

Step-by-Step Guide

Disabling Internet Password Save

Why should you not use the Internet password-save feature?

Although it initially seems like a helpful feature, allowing your Internet browser to save your password for a system or program can be quite problematic:

- Storing a password in memory defeats a system's intent to restrict access. The University of Colorado strives to ensure that certain systems (e.g., the Finance System and Reporting System) are not only protected by passwords but are further protected by *strong* passwords. (See the Step-by-Step Guide on *Logging in to the Finance System* for further information on creating a strong password.)
- Storing a password in memory can result in a user being locked out of access to the protected system. This can happen when the individual is required to select a new password...and the Internet browser continues to supply the old one. Repeated failed attempts to sign on will lock the user's account and may require specialized technical support to resolve.

To disable the Internet password-save option

Open Internet Explorer.



Click Tools on the Internet browser's tool bar. From the list that appears, select "Internet Options..."

In the Internet Options window, click the Content tab.
Click the AUTOCOMPLETE... button.

Remove the checkmark in the box for "User names and passwords on forms." If you had previously saved a password to be automatically completed, you will also need to click the CLEAR FORMS and CLEAR PASSWORDS buttons.

Now click the OK button twice: first in the AutoComplete Settings window and then in the lower right corner of the Internet Options box.

You have now successfully disabled the Internet password-save option on your machine.

Note: These instructions are for Internet Explorer 6.0. See the Step-by-Step Guide on Getting Ready for Reporting to learn how to check your browser version.