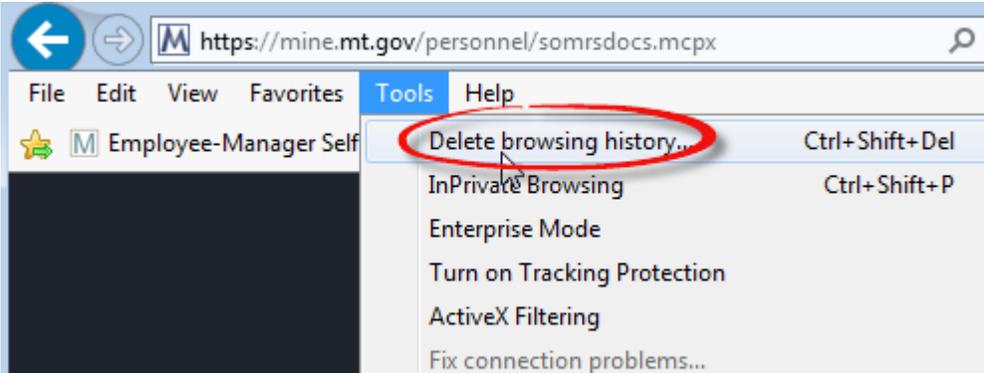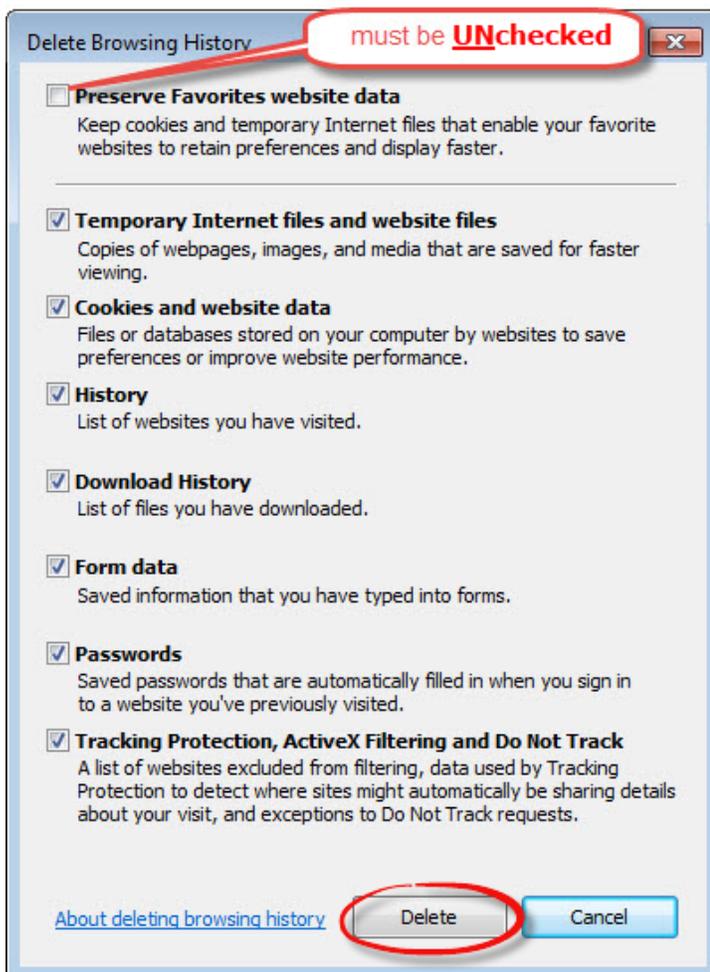# Deleting Internet Browser History and Clearing Cache Instructions

1.) Open Internet Explorer Session. Go to **Tools**> **Delete Browsing History**

2.) Check all boxes, except Preserve Favorites website data box. This box must be **Unchecked** or you will encounter issues in SABHRS HR/Self Service.
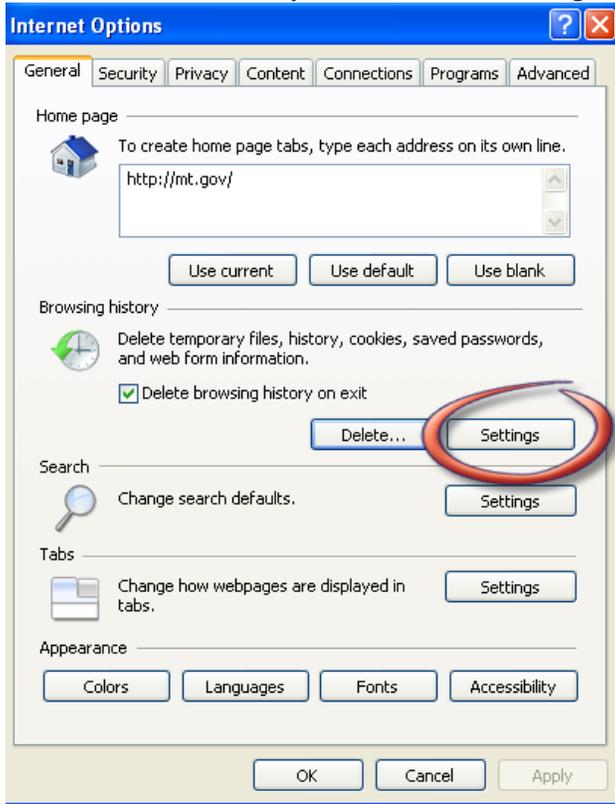

3.) When delete browsing history is complete, **close all internet explorer windows**
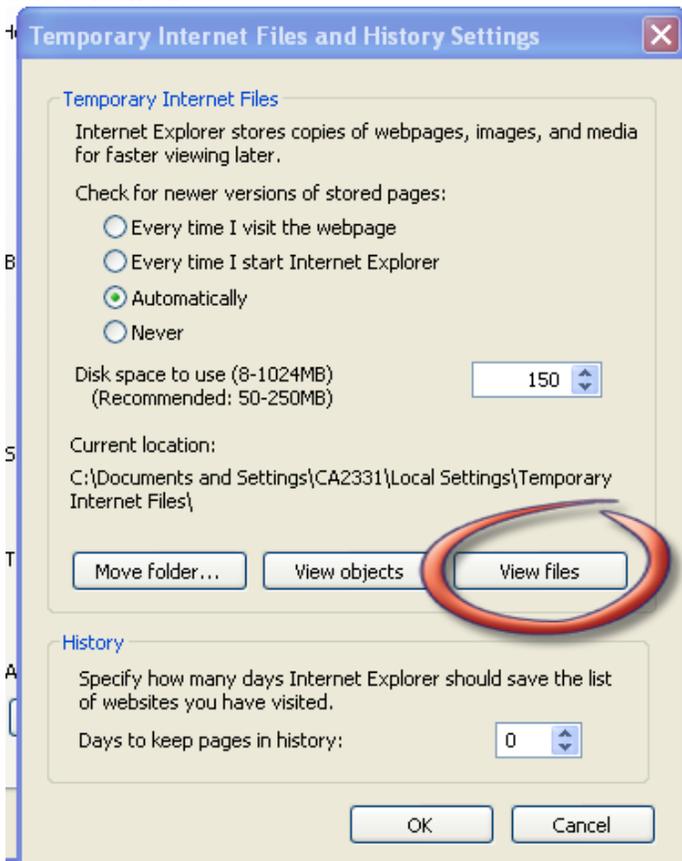
4.) **Reopen** another **Internet Explorer** window to access SABHRS HR/Self Service.

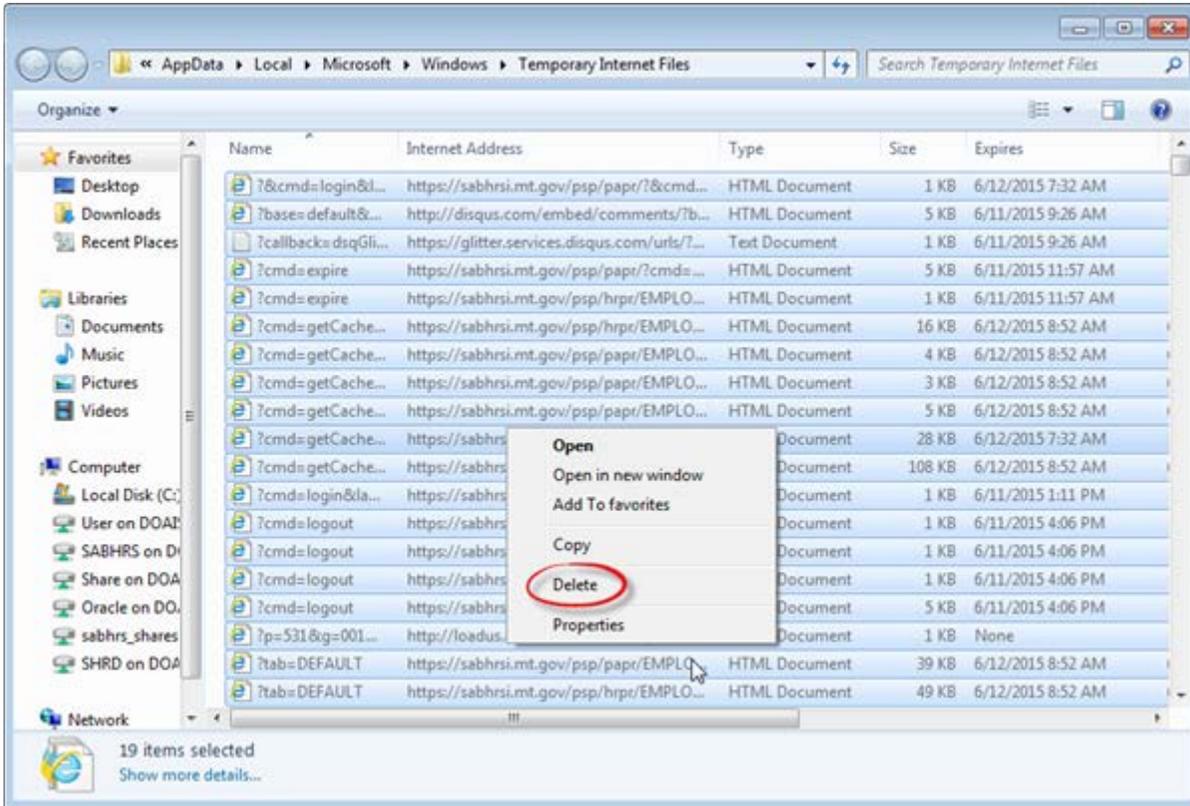# If you continue experiencing issues:

Go to **Tools**> **Internet Options** and select **Settings**:

Select View Files:

A file window will appear. If there are any files in this folder delete them all by highlighting all the folders, right click and click delete:

5.) After you delete the Temporary Internet Files, **close all Internet Explorer windows.**

6.) **Reopen** another **Internet Explorer** window to access SABHRS HR/Self Service.