

If you need to have all three of the PeopleSoft applications (CS, HCM and Financials) open at the same time, use InPrivate or Incognito browsing for the third application.

- Open Internet Explorer for the first application.
- Open Google Chrome for the second application.
- Use Internet Explorer’s InPrivate browsing option –OR- Google Chrome’s Incognito browsing option for the third application.


The use of two different browsers and one InPrivate or Incognito instance avoids a problem with cache and cookies that can result in an unexpected sign out in PeopleSoft.

Use Internet Explorer’s InPrivate browsing

In Internet Explorer, login to the first PeopleSoft application needed, for example, CS.

In Google Chrome, login to the second PeopleSoft application, for example, Financials.

For the third PeopleSoft application, for example, HCM:

- In the Internet Explorer, click on the Tools icon .
- Select Safety, then InPrivate Browsing.
Another instance of Internet Explorer opens.
A message displays on the page and “InPrivate” displays in the Address bar.
- Enter the URL or select the favorite for the third PeopleSoft application and login.
- To move between the two Internet Explorer windows, use the Internet Explorer icon on the Taskbar.


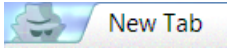


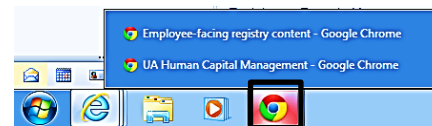
Use Google Chrome’s Incognito browsing

In Internet Explorer, login to the first PeopleSoft application needed, for example, CS.

In Google Chrome, login to the second PeopleSoft application, for example, Financials.

For the third PeopleSoft application, for example, HCM:

- In Google Chrome, click on the Customize and control tool  at the far right of the Address box.
- Select New Incognito window.
Another instance of Google Chrome opens.
A message displays and the Incognito icon displays in the upper left corner of the window. 
- Enter the URL or select the favorite for the third PeopleSoft database and login.
- To move between the two Google Chrome windows, use the Chrome icon on the taskbar.



Install Google Chrome

To have Google Chrome installed on your computer, call the Support Desk at 330.972.6888 or complete the software request form which is available on the Technology tab in My Akron. Then, Chrome will be “pushed” to your computer. It is recommended that you install Chrome in this manner and **not** through Google.com. The UA installation has settings to help prevent software conflict.

NOTE: Internet Explorer and Google Chrome are the recommended browsers.