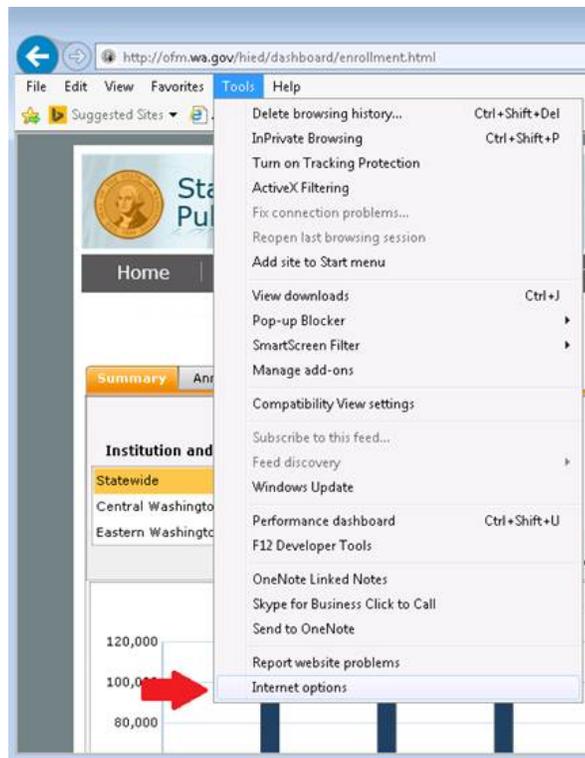


# Office of Financial Management

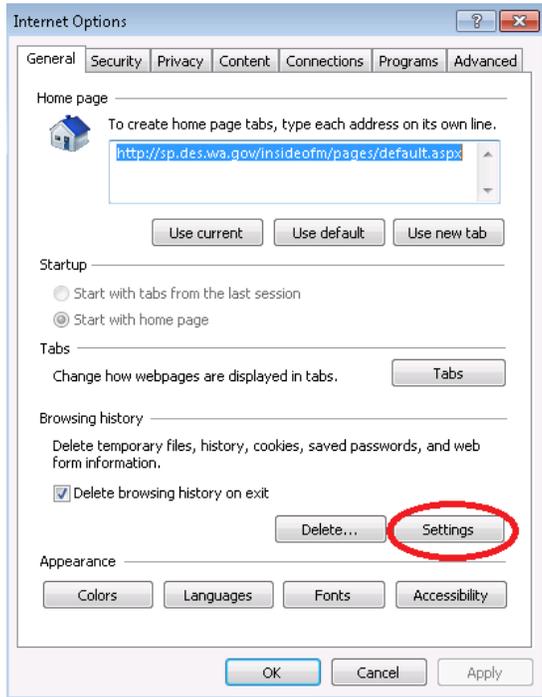
## Instructions for refreshing the Public Centralized Higher Education Enrollment System (PCHEES) Dashboard metric data using Internet Explorer

### In Internet Explorer

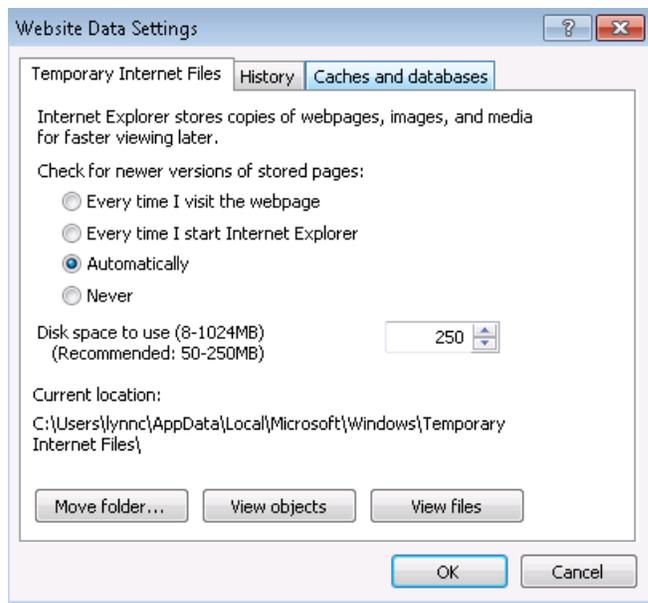
1. Select "Tools" from the Internet Explorer menu.
2. Select "Internet options" from the Tools submenu (see red arrow below).



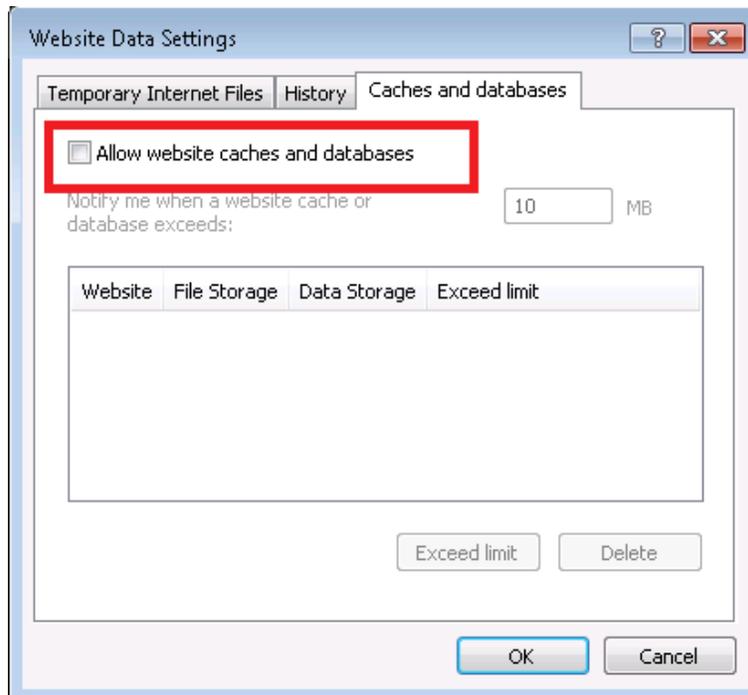
3. The Internet Options window will appear. Press the “Settings” button on the General tab (see red circle below).



4. The Website Data Settings will be displayed. On the “Temporary Internet Files” tab - Make sure that one of the following “Check for newer versions of stored pages” options is selected.
  - a. Every time I visit the webpage
  - b. Every time I start Internet Explorer
  - c. Automatically



5. In the Website Data Settings window – select the “Caches and databases” tab. Make sure that the “Allow website caches and databases” checkbox is not checked. If it is checked then click on it to uncheck it.



6. Press the OK button to close the Website Data Settings window.
7. Press the OK button to close the Internet Options window.
8. The PCHEES Dashboard metric data should be refreshed and new data should be displayed.