

Securing Your Workstation Quick Reference

Option 1: Quick Locking Your Workstation

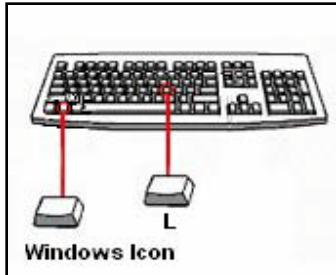


Figure 1

1. To quickly lock your workstation press the “Windows key” (located next to the Alt key) while simultaneously pressing the “L” key. (Shown in figure 1)
2. To unlock the workstation move the mouse, or enter Ctrl+Alt+Delete to bring up the login dialog box.
3. Type your password into the dialog box to re-enter your workstation. (Shown in figure 6)

Option 2: Locking Your Workstation Manually



Figure 2

1. To lock your workstation manually press Ctrl+Alt+Delete which will bring up the Novel Security dialog box. (Shown in figure 5)
2. Click “Lock Workstation.” (Shown in figure 2)
3. To unlock your workstation move the mouse or enter Ctrl+Alt+Delete to bring up the login dialog box.
4. Type your password into the dialog box to re-enter your workstation. (Shown in figure 6)

Option 3: Screen Saver Password Protection

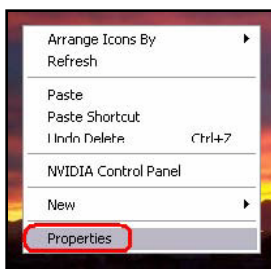


Figure 3

1. Right-click on your desktop and then click “Properties.” (Shown in figure 3)



Figure 4

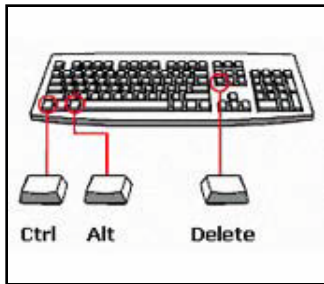


Figure 5



Figure 6

2. Select the “Screen Saver” tab.
3. Select one of the screen saver options located in the Screen Saver drop-down menu. Do not select “None”.
4. Set the wait time for less than 15 minutes.
5. Check the “On resume, password protect” box.
6. Click Apply and then OK.
(Shown in figure 4)
7. To unlock your workstation move the mouse to exit the screen saver.
8. You may need to press Ctrl+Alt+Delete to bring up the login dialog box. (Shown in figure 5)
9. Type your password into the dialog box to re-enter your workstation. (Shown in figure 6)