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.

Safari:	2
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Safari:

From the Safari menu, select "Empty Cache":



The "Empty Cache" window appears:

Λ	Are you sure you want to empty the cache?
	Safari saves the contents of web pages you open in a cache so that it's faster to visit them again.
2	Cancel Empty

Click "Empty". That's it!

Internet Explorer:

From the Explorer menu, select "Preferences":

Explorer	File I	Edit	View 0	The Proforances window will open
About Int License A	ternet E Agreeme	xplor ent	er	Select Advanced under Web Browser.
Preferenc	ces		¥; 🔻	Click Empty Now followed by clicking OK
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 Web Content. 	
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O Subscriptions	Nover
O Java	
Interface Extras	SZE: 10 MB Empty Now
O Security	Location: "MS Internet Cache" on volume "Joe's Mac"
Security Zones	
Ratings	Change Location
O Acvancec	Connections
	Support multicle connections
Forms AutoComplete	Show server messages Max connections: 4
ActoFill Profile	
W Receiving Files	> Offline Browsing
O Download Options	Automatically connect to the Internet if a page is not cached
U Helpers	
?	(Cancel) (OK)

Neteene		Netscape	File Edit
From the Netscape m	enu, select " Preferences ":	About Ne	tscape
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D ICQ D Privacy & Security	Select Cache.		
Scripts & Plug-ins Keyboard Navigati Cache Proxies HTTP Networking Software Installati Mouse Wheel DOM Inspector	The Cache Preferences of Clear Cache.	pens on the ri	ght. Select

	Preferences
Cache	
Set Cache Op The cache kee Reload always Cache: 50	tions ps copies of frequently visited web pages on your hard disk. (Clicking shows you the latest version of a page.) Ms Clear Cache

Click **OK** to close.

Firefox:

From the Firefox menu, select "Preferences":

Firefox	File	Edit	View
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The **Preferences** window will open. From along the left side, select the **Privacy** icon.

Choose **Cache** (the bottom choice) and click the **Clear** button.

► Cache Clear

Click **OK** to effect the action and exit.

Note: Performing this action may also result in improving the overall performance of your computer.

