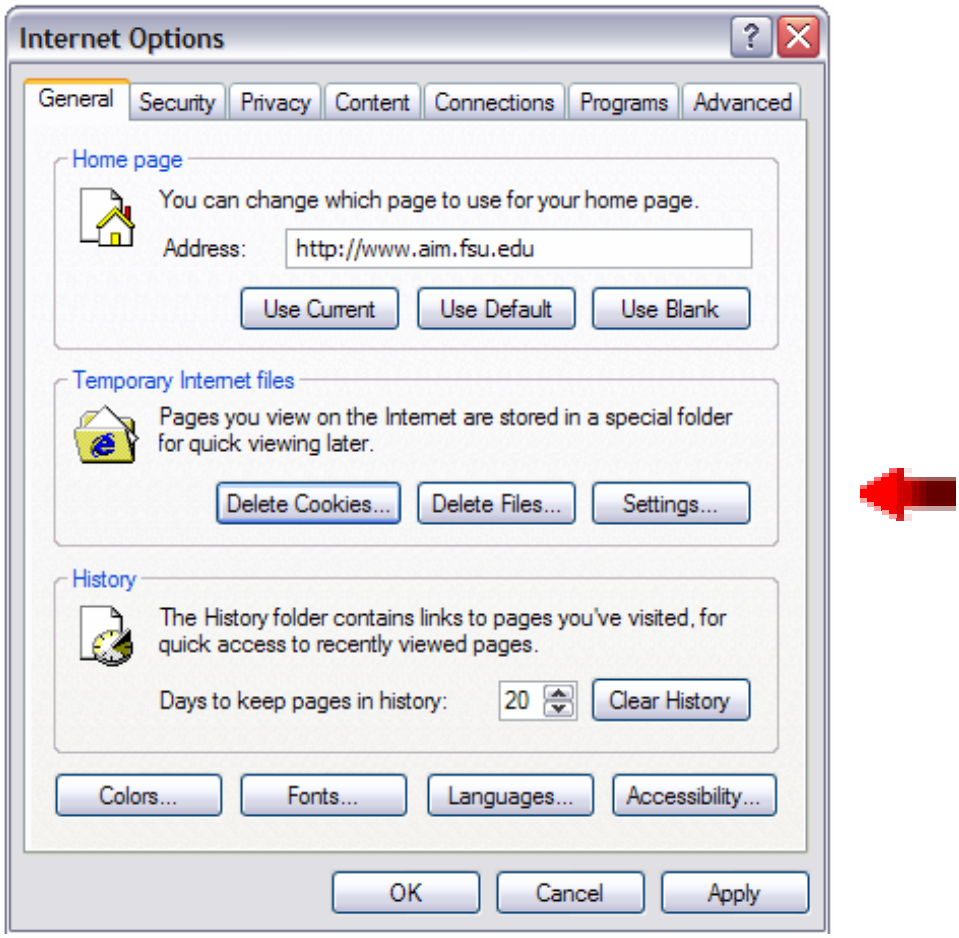
Clearing Internet Cache and Cookie Files

In order for the OMNI applications (powered by PeopleSoft) to work in the most efficient manner, it will be necessary for you to periodically clear your cache files (the temporary files stored by your browser on your computer) and cookie files (files that store user preferences for internet browsing). The frequency of clearing these files will depend on how often and how extensively you use the OMNI applications. Follow these instructions to clear your cache.

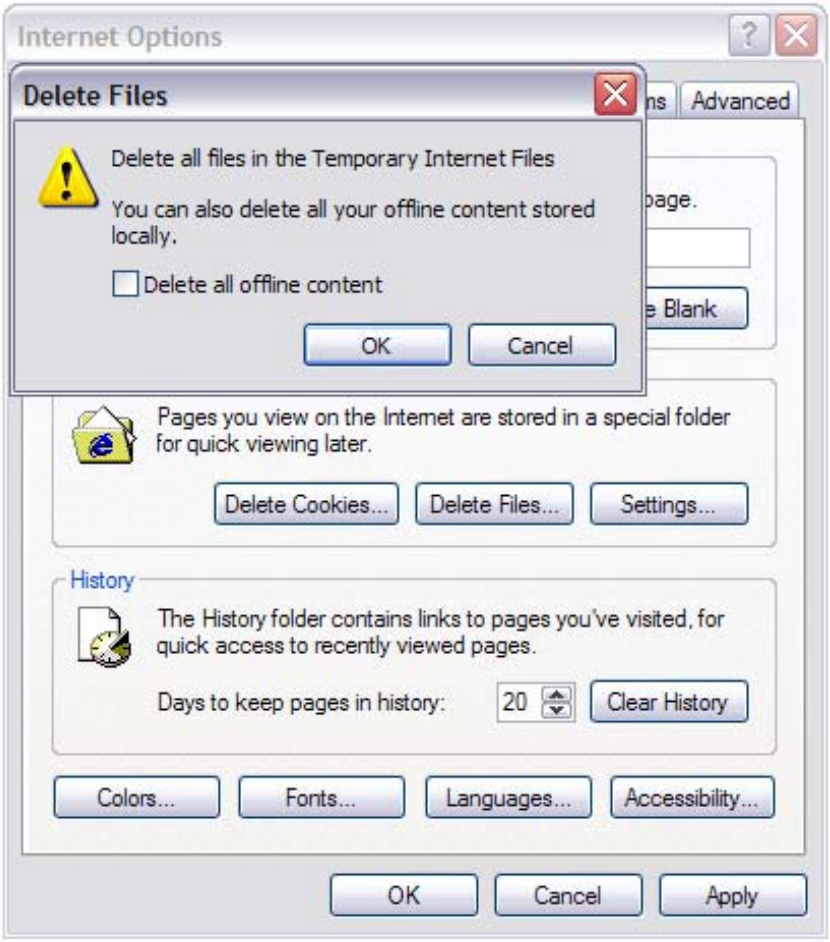
Both cleaning your temporary Internet files directory and deleting cookies is a very simple process. First open Internet Explorer (IE). *Note: Internet Explorer is the browser of choice when using the OMNI applications.* Once IE is open, access the tools menu at the top of the window. Inside the tools menu, access the Internet options menu. The window you see should look like the image below.



On the center of this window there is a section called Temporary Internet files. You will see a button for Delete Cookies and one for Delete Files. First, delete the cookies. Click

on the Delete Cookies button. A smaller window called Delete Cookies should appear. Choose Ok.

Next choose Delete Files to delete the Temporary Internet files. A smaller window called Delete Files should appear. **Be sure to put a check in the Delete all Offline Content check box. Then choose Ok.**



This process may take a few moments. When complete, choose OK on the Internet Options Window and you're done!

Even outside of OMNI training, it is a good housekeeping practice to periodically clean out your temporary Internet files and cookies. These directories can potentially become very large in an extremely short amount of time and can interfere with the proper working of your computer.