

## Subject: Work Securely - Password Protect Your Computer

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### Is your computer secure when you leave your desk?

#### 1. Password protect your computer.

Passwords are the first line of defense in protecting your computer from unauthorized use. If you do not use a password to logon to your computer, anyone can access the computer, the data and the network if you leave it unattended.

#### 2. Lock the screen

This allows you to temporarily "lock" your computer when you step away from your desk without having to shut it down.

#### Windows XP

Hold down the Windows Logo key and simultaneously press the "L" key.

-OR-

Press Ctrl-Alt-Del, then click Lock Computer.

#### Mac OS X

1. Go to Apple Menu > System Preferences and click the Security icon.

2. Select the Require password to wake this computer from sleep or screen saver check box.

Note: Your screen saver must be turned on first in order to use this method. You can find instructions for this under Help > Mac Help and look for Turning a screen saver on.

3. Use password protection on your screensaver

You can also set up your screen saver to automatically lock the computer after a specified amount of time.

#### Windows XP

1. Right click on an empty space on your desktop.

2. Click Properties and then the Screen Saver tab.

3. Set the wait time minutes before the password protection lock is activated.

4. Select On resume, password protect.

5. Click apply.

Note: The screen saver password is the same as your Windows logon password. If you don't have a logon password, you won't be able to set a screen saver password.

#### Mac OS X

For Macintosh users: locking the screen also locks your screen saver so you're all set!

Securing your computer is YOUR responsibility. State and Federal regulations as well as School policy require each of us to properly protect our data. Please contact Client Services at 966-1325 if you have questions or require assistance with the tip information.