

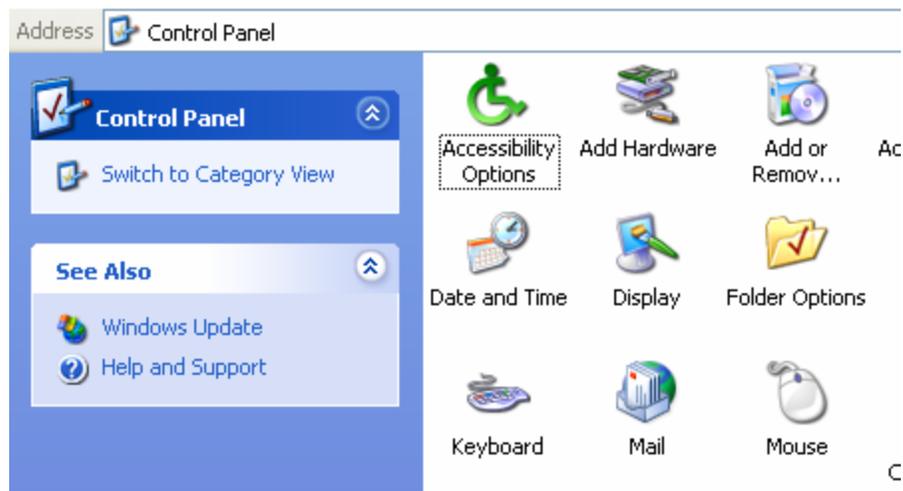
HOW TO IMPLEMENT A LOCKING SCREEN SAVER IN MICROSOFT OFFICE

Click on the the “Start” button in the lower left-hand corner of your screen.

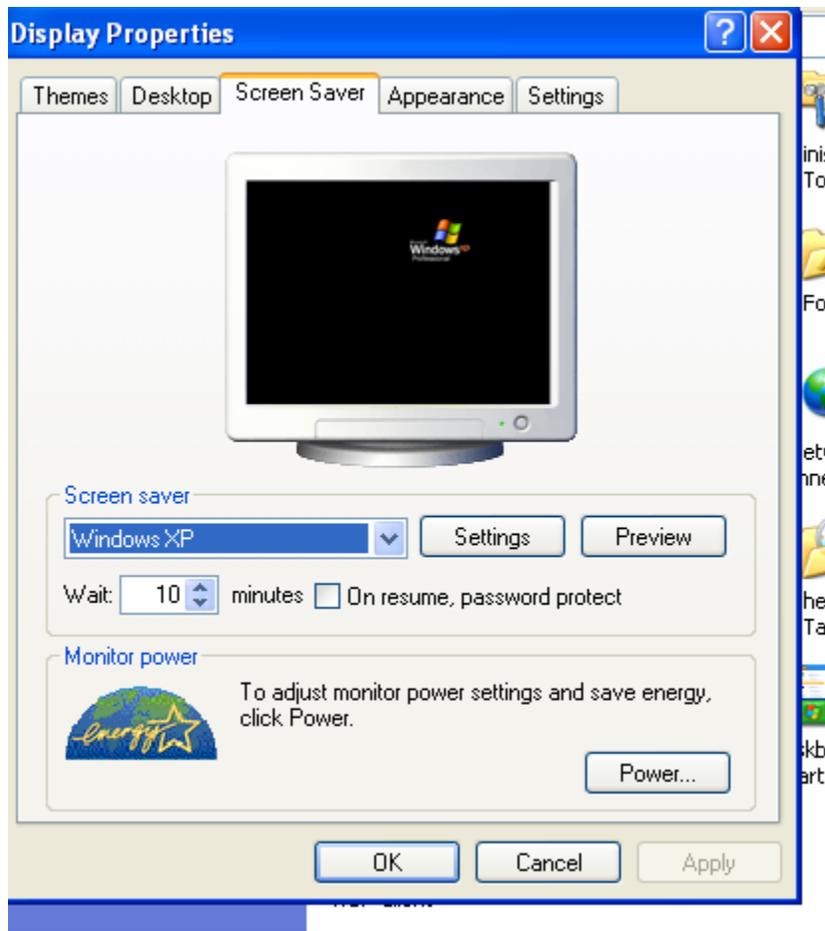
Select the “Control Panel” option.



From the Control Panel, select “Display”



From the “Display Properties” pop-up screen, select the “screen saver” tab at the top.



In the “Wait” field, select “5 minutes” or some amount of time less than five minutes. This is the amount of time that will be allowed to elapse with no activity on the computer before your screen saver appears.

Place a checkmark in the “On resume, password protect” box. This means that, once your screen saver comes on, you will need to input your Microsoft password in order to view the contents of the screen. Note that you will not input your Pathways password into this box, unless it is the same as your Microsoft Office login (usually the ID and password you enter when you turn on the computer).

Click on the “OK” button at the bottom. This sets the new requirement that a screensaver appear after 5 minutes of inactivity (or whatever time period you specify), and that simply moving the mouse will not remove the screensaver, you will need to enter your password.

This is a security measure to insure that the confidential data entered into Pathways is not visible on an unattended PC.