

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

LOCKING AND SECURING YOUR COMPUTER

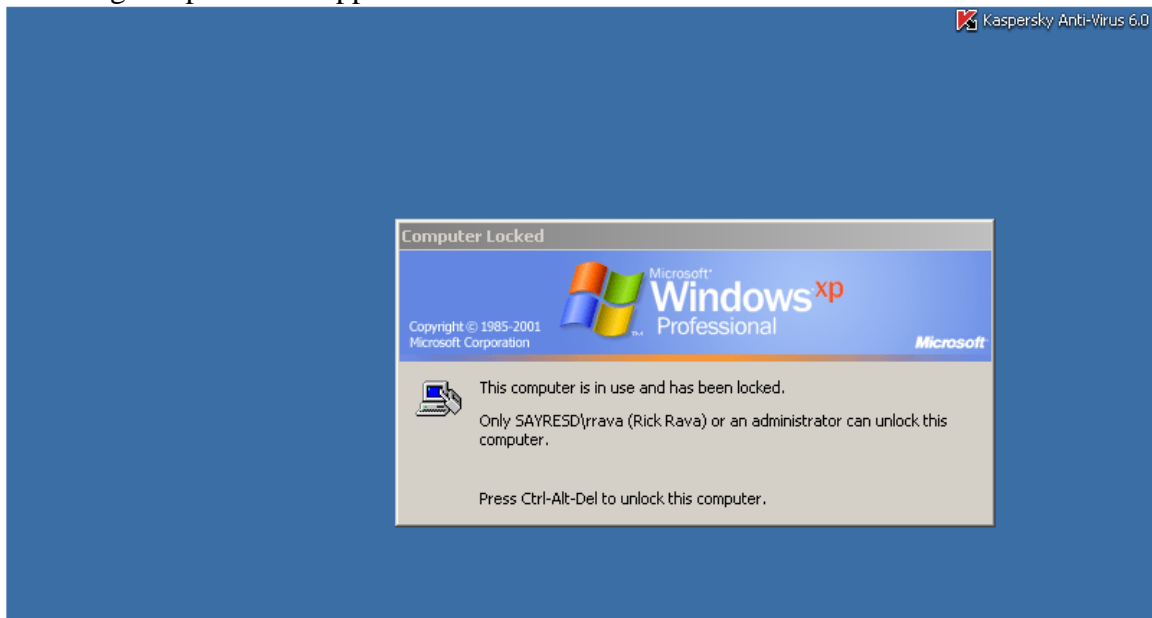
Purpose

This handout is to briefly instruct how to secure your SASD PC or Thin Client when you leave your room.

Please note the following security enhancement as a result of implementing Desktop Authority, the following security changes are in place:

- * Every SASD employee PC will automatically lock the PC after 30 minutes of inactivity.
- * Every SASD student PC will automatically log off the PC after 25 minutes of inactivity.

For example, if you're a teacher and your PC has been inactive for 30 minutes – the following sample screen appears:



Why Should I Lock My Computer?

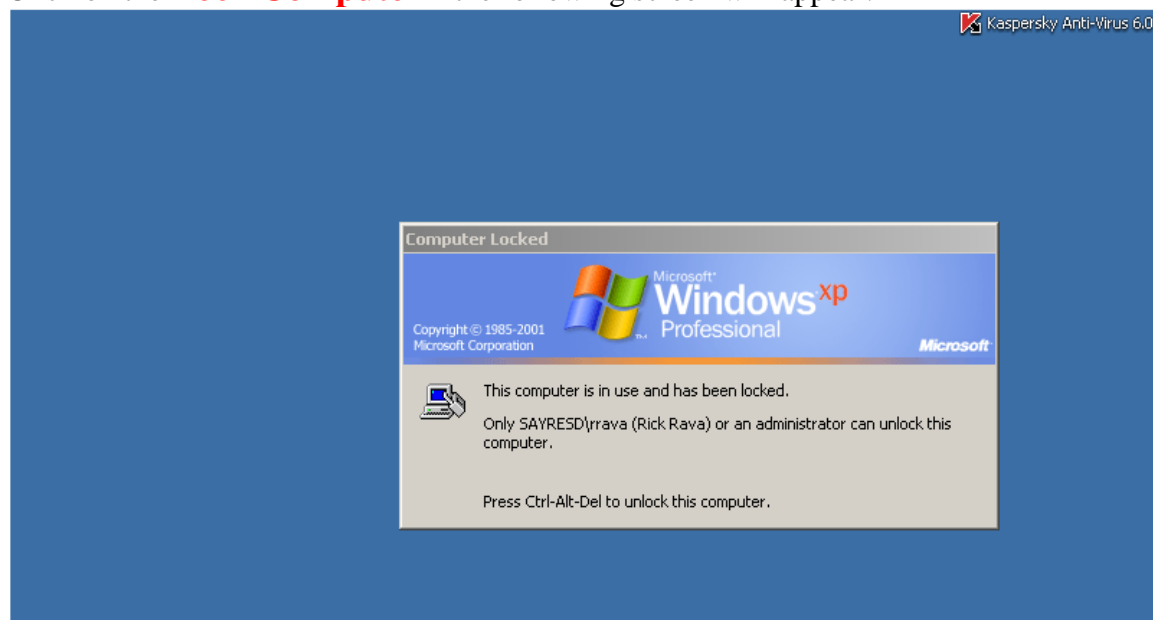
If you do not lock your computer, anyone (including students) can walk up to you computer and access your files, work, emails, etc.

How Should I Lock My Computer?

Hold the **CTRL** & **ALT** keys down and then press the **Delete** key on your keyboard – the following sample screen will appear:

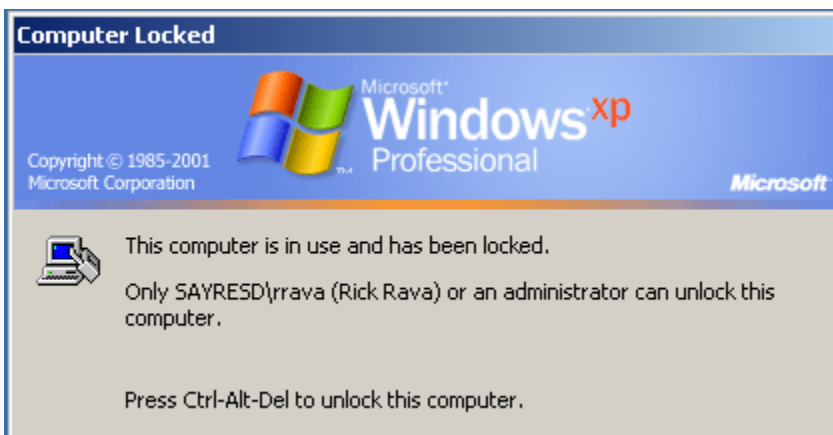


Click on the **Lock Computer** – the following screen will appear:



How Should I Unlock My Computer?

Let's say your screen looks like the following:



Hold the **CTRL** & **ALT** keys down and then press the **Delete** key and the following screen appears:



Enter your **password** and click on **OK** – the following sample screen appears, displaying the desktop and computer program that is open:

