

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.

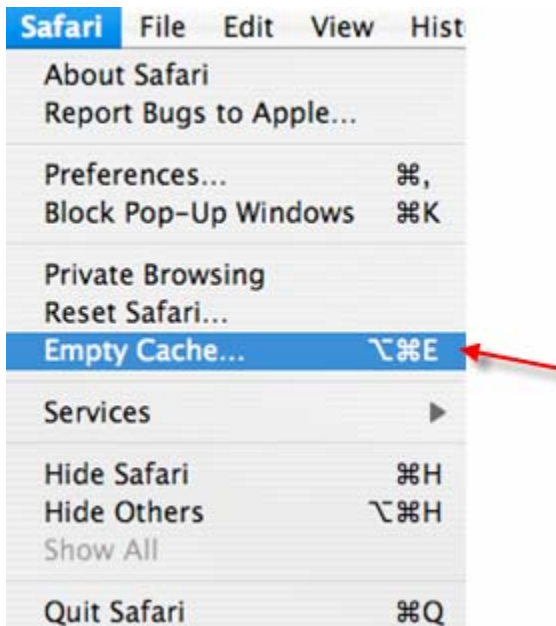
However, if you use a shared NIH or HHS network computer to access one of these systems or a computer located outside of HHS (e.g., computer located in a telework center, public library) it is possible that the documents viewed with personal information on the shared or public computer may remain on 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**”:



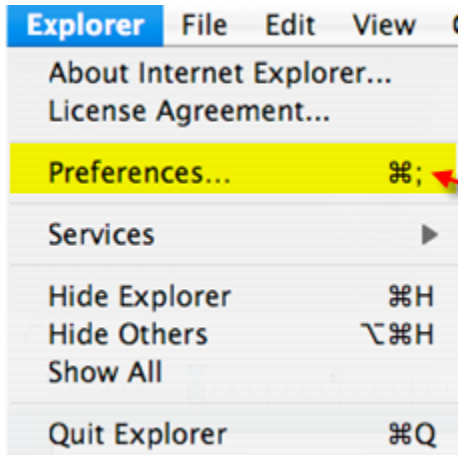
The “**Empty Cache**” window appears:



Click “**Empty**”. That’s it!

Internet Explorer:

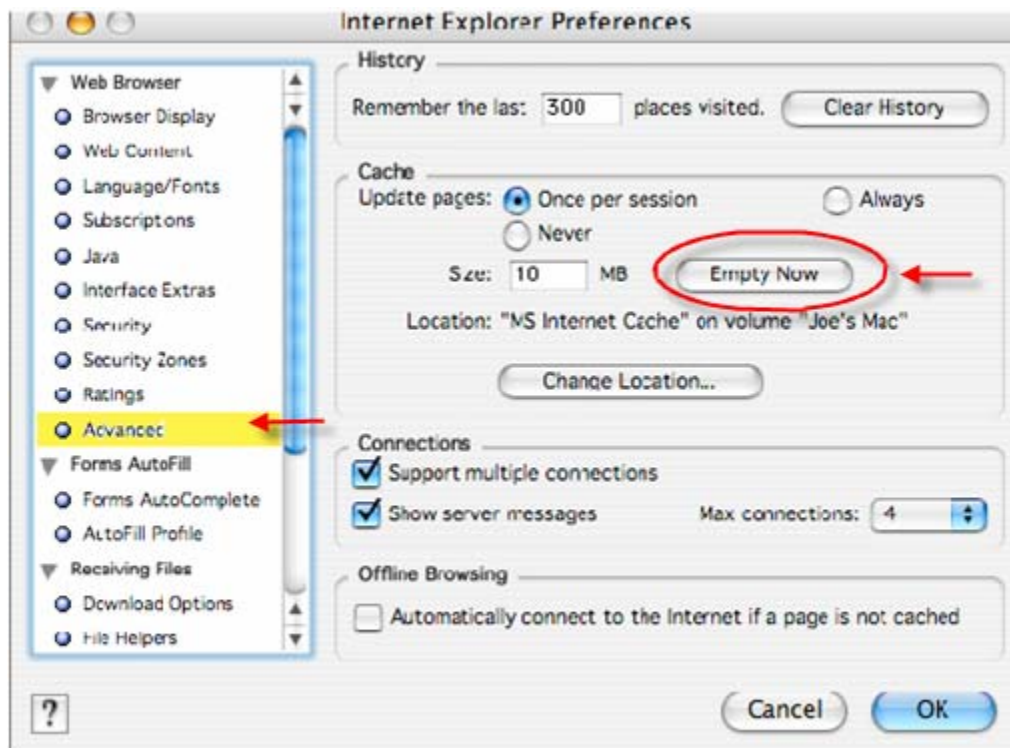
From the Explorer menu, select “**Preferences**”:



The **Preferences** window will open.

Select **Advanced** under **Web Browser**.

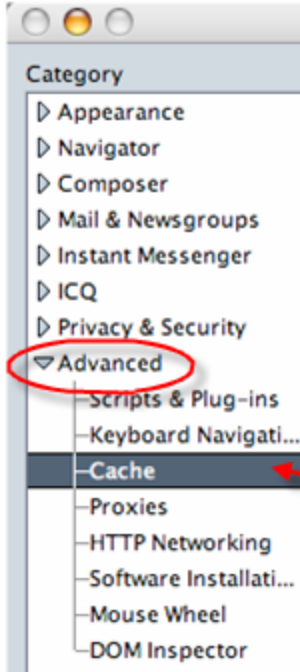
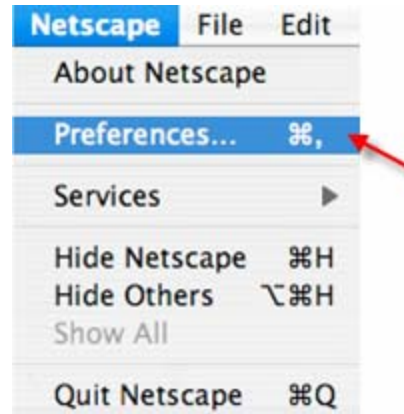
Click **Empty Now** followed by clicking **OK** to effect the action and exit



Netscape:

From the Netscape menu, select “**Preferences**”:

The **Preferences** window will open.



Double click on **Advanced** or turn its arrow down.

Select **Cache**.

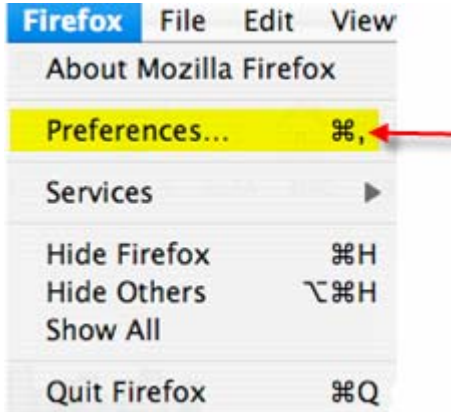
The **Cache Preferences** opens on the right. Select **Clear Cache**.



Click **OK** to close.

Firefox:

From the Firefox menu, select “**Preferences**”:



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

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



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

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

