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.

2. In the Add a site field, enter [*]lawroom.com.
3. Click 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.”

![Custom settings in Firefox]

- Cross-site and social media trackers
  - Cookies from unvisited websites
  - All third-party cookies (may cause websites to break)
  - All cookies (will cause websites to break)

⚠️ Heads up!

Blocking trackers could impact the functionality of some sites. Reload a page with trackers to load all content. Learn how
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.