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:

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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.

Delete	Files 🔀
1	Delete all files in the Temporary Internet Files You can also delete all your offline content stored locally. Delete all offline content OK Cancel

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.

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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 doubleclick **Advanced** or click once on the **cross** next to **Advanced**.

Preferences				
Category				
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	Mail & Newsgroups			
	🗄 Instant Messenger			
	⊞ ICQ			
	⊞ Pr	rivacy & Security		
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		Keyboard Navigation		
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	-HTTP Networking			
	-Software Installation			
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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**.

Set Cache Options			
The cache keeps copies of frequently visited web pages on your hard disk. (Clicking Reload always shows you the latest version of a page.)			
<u>C</u> ache: 50 MB	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**



Tools Help Web Search Ctrl+K Desktop Search Ctrl+Shift+K Downloads Ctrl+J Extensions Themes JavaScript Console DOM Inspector Ctrl+Shift+T Page Info Tab <u>H</u>istory Undo Tab Close Ctrl+Z Security Center Options... kð

Under Privacy, click the Clear button next to Cache.



Click **OK** to finish.

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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.

E	Cache			Clear
	Pages you view are stored in the cache for quicker viewing later on.			
	<u>U</u> se up to:	5000	KB of disk space for the cache.	



Select OK to exit.

Firefox 2.x

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

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