



Tuesday TechTip:

Protect confidential information from unwanted eyes:

Have you ever been emerged in work with many windows of sensitive information open then had to go to a meeting, or even to the restroom?

With the weight of how much time it would take for you to close down all your windows then log out of your computer being too heavy you decide to just walk away.

Don't just walk away!

To preserve the windows you have open and also protect sensitive information you may lock your computer. Locking your computer is a simple way to deter unwanted visitors to your computer or even worse a FERPA violation.

Lock your Computer:

Before stepping away from your desk, lock your computer following the steps below.

1. Simultaneously hit the **CTRL+ALT+Delete** keys.
 2. Click the **Lock Computer** button.
 3. Your computer is now locked.
- Shortcut:** Windows key+L will also lock your computer.

To unlock your computer:

1. Simultaneously hit the **CTRL+ALT+Delete** keys.
2. Enter your eServices password.
3. Your computer is now unlocked.

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>