

Internet Explorer Help Topics: Add Trusted Sites, Enable Cookies & Clear the Cache

Last revised by D. Sheldon 5/26/2009

How to add Maricopa Reporting System (BOEXI) as a Trusted site

- In Internet Explorer,
 1. Select Tools
 2. Select Internet Options
 3. Click Security tab
 4. Click Trusted Sites Icon
 5. Click Sites button
 6. Enter https://reporting.maricopa.edu in the field entitled Add this Web Site to the zone
 7. Click Add button. This will cause the address to appear in the lower Web Sites box. (If you make an error, select the address in the Web Sites box and then click on the Remove button.)
 8. Verify that the check box is selected for "Require server verification for all sites in this zone"
 9. Click Ok button
 10. Click Custom Level button
 11. Verify that the security level is set to the default setting of Low for a trusted site in the Security Settings window
 12. Verify that the default is set to Low under the "Reset custom settings"
 13. Click Ok button
 14. Click Ok button at the bottom to close Internet Options
 15. Close all open Internet Explorer windows including any that may be minimized at the bottom of the screen
 16. Re-open explorer and go to Maricopa Reporting System (BOEXI) and try logging in again

How to enable Cookies on my browser

- In Internet Explorer,
 1. From IE, select Tools
 2. Click Internet Options
 3. Click Privacy tab
 4. Click Advanced
 5. Check Override automatic cookie handing box
 6. Check Accept for both First-party and Third Party cookies

How to clear the cache from my computer

- In Internet Explorer, follow these steps
 1. Click on the Tools menu in IE
 2. Click Internet Options.
 3. The General tab displays
 4. In the Browsing history section, click the Delete button
 5. In the Temporary Internet Files section, click the Delete Files button
 6. Click Close button and OK button. Your cache is now clear