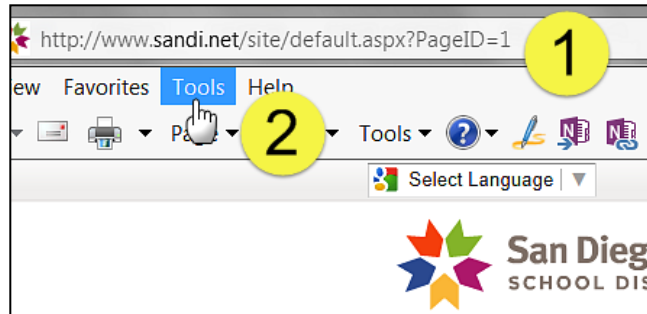


# How to Clear Cache Files in Internet Explorer 11

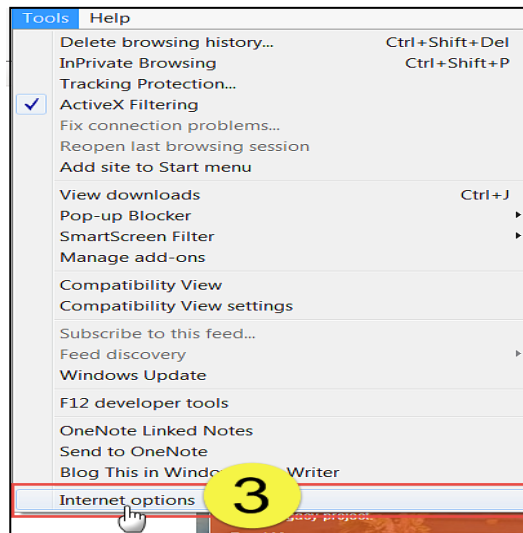
PeopleSoft applications tend to store a substantial amount of temporary internet files and/or cookies onto your computer's hard drive as you navigate within PeopleSoft Financials or HCM. To keep your computer running smoothly and quickly, you should clear (delete) your cache files on a regular basis. We recommend at least once a week.

This job aid illustrates how to Clear Cache files in **Internet Explorer version 11**.

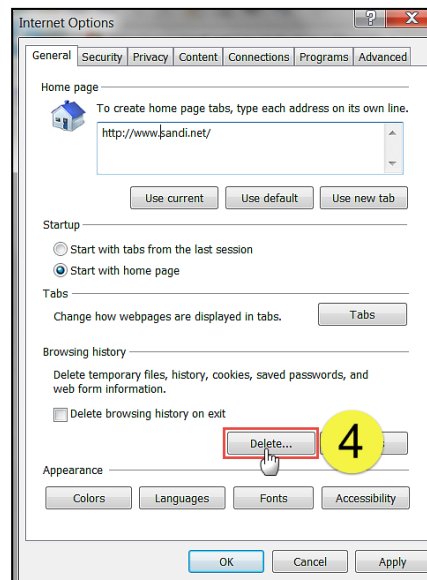
1. Open Internet Explorer.
2. Click **Tools** in the menu bar.



3. From the Tools menu click **Internet options**.



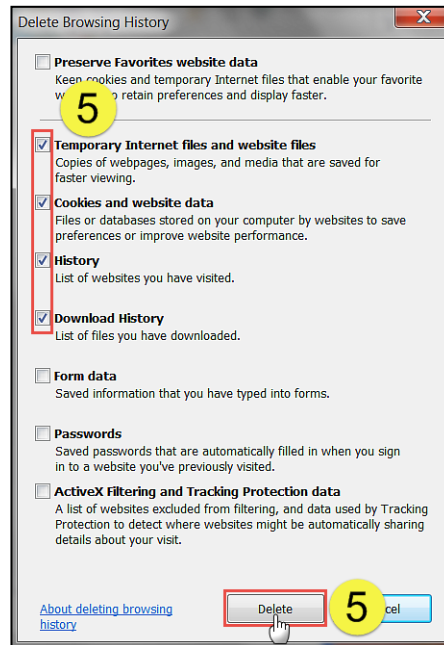
4. On the **General** tab, click the **Delete...** button.



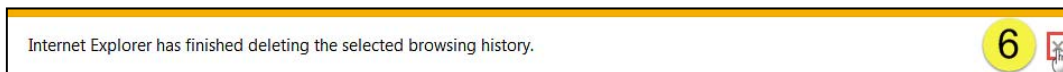
# How to Clear Cache Files in Internet Explorer 11

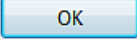
- Uncheck the box **Preserve Favorites website data**. Make sure **Temporary Internet files and website files**, **Cookies and website data**, **History**, and **Download History** are checked.

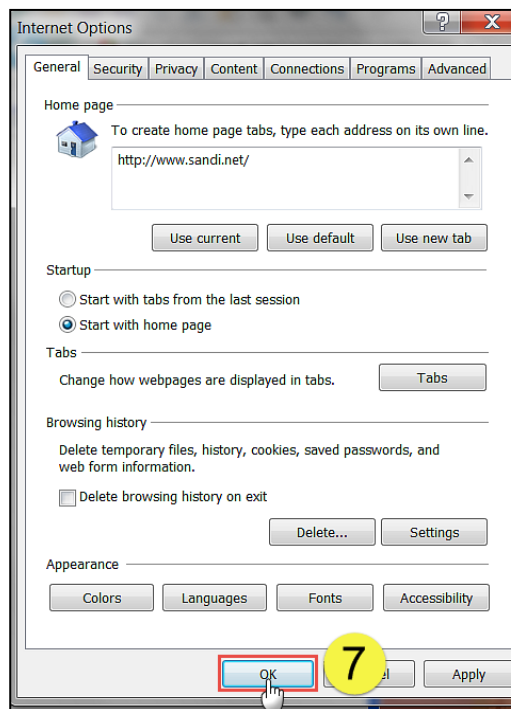
Click the  button.



- You receive a message at the bottom of the screen that **Internet Explorer has finished deleting the selected browsing history**. Click the **X**.



- Click the  button. This will take you back to the main Internet Explorer web page.



- Close all internet browser windows and re-open the browser.

For more information about how to use the PeopleSoft system in our school district, as well as to find training opportunities and support, log in to the **Staff Portal** from the **San Diego Unified School District website**.

Under **Shortcuts**, click **Technical Support/Help Desk > IT Resources > PeopleSoft**.