

Unlocking your Computer Workstation



For security reasons, computer workstations on the DUSD network will automatically lock after several minutes of inactivity. If your computer is locked, perform the following steps to unlock the workstation:

Step 1 ~ Press **“Ctrl” + “Alt” + “Delete.”**

Step 2 ~ Enter your password.

Step 3 ~ Click **“OK.”**

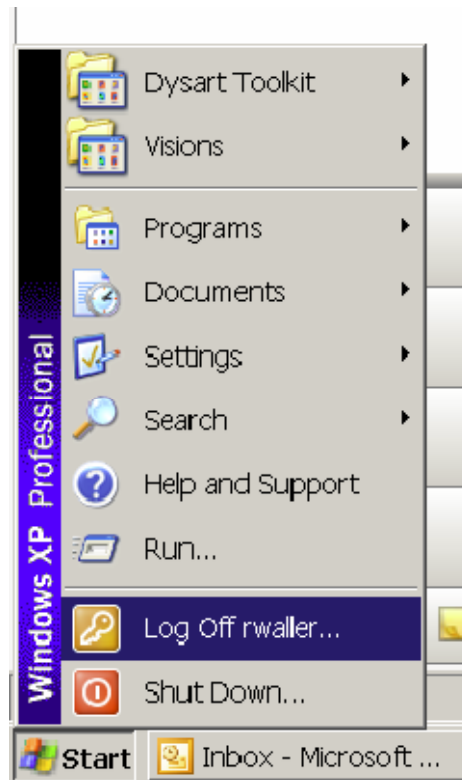
Logging off of the DUSD Network/Computer Workstation

For security reasons, if you plan to be away from the computer workstation you are using for an undetermined period of time, please log off of the computer. **NEVER** leave your email or user access open when not in use.

To log off:

Step 1 ~ Close all programs and save all work.

Step 2 ~ Go to the **“Start”** menu and select **“Log off (username)...”**



Step 3 ~ Select **“Log Off”** in the **“Log Off Windows”** dialog box.

