Clearing the Cache

**Steps for Clearing the Cache**

Follow this procedure to clear the cache. Windows may appear slightly different than the ones printed in this procedure, depending on the user’s operating system (Windows NT, Windows 2000, etc).

First, log out of the myUCF Portal and/or close all PeopleSoft pages. Open Internet Explorer and then follow this navigation:

Click on **Tools.**

Click on **Internet Options.**
The following window will appear:

On the **General** tab, click on **Settings**. The following window will appear.
Click on **View Files**, the following window will appear:
Click on Organize, and Select all, and go back to click Organize and click Delete, the following window will appear:

![Warning Window]

then click on Yes. And then close the window.

![Website Data Settings]

Click Ok to close the window.
Click **Ok** to close the window.

Close the browser window, wait 30 seconds, then reopen.

Log into the myUCF Portal or PeopleSoft again and resume activity.

MK 10/16/13