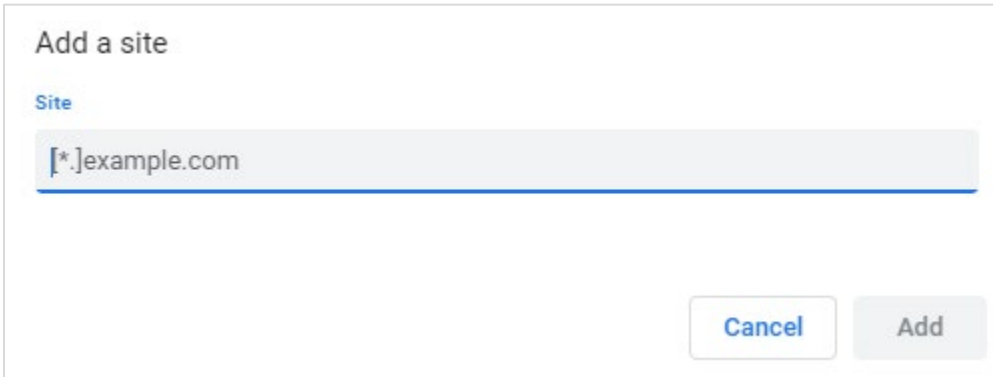
Changing settings in Chrome is necessary only if you disabled cookies generally. If so, enable third-party cookies and add training URLs to a list of trusted sites.

1. Open Chrome **preferences** (use the dotted icon  in the upper right hand corner).
2. Click **Settings**.
3. Click **Advanced > Privacy and security**. You may need to scroll down the page.
4. Click **Site Settings > Cookies and site data**.
5. Ensure Allow sites to save and read cookie data is selected. 
6. Ensure “Block third-party cookies” is **not** selected. 

Optional Custom Settings

If you prefer custom security, you must name exceptions for online education.

1. Under “Allow,” click **Add**.
2. In the **Add a site** field, enter **[*.]lawroom.com**.
3. Click **Add**.



Add a site


Site

[*.]example.com

Cancel Add

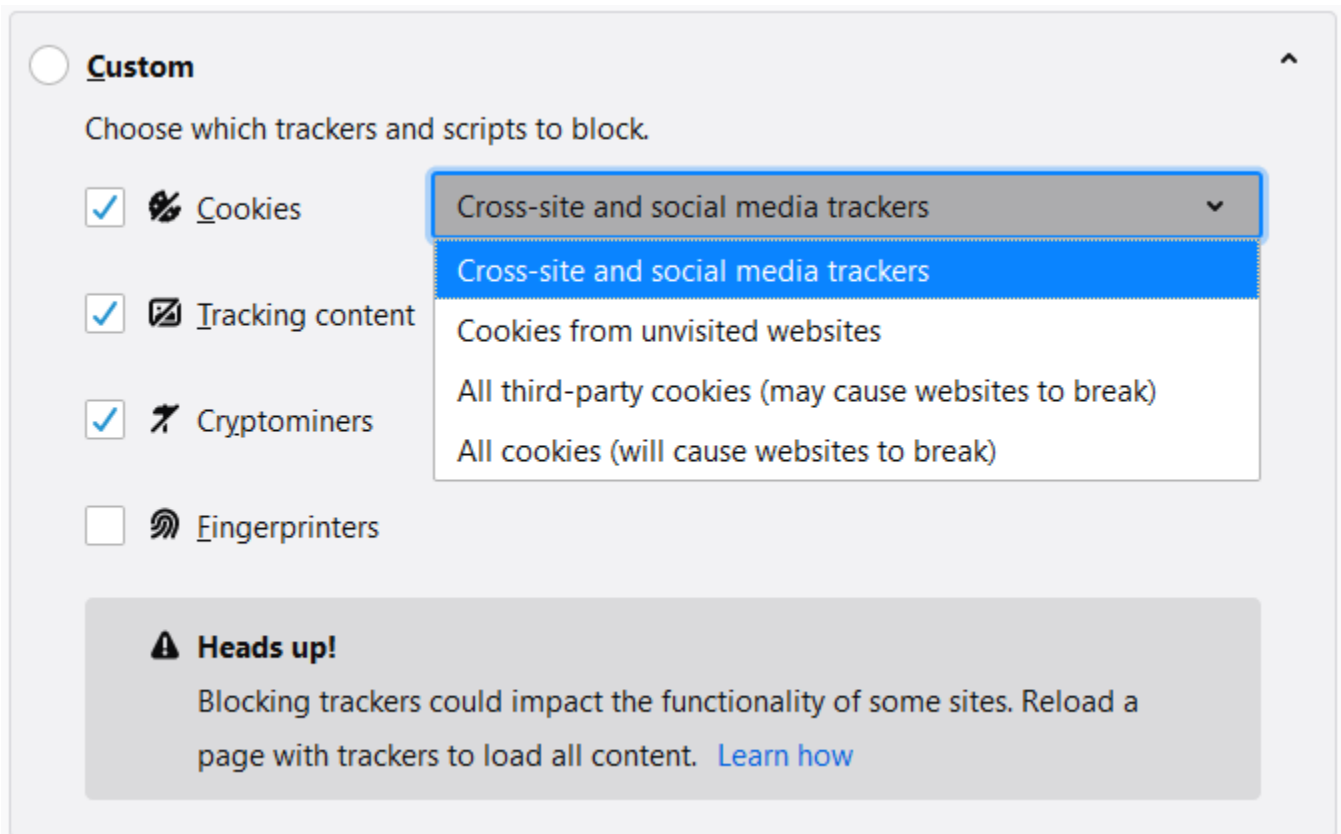
Firefox

Changing settings in Firefox is necessary only if you previously disabled cookies.

1. Click the “Open menu” icon  in the upper right hand corner.
2. Click **Options**.
 - Windows users, click **Options**.
 - Mac OS users, click **Preferences...**
3. Click **Privacy & Security** to open the Privacy panel.
4. Select **Standard** protections.

Optional Custom Settings

You may use **Custom** protections, but do **not** block “All cookies” or “All third-party cookies.”

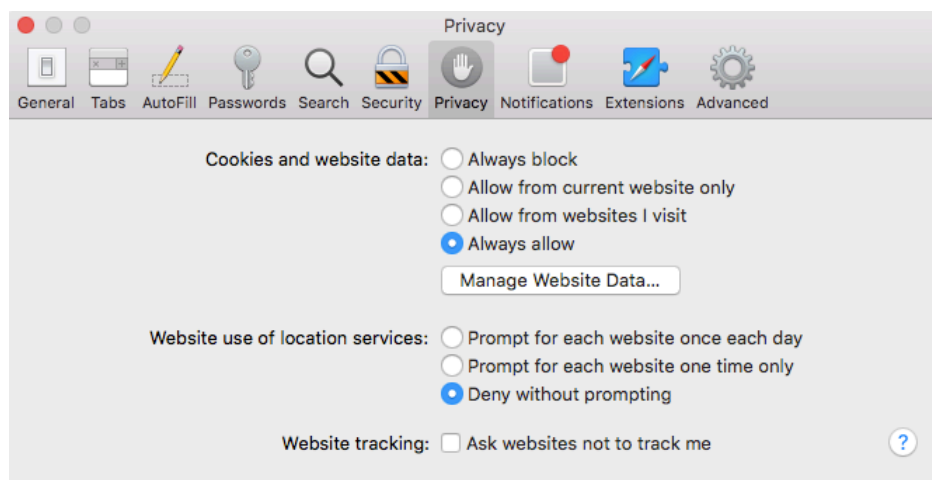


Safari

Changing settings in Safari is only necessary if you previously disabled cookies.


1. Click **Safari** in the menu bar.
2. Click **Preferences...**
3. Click **Privacy**.
4. *For the option **Cookies and website data**, select **Always allow**.

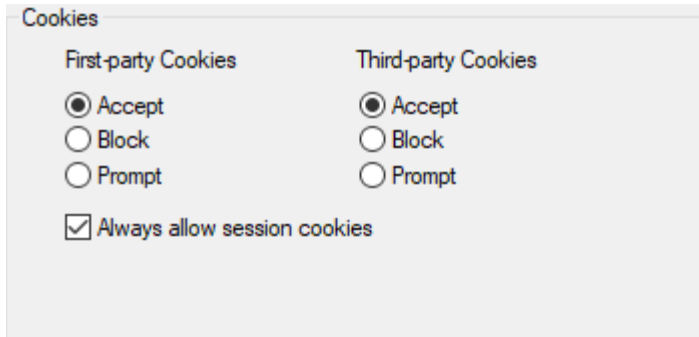
*In older versions of Safari, for the option Block cookies, select Never.



Internet Explorer 11

Changing settings is necessary if you previously disabled cookies.

1. Click the cog icon  in the upper right corner of the window.
2. Click **Internet Options**.
3. Click the **Privacy** tab.
4. Click **Advanced** > **Accept** First-party Cookies and Third-party Cookies.



Optional Custom Settings

You may instead use custom settings, but if so, you must name exceptions for online education.

1. From the Privacy tab, click **Sites**.
2. In the **Address of website** field, shown at right, enter:
<https://lawroom.com> > **Allow**
<https://sabacloud.com> > **Allow**
3. Click **OK**.

