

PROPERLY LOGGING OFF YOUR SASD PC AND SOFTWARE UPDATES

Purpose

This handout describes how to:

1. Properly log off a SASD PC
2. How the SASD PCs are updated with newer software (ex. Windows updates, Java updates, Adobe updates, etc.)

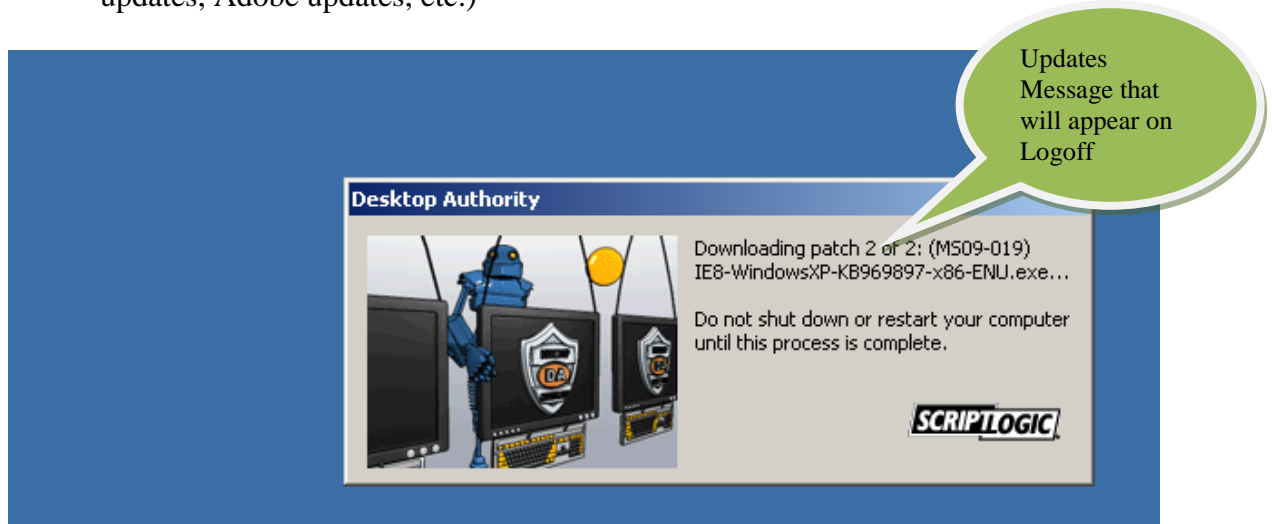


Figure 1 - Sample Screen for Updates after Logging Off

Do I Need to Power Off SASD PCs?

No. All SASD PCs are controlled by Desktop Authority software to automatically shut down all SASD PCs after hours. All you need to do is log off.

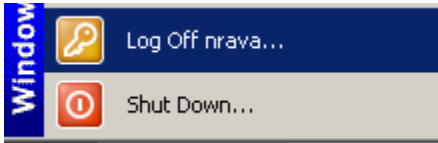
Please Note: Never shut down your PCs. Desktop Authority automatically reboots the SASD PCs to apply the latest software updates and then after rebooting, shuts down the PCs. If you shut down your PC, the next day the boot up will be slower due to applying the updates.

How Do I Log Off?

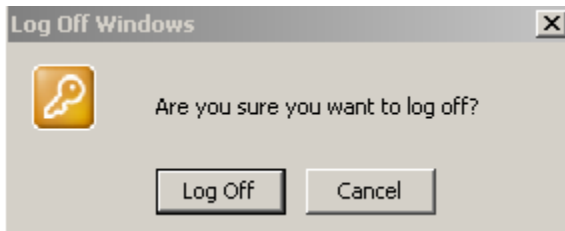
Click on Start button



Click on Log Off



Click on Log Off



Updates of SASD PCs

For every SASD PC, the following screen will appear on logoff (only one time per day).

EMPLOYEE EXAMPLE: Let's say a teacher is done for the day with working on their PC in their classroom, they log off and this screen appear.

STUDENT EXAMPLE: Let's say a student is in a lab during first period. They log off and this screen appear. In second period, a student logs off – this screen does not appear. This is because the update process will take place only 1 time per day.



Figure 2 - Sample Screen for Updates After Logging Off

CAUTION: Do not turn off the PC when this update screen appears – just let the PC go and complete its update – once it is complete – the normal log on screen appears (see sample below):

