Clear Cache Instructions

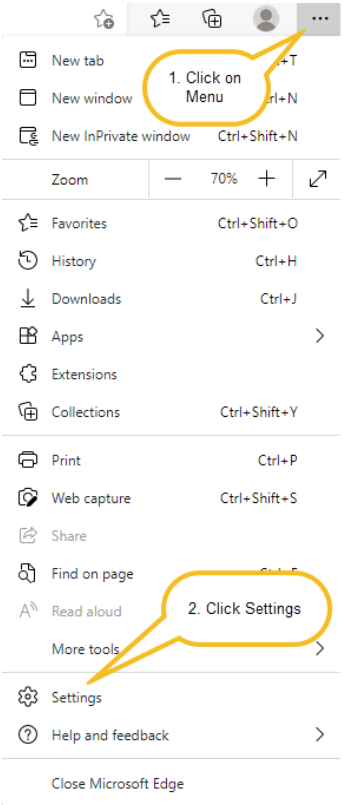
Important Steps to Take When Using a Shared or Public Computer

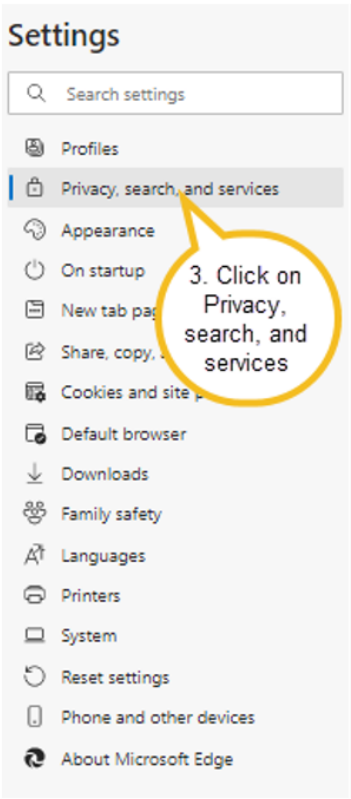
When working on a public or shared computer, it is necessary to clear the computer's "cache" (temporary memory) after you Sign Off from the Employee Self-Service application to prevent others from viewing confidential information after you leave the machine. When using a shared computer, it is always a good practice to close the browser after you have signed out of Employee Self-Service.

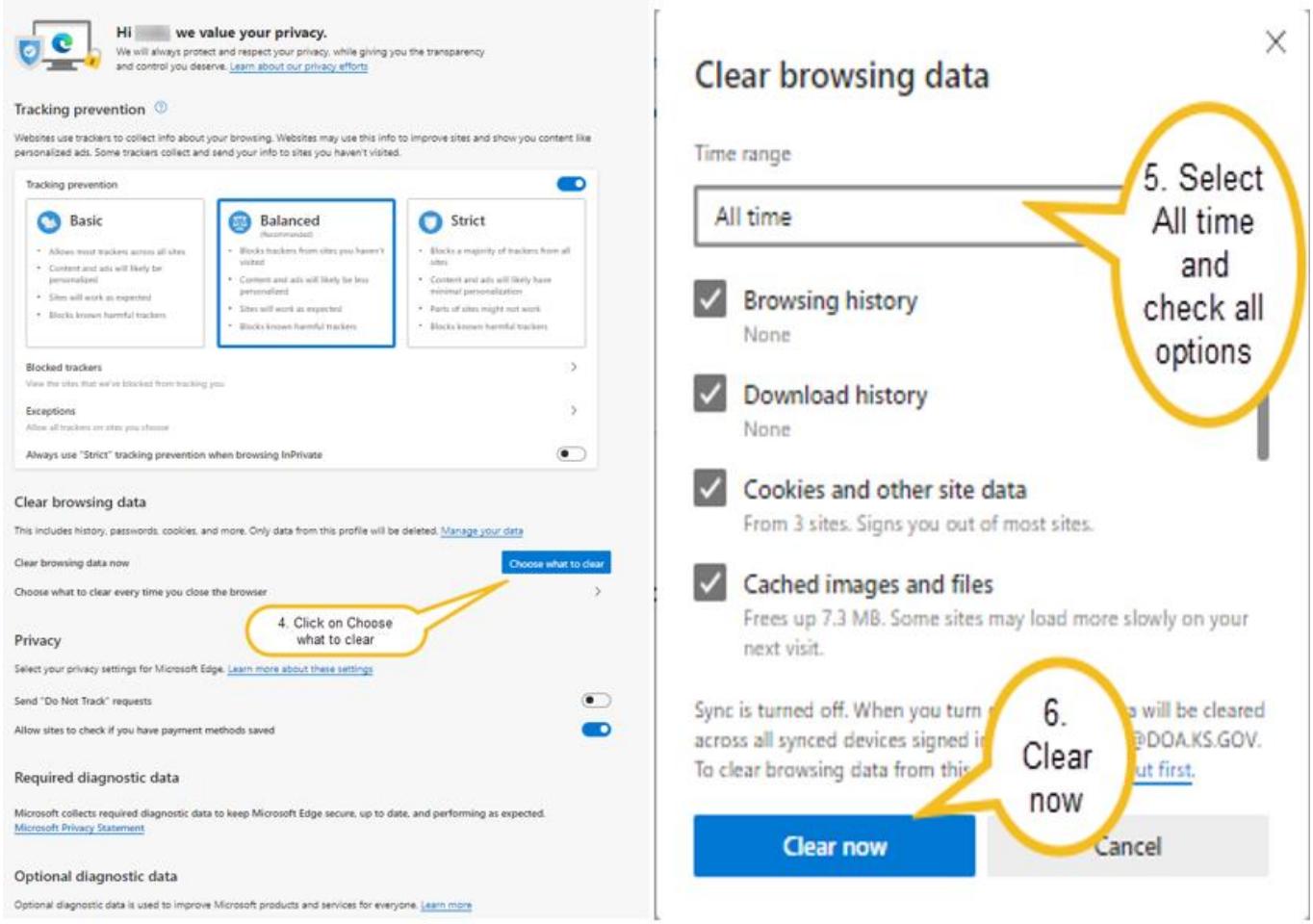
The steps for clearing out a computer's cache are different depending on the browser you are using and the version of the browser.

<u>Browser Cache in Edge</u>

1. Open Microsoft Edge browser, click Menu (3 dots icon on top right-hand corner(…))
2. Click ‘Settings’
3. Click ‘Privacy, search, and services’
4. Under Clear browsing data, click ‘Choose what to clear’
5. Time Range drop down select ‘All time’
6. Select ‘Clear now’

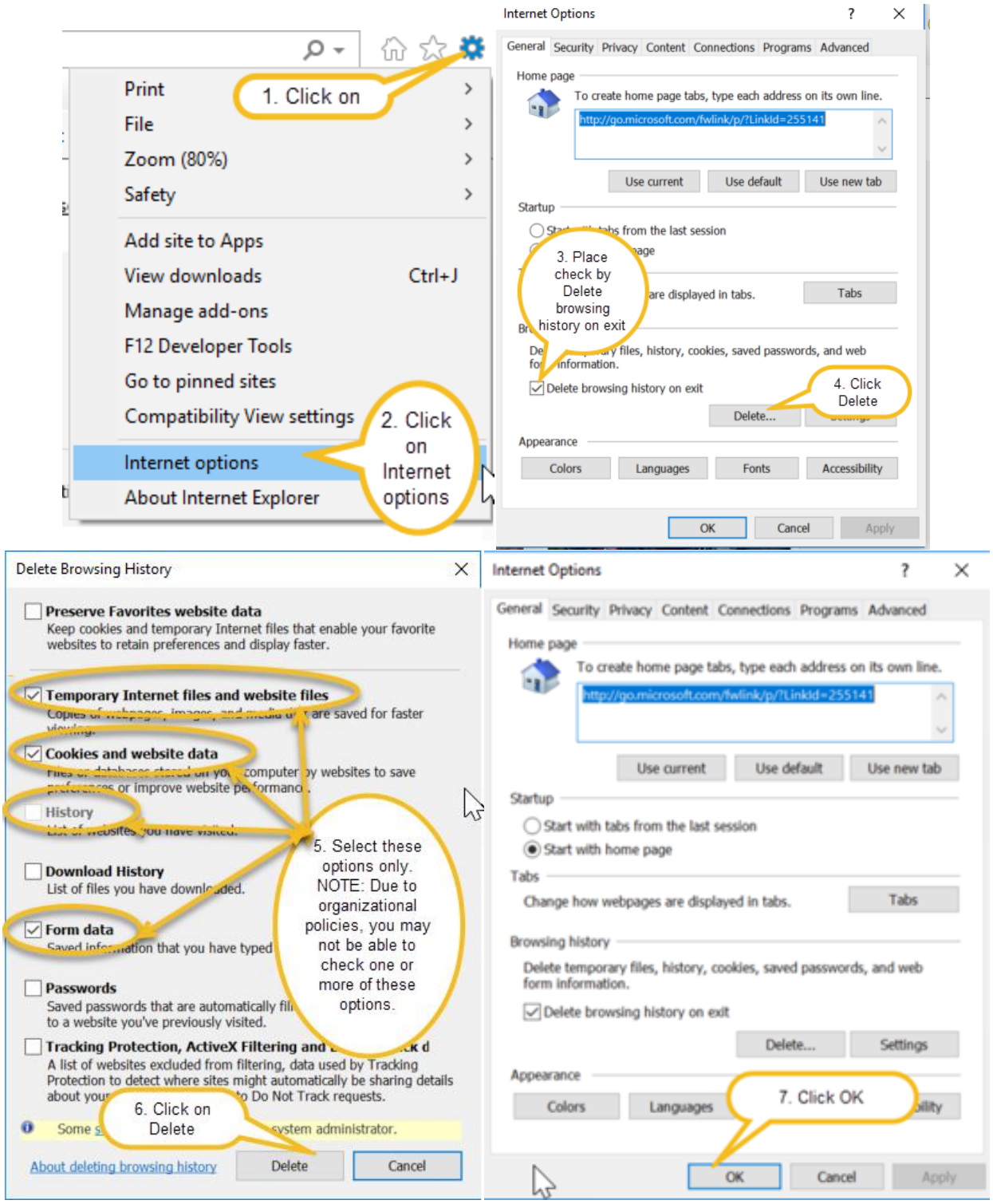






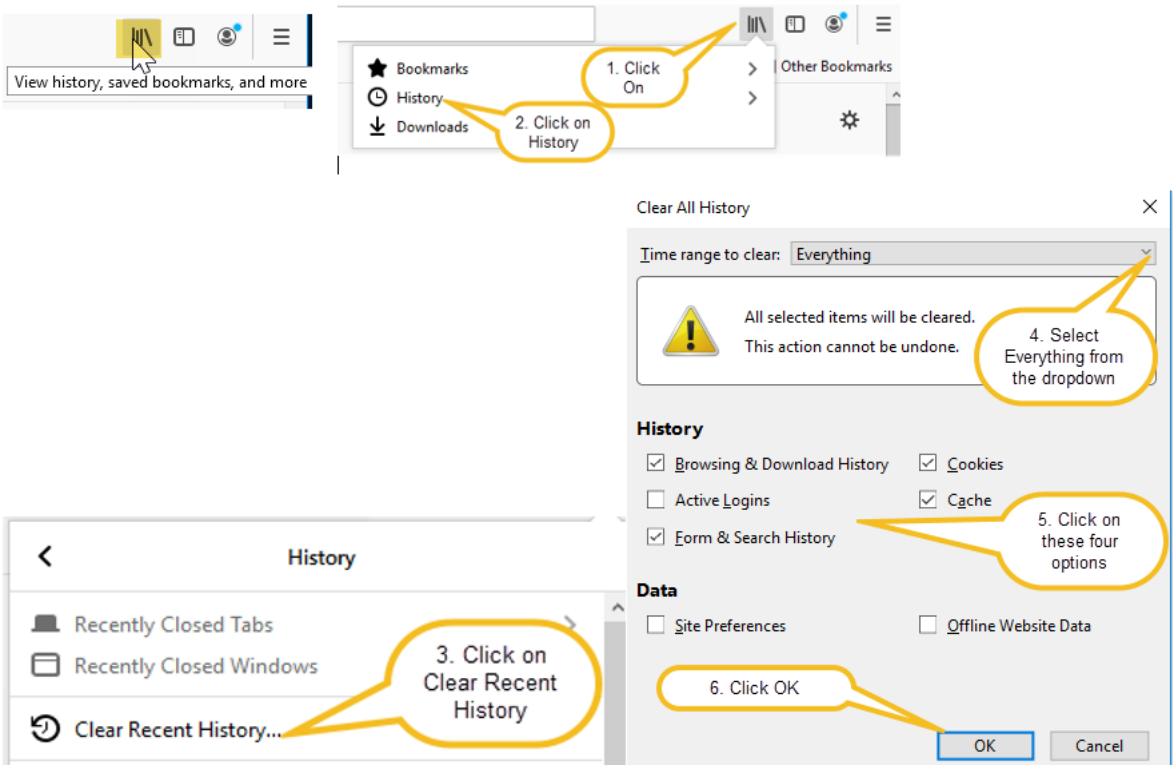
Browser Cache in Internet Explorer

1. Open the Internet Explorer browser, click the 'Tools' gear icon
2. Click 'Internet options'
3. Check the box next to 'Delete browsing history on exit'
4. Click 'Delete'
5. You will be presented with a list of options. Very Important! Click on only the Temporary Internet files and website files, Cookies and website data, History, and Form data (Due to organizational policies, you may not be able to select all of these options, as in the example below).
6. Click 'Delete'
7. Click 'OK'



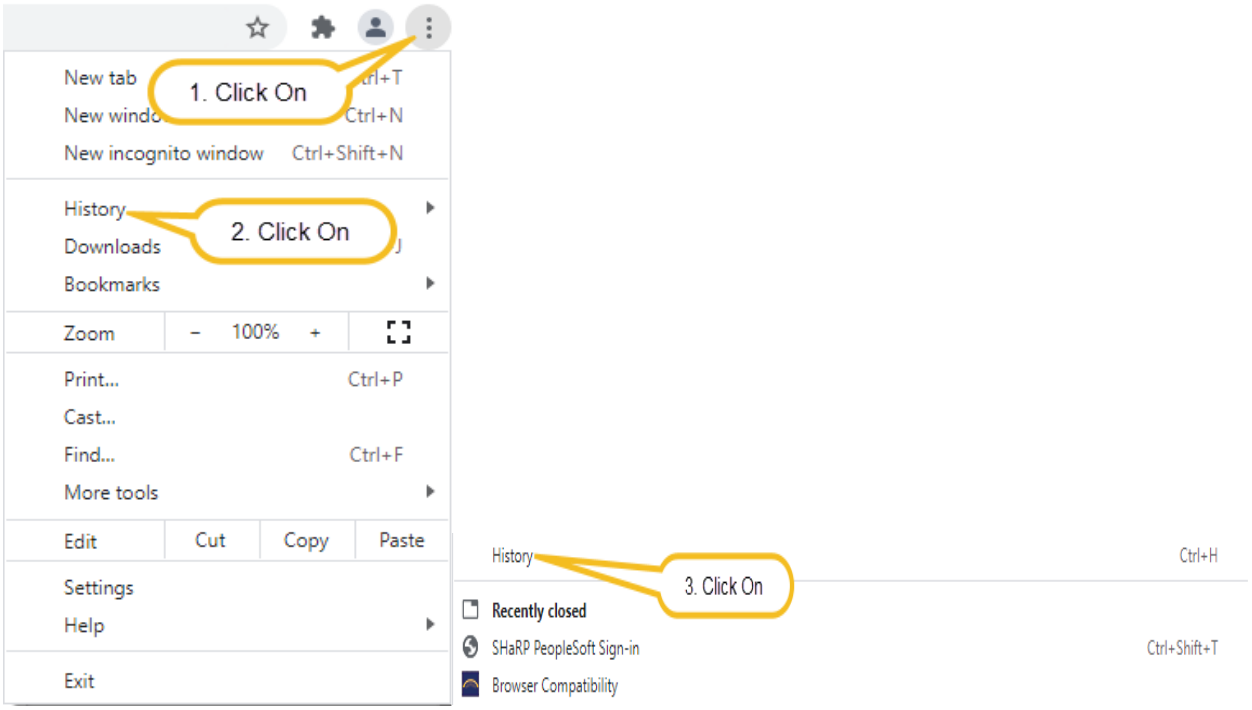
Browser Cache in Firefox

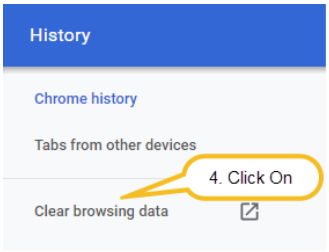
1. Open the Firefox browser, click ‘View history, saved bookmarks, and more’ icon
2. Click ‘History’
3. Click ‘Clear Recent History’
4. Time range to clear select dropdown select ‘Everything’
5. Select the four options that are checked in the image
6. Click ‘OK’

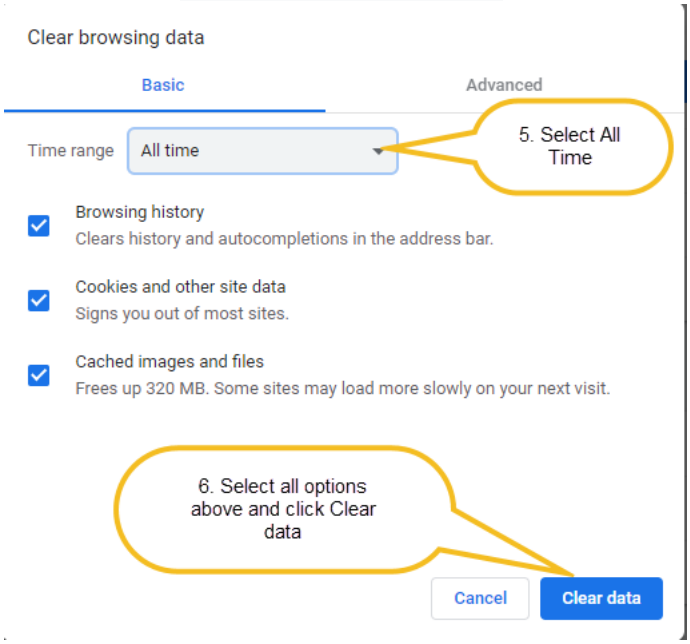


Browser Cache in Chrome

1. Open Google Chrome browser click ‘Customize and control Google Chrome’ icon (The three vertical dots in the upper right-hand corner)
2. Click ‘History’
3. Click ‘History’
4. Click ‘clear browsing data’
5. Time range select ‘All time’
6. Select all options and click ‘Clear data’

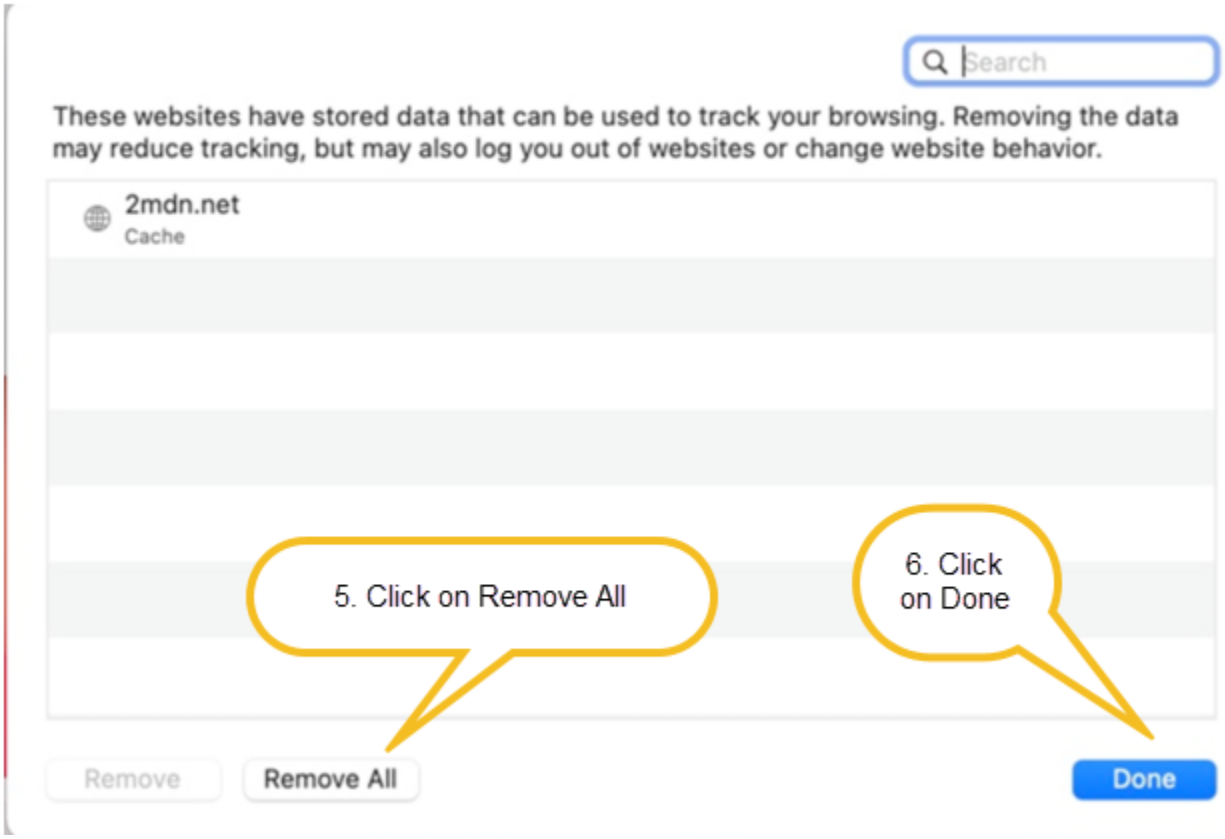






Browser Cache in Safari

1. Open the Safari browser, the Mac menu bar click ‘Safari’
2. Click ‘Preferences’
3. Click ‘Privacy’
4. Click ‘Manage Website Data’
5. Click ‘Remove All’
6. Click ‘Done’


Search
These websites have stored data that can be used to track your browsing. Removing the data may reduce tracking, but may also log you out of websites or change website behavior.
2mdn.net
Cache
5. Click on Remove All
6. Click on Done
Remove
Remove All
Done