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 (⁽²⁾) in the upper-right corner of the screen, and select Internet Options.



3. Click the Delete button.

Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
· · · · · · · · · · · · · · · · · · ·
Use current Use default Use new tab
Startup
Start with tabs from the last session
Start with home page
Change how webpages are displayed in tabs. Tabs
Browsing history
form information.
Delete browsing history on exit
Delete Settings
Appearance
Colors Languages Fonts Accessibility
OK Cancel Apply

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.