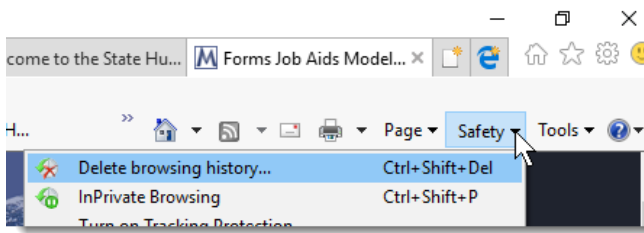
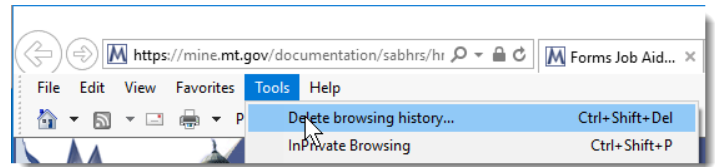


Deleting Internet Browser History and Clearing Cache Instructions

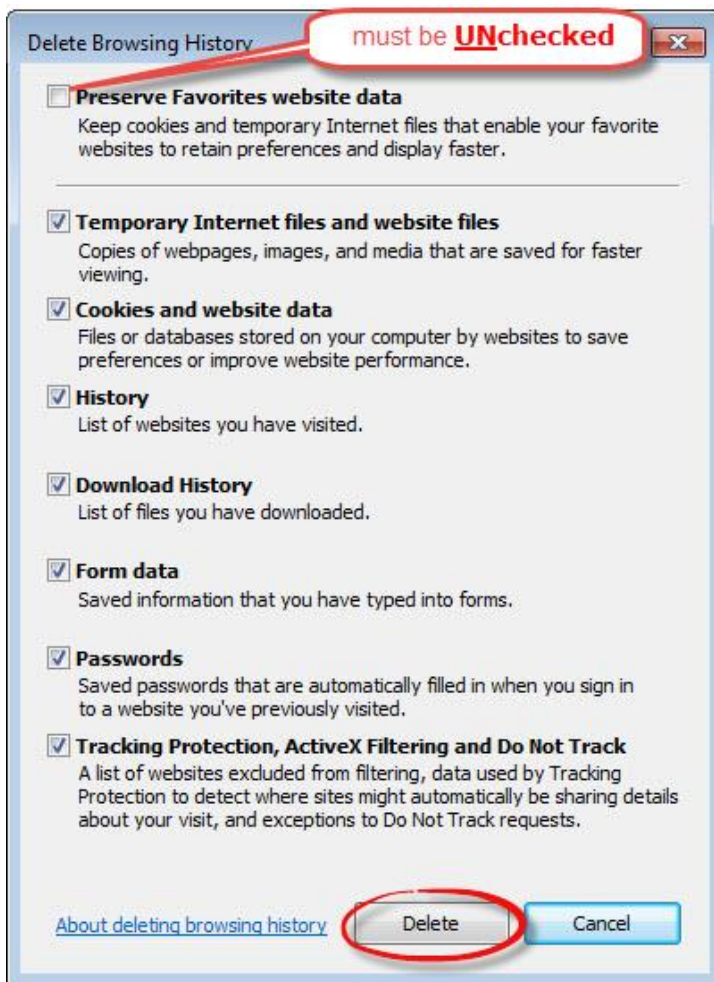
- 1.) Open Internet Explorer Session. Go to **Safety > Delete Browsing History** **OR** **Tools > Delete Browsing History**.



OR



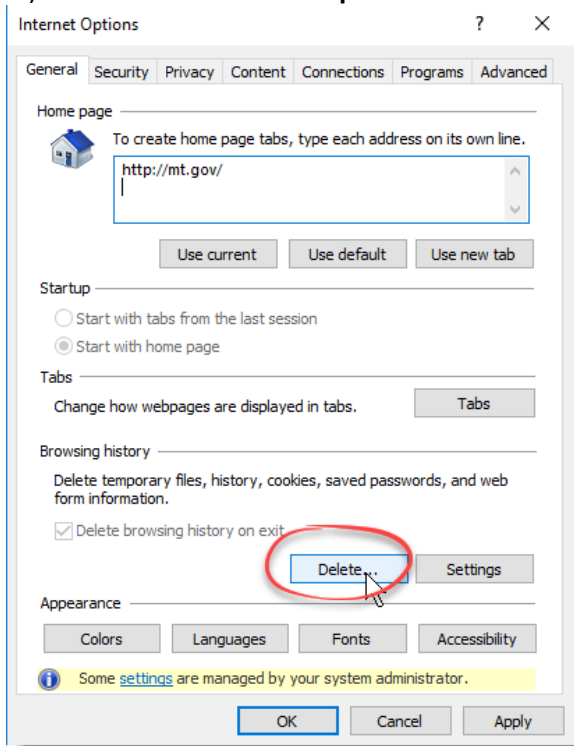
- 2.) Check all boxes, except Preserve Favorites website data box. This box must be **Unchecked** or you will encounter issues in SABHRS HR/Self Service.



- 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 cannot find the paths to Delete Browsing History under 'Safety', here's one more option:

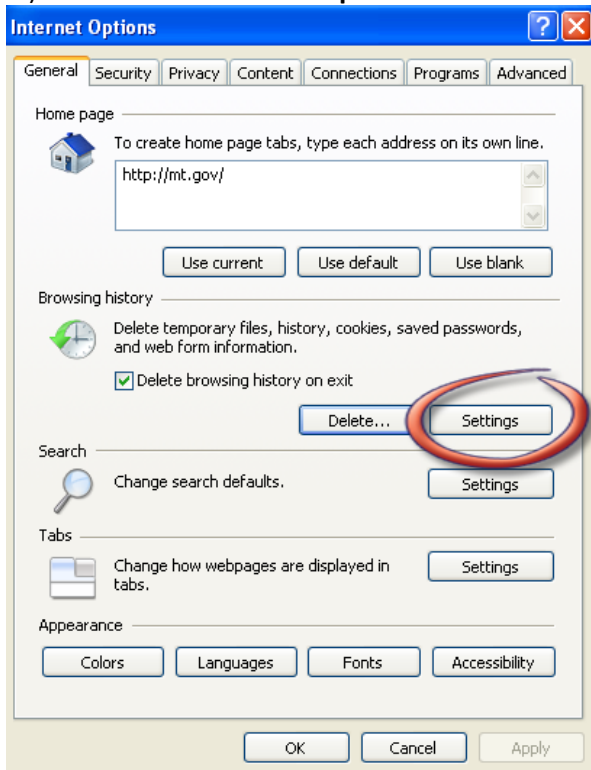
1.) Go to **Tools> Internet Options**. On the General Tab select the **Delete** button in the middle of the window:



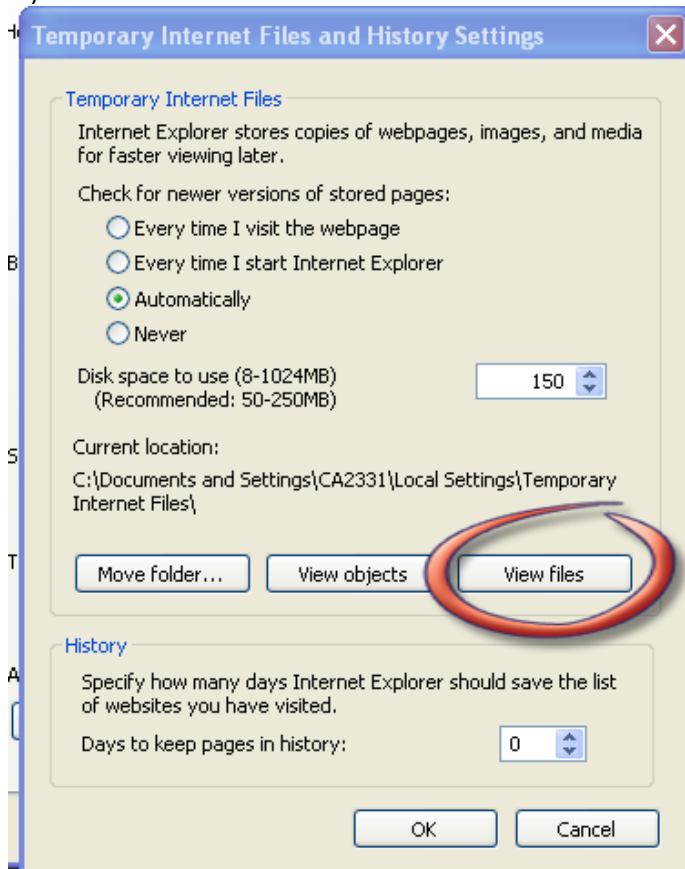
2.) Proceed with [step 2](#) above.

If you continue experiencing issues:

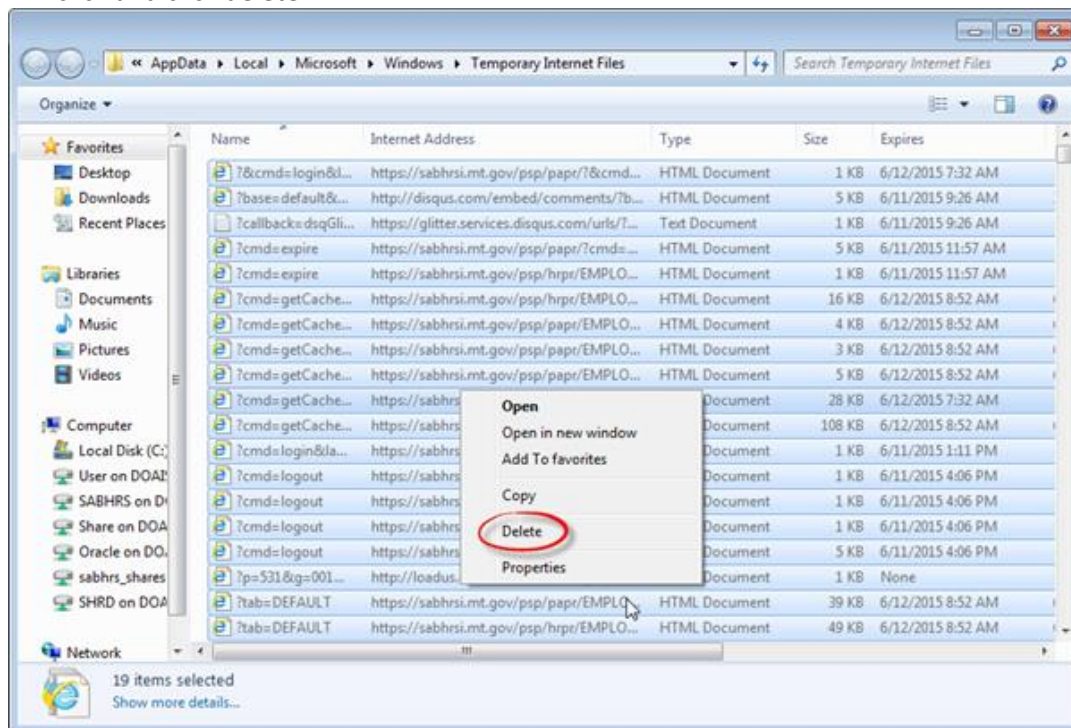
1.) Go to **Tools> Internet Options** and select **Settings**:



2.) **Select View Files:**



3.) 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:



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

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