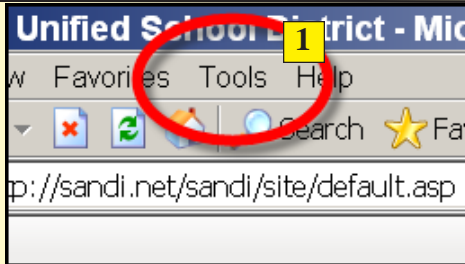


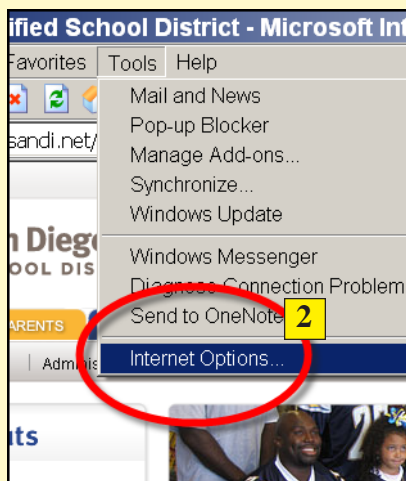
How to Clear Your Cache Files

PeopleSoft software tends to pile up a substantial amount of temporary Internet files and/or cookies onto your computer's hard drive as you click around in any PeopleSoft Financials (or HR) environment. In order to keep your computer running smoothly and quickly, you need to clear (delete) your cache files on a regular basis (about once a month, give or take a week).

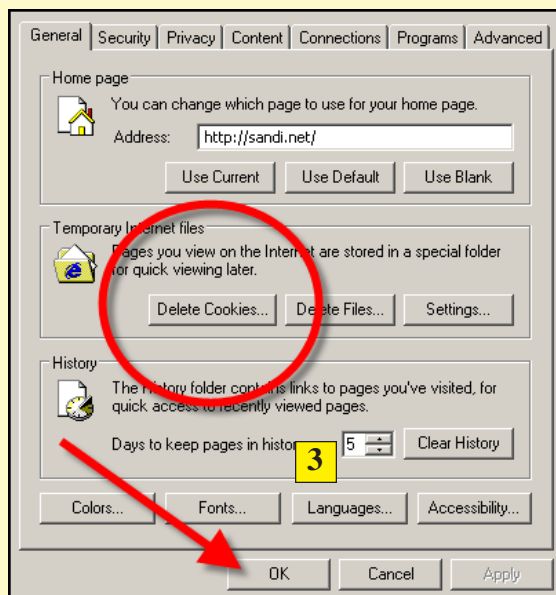


1. Launch Internet Explorer from your computer desktop. You can clear cache files no matter which website your browser currently displays.

On the browser menu bar, click the **TOOLS** menu.



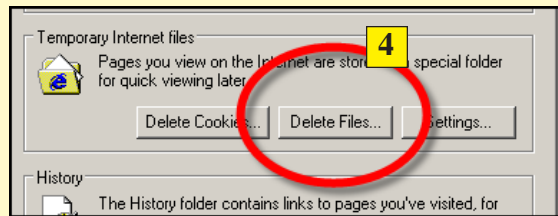
2. Click **INTERNET OPTIONS**.



3. On the **GENERAL** Tab, click the **DELETE COOKIES** button.

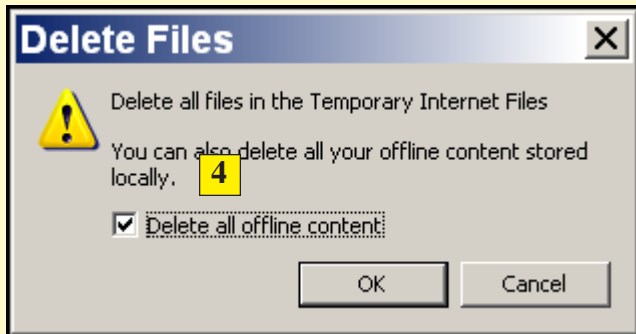
Click the **OK** button.

How to Clear Your Cache Files

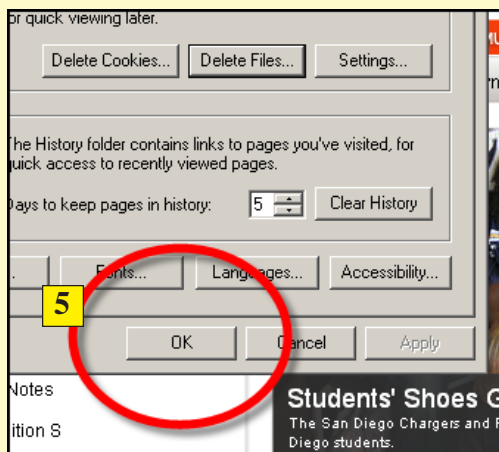


4. Click the **DELETE FILES** button. Click a checkmark into the **Delete all Offline Content** checkbox.

Click the **OK** button.



5. Click the **OK** button.



6. Close your browser and reopen it to completely refresh it.