



How to Lock a Workstation

Never leave a workstation unlocked as it poses a security risk!!!

1. When a computer is left open it allows anyone access to:
 - “Sensitive participant data” (SSNs, DOBs, addresses, etc)
 - Staff email
2. Make sure to lock the workstation whenever you step away (even if you will be gone less than a minute)
3. If you are sharing a computer, **DO NOT** allow other staff to access the computer under your login
4. There are three ways to lock the workstation. It does not matter which one you use. **JUST USE ONE!**

Three Ways to Lock a Work Station:

1. Keyboard:
 - Hold down the Windows Icon key and the L key
 - The workstation will automatically lock



2. Keyboard:

- Hold down the keys Ctrl, Alt and Delete
- Hit enter
- OR
- When the next screen displays Click on Lock this Computer



3. Start icon

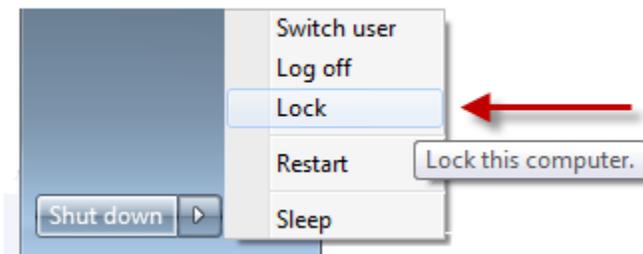
- Click on the Start icon



- Click on Shut down dropdown arrow



- Click on Lock



4.