High Level Description

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Overview

Web browsers are designed to download web pages and store them locally on your machine in an area called "cache." When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. Clear your cache monthly so that the most current pages are displayed. Internet Explorer is the recommended Web browser for PeopleSoft Web applications.
Clear Cache in IE

Launch Internet Explorer

Navigate to Tools > Internet Options > General tab

1. Click Delete Files button
2. Check “Delete all offline content”
3. Click OK
4. Click OK
Mac User

1. Navigate to Explorer > Preferences > Advanced tab
2. Click Clear History
3. Click Empty Now

PC Auto Settings
You can adjust your Internet Explorer settings to automatically clear the cache whenever you close Internet Explorer.

1. Navigate to Tools > Internet Options > Advanced tab
2. In the "Settings" box, scroll down to the section labeled "Security"
3. Check "Empty Temporary Internet Files folder when browser is closed"
4. Click OK

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).