Steps to Delete Your Browser Cache in Internet Explorer Version 11.x

The following steps will help you delete your browser's cache using Internet Explorer version 11. These instructions should be followed at the request of your IT support staff or the ERPHelp desk.

1. Launch Internet Explorer.
2. Access click the cog icon (⚙) in the upper-right corner of the screen, and select **Internet Options.**
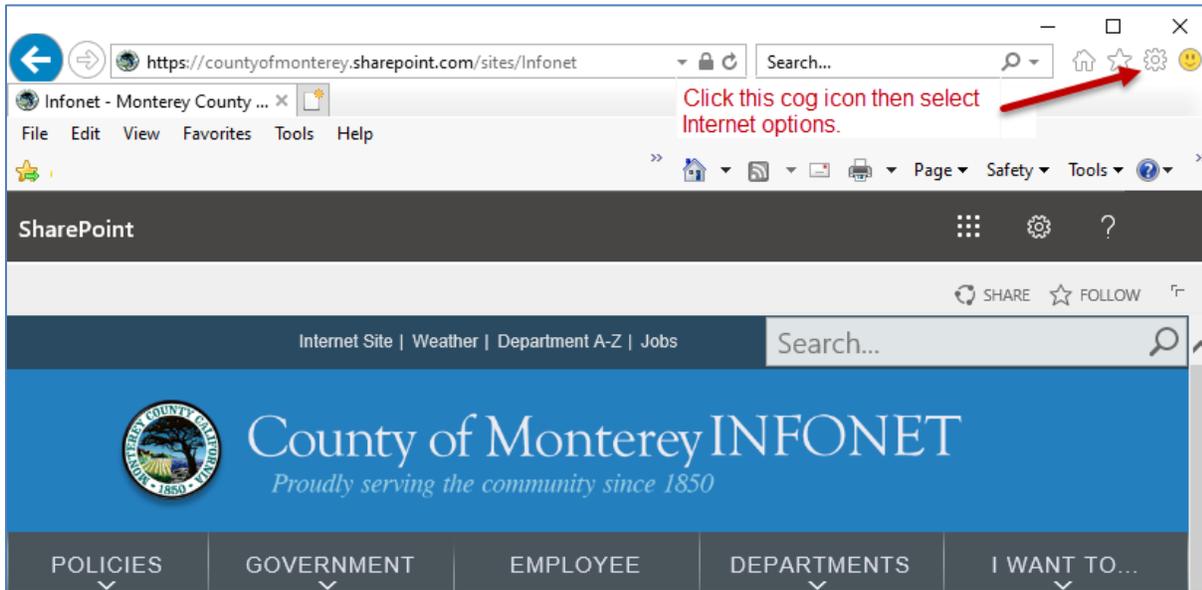
3. Click the **Delete** button.

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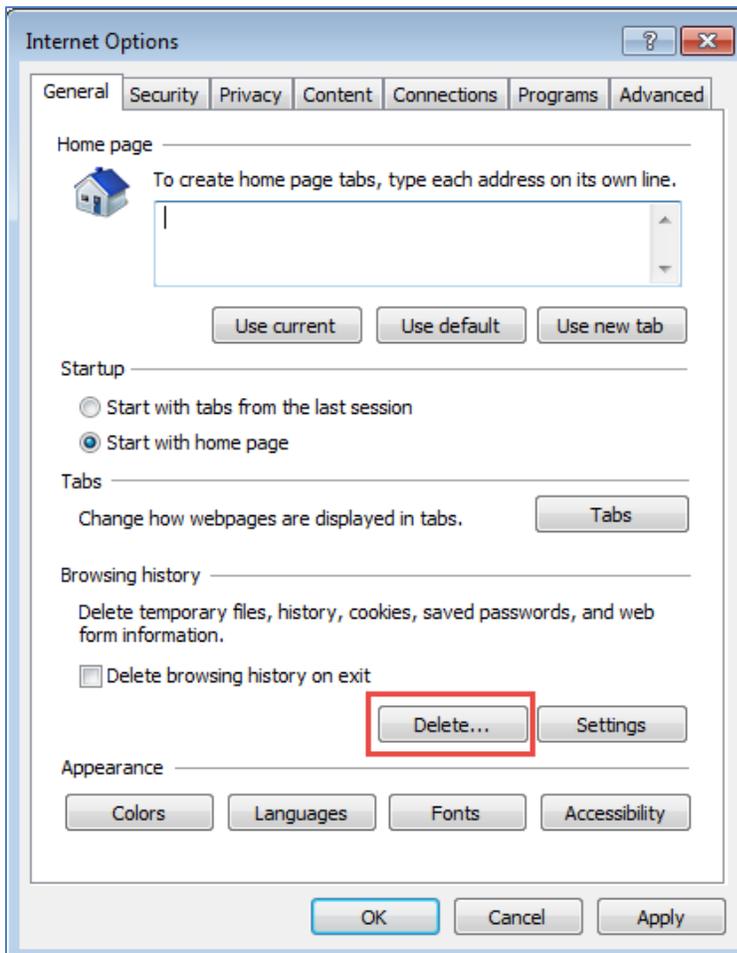
4. Check and uncheck the five boxes shown below then click **Delete**.
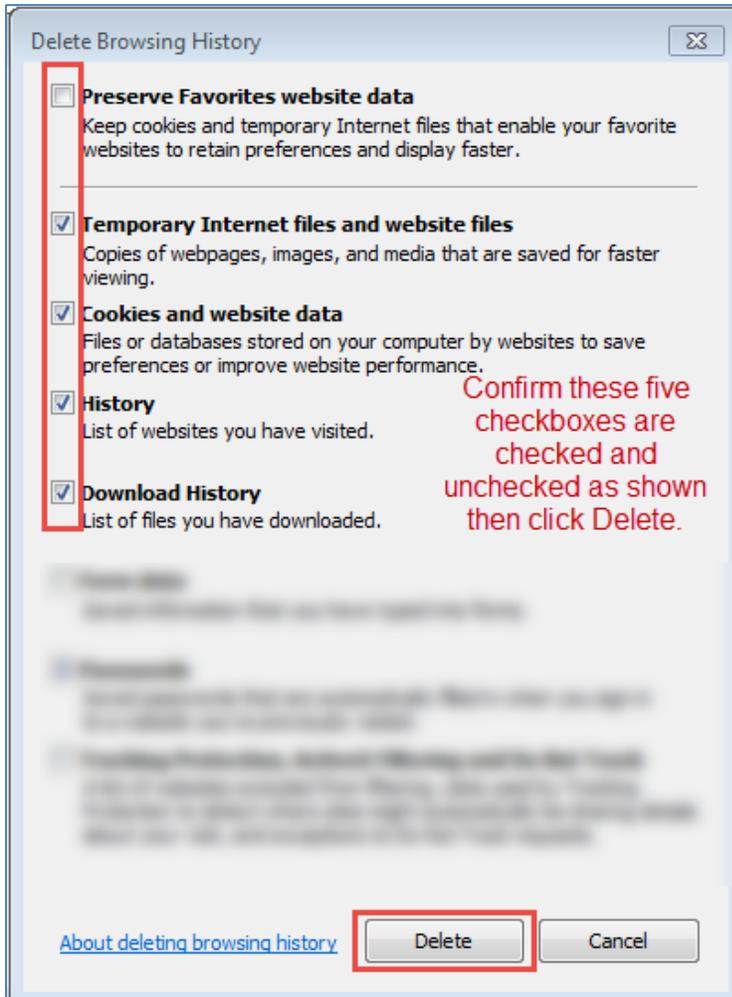
5. After a few moments, your browser will have deleted its browsing history, cookies and temporary Internet files. Acknowledge/close the prompt shown below when it appears.
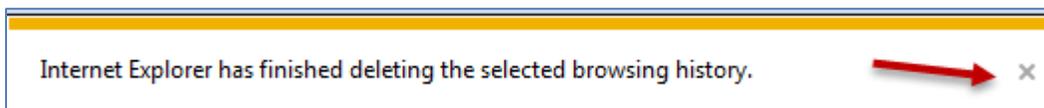
6. Close Internet Explorer then restart your browser and log into ESS/HRM.

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