

Job Aid: Work in Multiple UCPath Windows

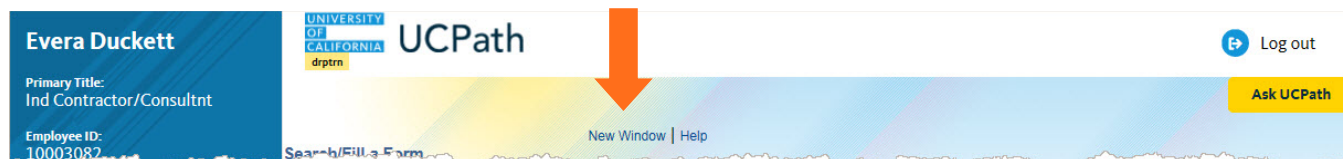
Q: Can I open multiple windows and sign in to UCPath more than once?

A: You have two options for working in multiple UCPath windows.

- **New Window:** For a quick UCPath activity, click the **New Window** link in UCPath to open a second window of your current UCPath session. This method is the best practice if you plan to close the second window shortly after opening it. Technical difficulties may occur if you have two windows open for the same login session for an extended period of time.
- **New Session:** For a long UCPath activity, use Internet Explorer to open a separate browser session and sign in to UCPath a second time. This method is best practice when performing long activities and alternating between the two sessions. The two login sessions are independent of each other.

New Window

The **New Window** link appears in the **Page Bar** when you open pages in UCPath. You can open a new UCPath window in the same login session.



A new UCPath window appears in a new browser window or tab, based on your browser settings. This session uses the same UCPath login session and you can navigate to the necessary pages.

Note: Prolonged use of two or more UCPath windows in the same login session may cause technical difficulties.

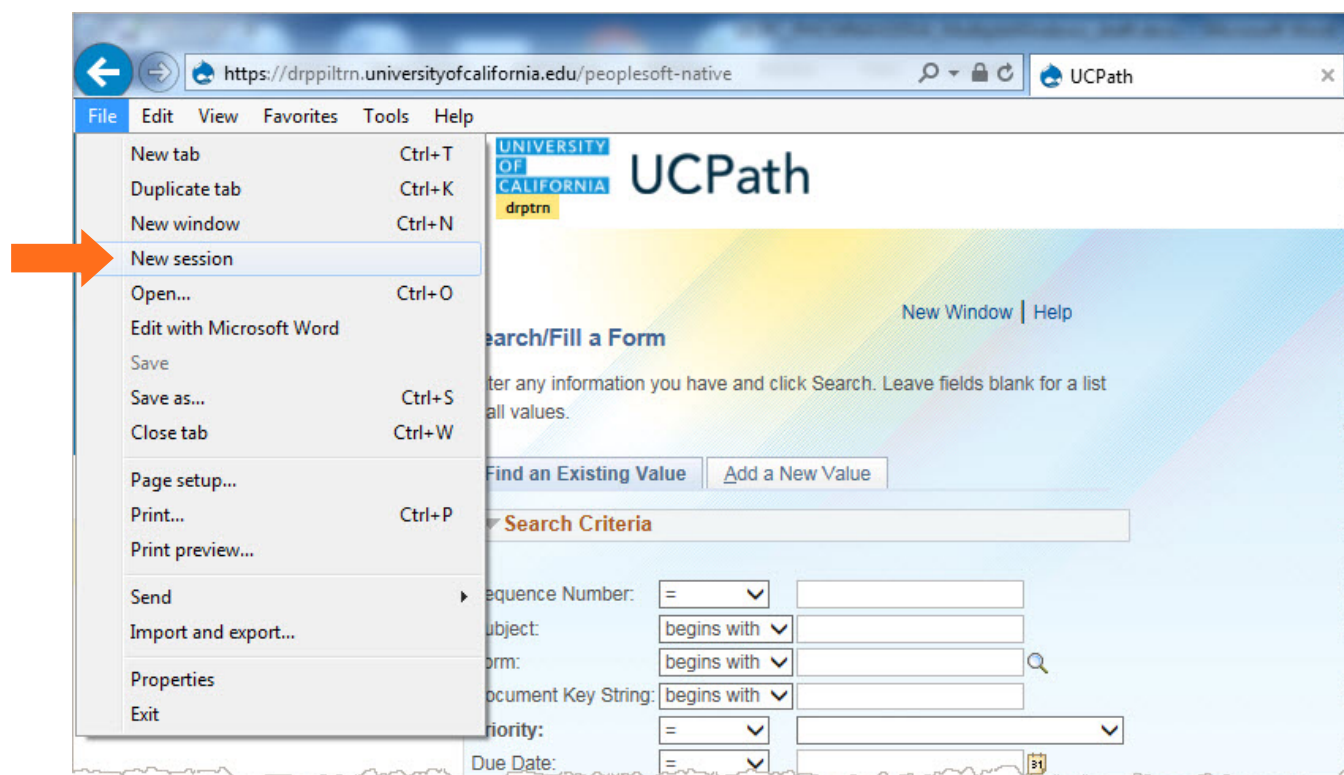
Continue to Page 2 for information about [New Session](#).

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New Session

Use Internet Explorer to open a new UCPath session when you want to perform activities in two UCPath windows over a long period of time. The **New session** option creates two unique browser sessions with unique cookies and session IDs.

Select **File > New session** on the Internet Explorer menu to open a new window before you sign in to a second session of UCPath.



A new Internet Explorer window opens. Navigate to the UCPath sign in page and sign in with your user name and password.

When you complete your UCPath activities, sign out of both sessions.