Secure Access to your Computer

Locking a computer prevents access and safeguards your data. Any activity while logged into your CLU account, whether you know about it or no is your responsibility. To lock your computer:

- **WINDOWS:** press *CTL+ALT+DELETE* on your keyboard and choose "Lock Computer". To unlock your computer upon your return to your desk, press *CLT+ALT+DELETE* again, and type in your password.

- **MAC:** open the Desktop & Screen Saver System Preferences panel, activate the Screen Saver tab, and click the Hot Corners button. Choose which corner of your screen you would like to use, then click the corresponding pop-up menu and select Start Screen Saver. To activate this, move your mouse into that corner of the screen, and the screen saver will start.