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## Lock, logoff and Screen Saver Password Documentation

Devices must be configured to "lock" or logoff and require a user to re-authenticate if user leaves device unattended.

To lock your computer screen:

### **For Windows XP**

Press **Ctrl-Alt-Del**, then click **Lock Computer** (or press the enter key).

### **For Mac OS X**

**Note:** Your screen saver must be turned on in order to use this method. To find out how to turn on your screen saver, look for *Turning a screen saver on or off* under **Help > Mac Help** on your computer. Once you have turned on your screen saver:

1. Go to **Apple Menu > System Preferences**
2. In the System Preferences window, click the Security icon
3. In the security window, check the Require password to wake this computer from sleep or screen saver box
4. You will now need your User Account password to unlock your computer and resume your work

To enable screen saver passwords

### **For Windows XP**

To set up your screen saver for Windows XP to prompt you for your User Account password when you return to your computer:

1. Minimize all open windows
2. On your desktop, right-click then select **Properties**. The Display properties window will open
3. In the Display Properties window, click on **Screen Saver** tab
4. Select the **On resume, password protect**
5. Click **Apply** then **OK**

Your screen saver will now prompt you for your User Account password when you resume your computer work.

For **Mac OS X**, locking the screen also locks your screen saver.