

# HOW TO TURN OFF AUTOFILL

Using autofill when filling out information using your browser is very helpful SOMETIMES, however when completing student forms it can inadvertently change information you do not want changed. You do not have to turn it off – as long as you do not use them when they pop up as a suggestion when filling out the forms.

If you do want to turn them off while completing your students' forms here are the instructions for Chrome, Edge, and Safari

## **Chrome**

1. Click the Chrome menu (three dots) on the browser toolbar.
2. Select Settings.
3. Click on the Sync section.
4. Click on the slider next to Autofill to turn off.

## **Turn off Autofill in Microsoft Edge**

1. Open Microsoft Edge.
2. Select the More actions button (indicated by 3 horizontal dots) .
3. Select Settings → Profiles.
4. Select Personal info, and move the "button" to the left, which will disable saved addresses.

## **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.