

How to Lock Your Workstation

It is good practice to lock your workstation when you walk away from your classroom or office for long periods of time and your computer is not in your eye's sight. You can leave documents, email, attendance, and other things open on your desktop and it will be there when you unlock it. No one else can access your documents or network folder unless they know your password. Only you know your password in order to unlock the computer.

- Press CONTROL, ALT, DELETE at the same time. Then press ENTER (Lock Workstation).
- When you return, type in your password and ENTER.

Now you are where you left off.

Note: *Do not use this as a substitute for logging off or shutting down your computer at night.*