

**WCS Bookkeepers’ Blogs**

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# Current Forum questions:

**How do I remove a saved password from a computer?**

# Solutions: Collapse this imageExpand this image

I received a call the other day concerning a department computer that was used by many people, but one person had entered and saved their personal password and therefore prevented other employees from accessing the office computer. To remove a saved password from a computer, take the following steps:Collapse this imageExpand this image

* At the SSO sign-on page, click “other user” and sign in
* Once in the computer, in the upper right-hand corner of the screen, click on the three stacked dots then click settings
* Under the Autofill section, click passwords
* Go to the Saved Password section and look for the saved password
* Click on the three stacked dots to the right of the show password icon and click remove

**I hope this helps!!!**



## **Additional Comments**: