

One Way to Prevent Identity Theft

Instructions for Clearing Temporary Storage to Protect Your Personal Information:

To ensure the confidentiality of data viewed within any web-based application(s), we strongly advise users who access any system that contains personal or confidential data (e.g., eOPF, E-Induction, EHRP, HRIBS, etc.) to access them on a secured HHS network computer (that is not shared), by logging into the NIH or HHS network.

However, if you use a shared NIH or HHS network computer to access one of these systems or a computer located outside of HHS (e.g., computer located in a telework center, public library) it is possible that the documents viewed with personal information on the shared or public computer may remain on the hard drive of the computer in temporary storage (hidden cache directory) and can be viewed by others who use that computer.

In order to ensure that your personal and/or confidential information is not available to others, we strongly recommend you clear the contents of the computer's cache (temporary storage space) just prior to logging off. To clear the contents, after logging out of any web-based application you were using, follow the instructions below:

Internet Explorer 6:	2
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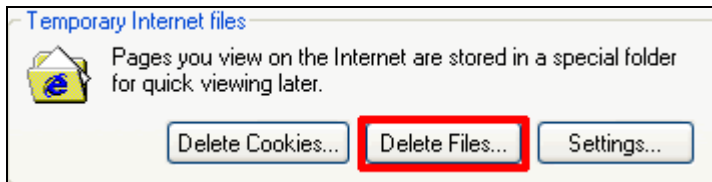
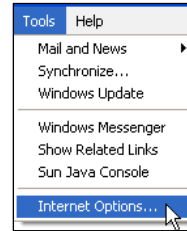
Internet Explorer 6:

From the **Tools** Menu select “Internet Options”

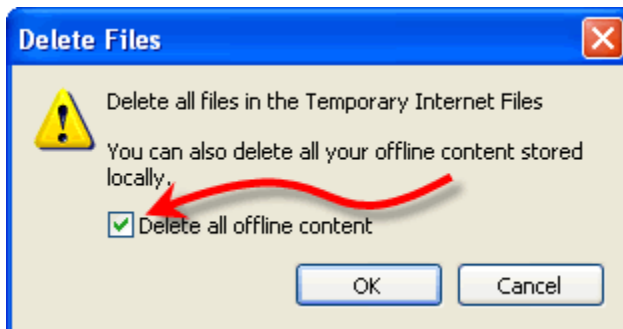
The Internet Options pop-up window appears.

The Temporary Internet Files section is about halfway down this window.

Select the **Delete Files** button.



From the **Delete Files** pop-up make sure the **Delete all offline content** checkbox is checked.




Click **OK** then **OK** again to exit.

Internet Explorer 7

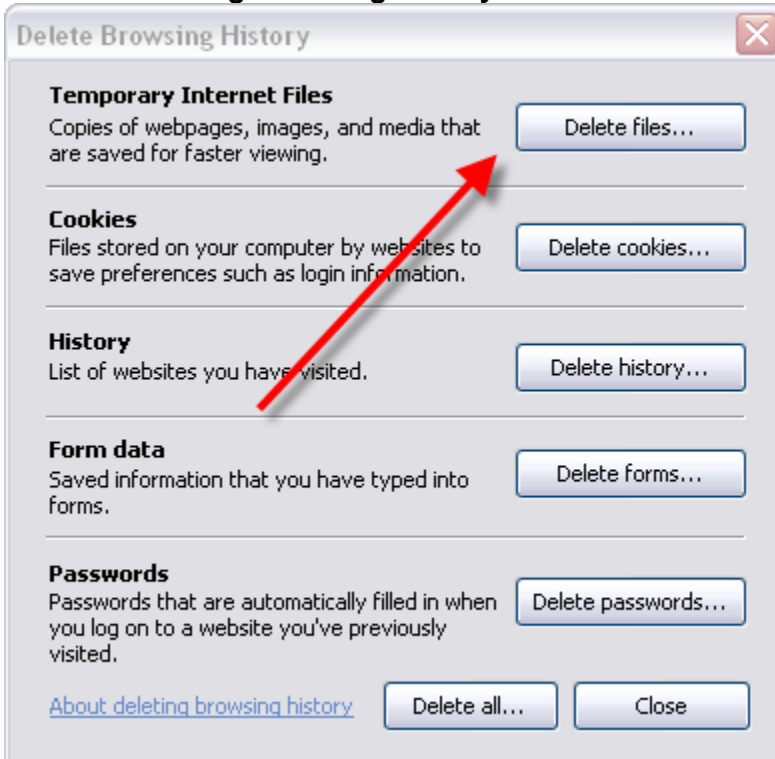
In Internet Explorer 7, the option to delete temporary files has been streamlined. “**Delete browsing history**” is the first option under the **Tools** menu.



You can find the tools menu by clicking on the **Tools** button  in your browser toolbar. If you do not see the Tools button you may need to select the double-headed arrow at the far right of the tabs toolbar to expand the toolbar selection.

After clicking on the **Tools** button a sub-menu expands. Select the first option: “**Delete browsing history**”

From the **Deleting Browsing History** window click the first button **Delete files....**

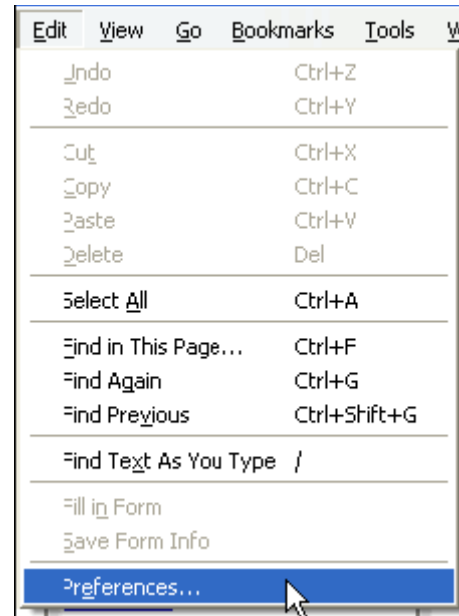
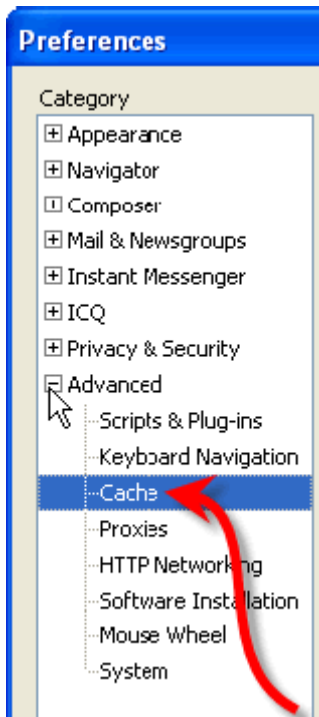


Select **Yes** from the warning box and wait while your temporary internet files are deleted. Once this process is completed click **Close** to close the **Deleting Browsing History** window.

Netscape 7.2:

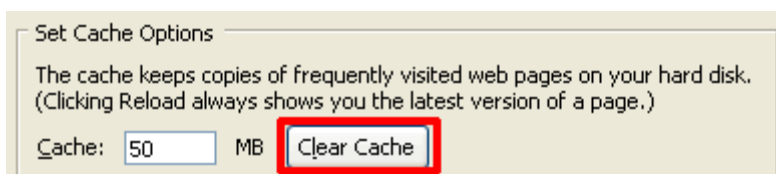
From the **Edit** menu select “**Preferences.**”

The Preferences pop-up window opens. In the Category box along the left side of the window double-click **Advanced** or click once on the **cross** next to **Advanced**.



From the sub-menu that opens select **Cache**.

The **Cache** preferences open to the right of the window. Under Set Cache Options select **Clear Cache**.

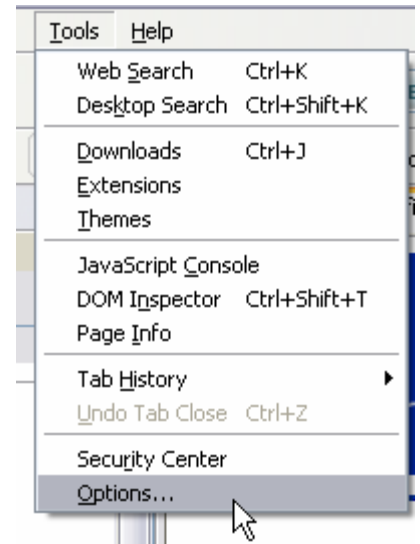
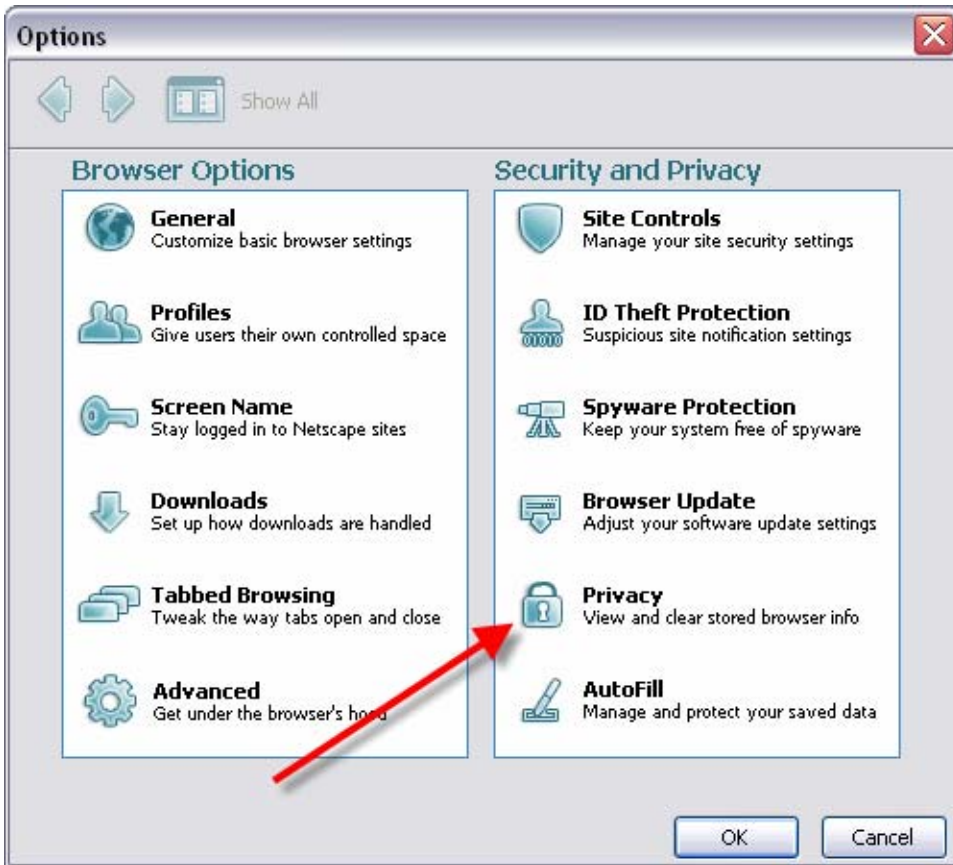


Select **OK** to close.

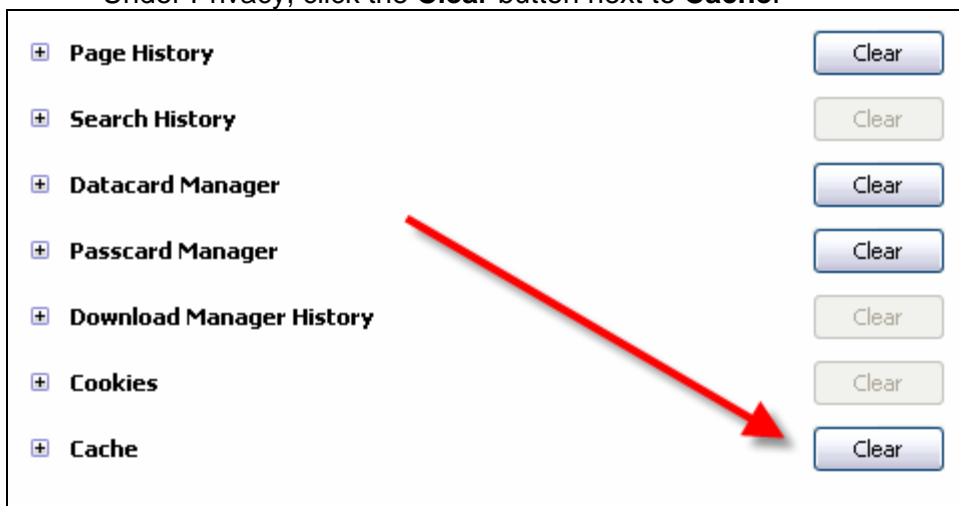
Netscape 8

In Netscape 8 you can delete your temporary internet files by selecting **Tools > Options** from the menu bar.

From the Options menu select **Privacy**

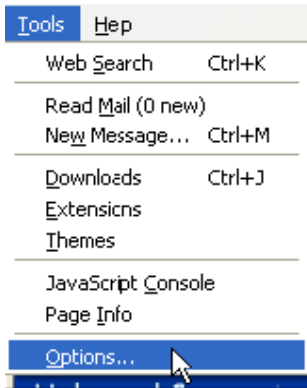


Under Privacy, click the **Clear** button next to **Cache**.



Click **OK** to finish.

In Firefox 1.x:



From the **Tools** menu select “Options”. The Options pop-up window will open.

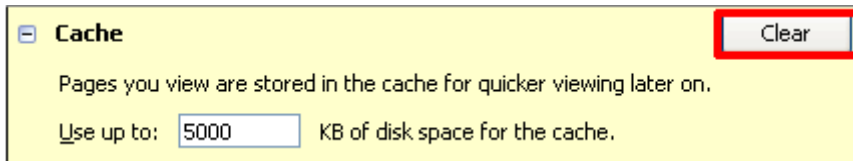
From along the left side select the **Privacy** icon.

This will display the Privacy settings on the right of the window. The option for deleting the Cache is at the bottom of the list.

Expand the options by selecting the box next to **Cache**.



Click **Clear** to delete the Temporary Internet Files.



Select **OK** to exit.

Firefox 2.x

Select **Tools > Clear Private Data** from the menu.

