Q: How do I clear the cache in my web browser and how often should I clear it?

A: Best practice is to clear cache at least once a week. Clear the cache on each workstation that you use to access UCPath. If multiple people use the same workstation, each person should clear browser cache. Cache files are specific to each user on each workstation. Complete the following steps for each browser you use to access UCPath.

- Internet Explorer
- Mozilla Firefox
- Google Chrome
Job Aid: Clear Your Web Browser’s Cache

Internet Explorer

1. In the top right corner of the browser window, click (Tools) → Safety → Delete browsing history.

2. On the Delete Browsing History dialog box, deselect the Preserve Favorites website data check box, select the Temporary Internet Files and Cookies check boxes, then click the Delete button.
Mozilla Firefox

1. In the top right corner of the browser window, click (menu) → Options.
2. Select the Advanced panel, and then click the Network tab.

3. In the Cached Web Content section, click the Clear Now button.
Google Chrome

1. In the top right corner of the browser window, click \(\text{menu} \rightarrow \text{More tools} \rightarrow \text{Clear browsing data}\).

2. In the Clear Browsing Data dialog box, select the amount of data you want to delete. Select the \textbf{beginning of time} to delete everything.

3. Select the check boxes for the types of information that you want to remove. At minimum, select the \textbf{Cached images and files} check box.

4. Click the \textbf{Clear browsing data} button.