

# Making Your Apple Computer More Secure in 3 Simple Steps

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## Overview

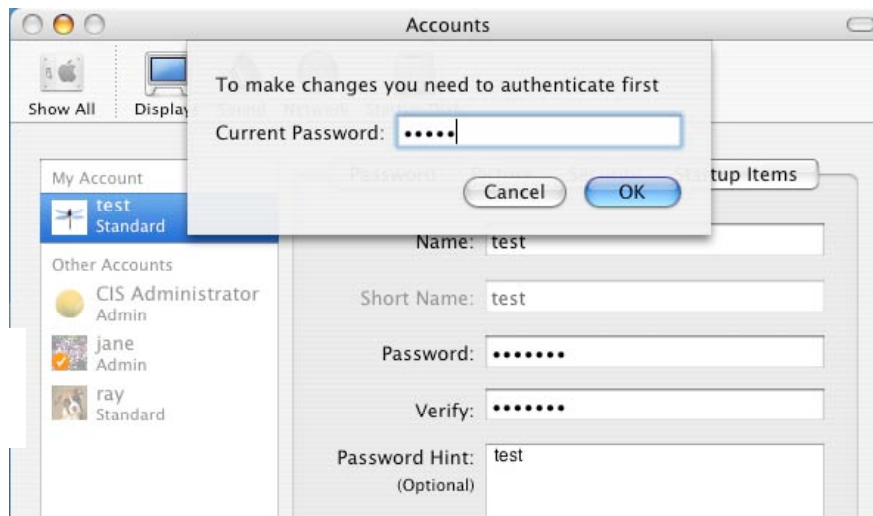
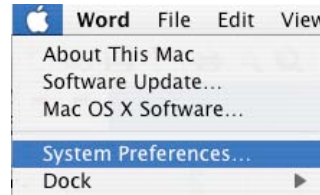
This document will instruct you on how to protect your Apple OS X computer from unauthorized users through the use of a logon password and a screen saver password.

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## Step 1. Change your user password for your computer

To change your computer log on password, you first

1. Click on the Apple in the upper left hand corner of the screen and select System Preferences.
2. Click on the icon for Accounts.
3. This will open up the window that you see below. When you begin typing in the password box, this will automatically trigger the top dialog box to open.



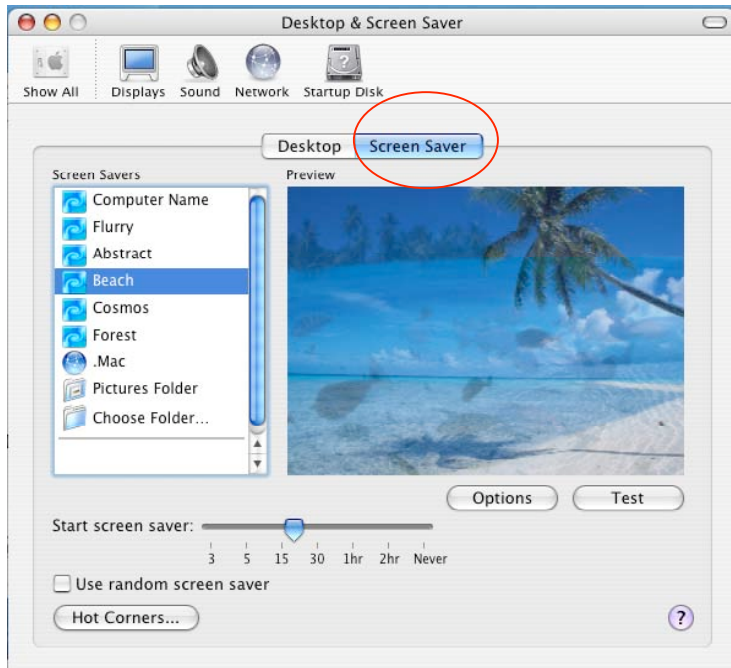
4. After typing your current password and clicking OK, type your new password and then verify it again before closing out the system preferences. When you click on Show All or close the window, you will see the dialog box "your keychain password will be changed to your new account password." Just click OK.

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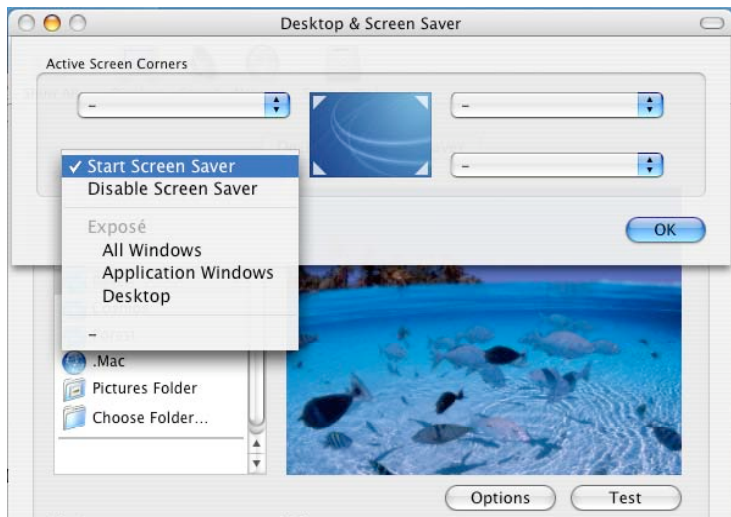
## Step 2. Add a Screen Saver

1. From the main System Preferences window (You can get back to it by clicking Show All), click on Desktop/Screen Saver.
2. Then click on the Screen Saver tab





1. Choose a style that you like and choose an inactivity time frame for your computer to start the screensaver. We recommend setting it to activate after 15 minutes or less.
2. You can also use Hot Corners to quickly and easily start the screen saver.



The screen to the left shows the lower left hand corner of the monitor being configured as a hot corner.

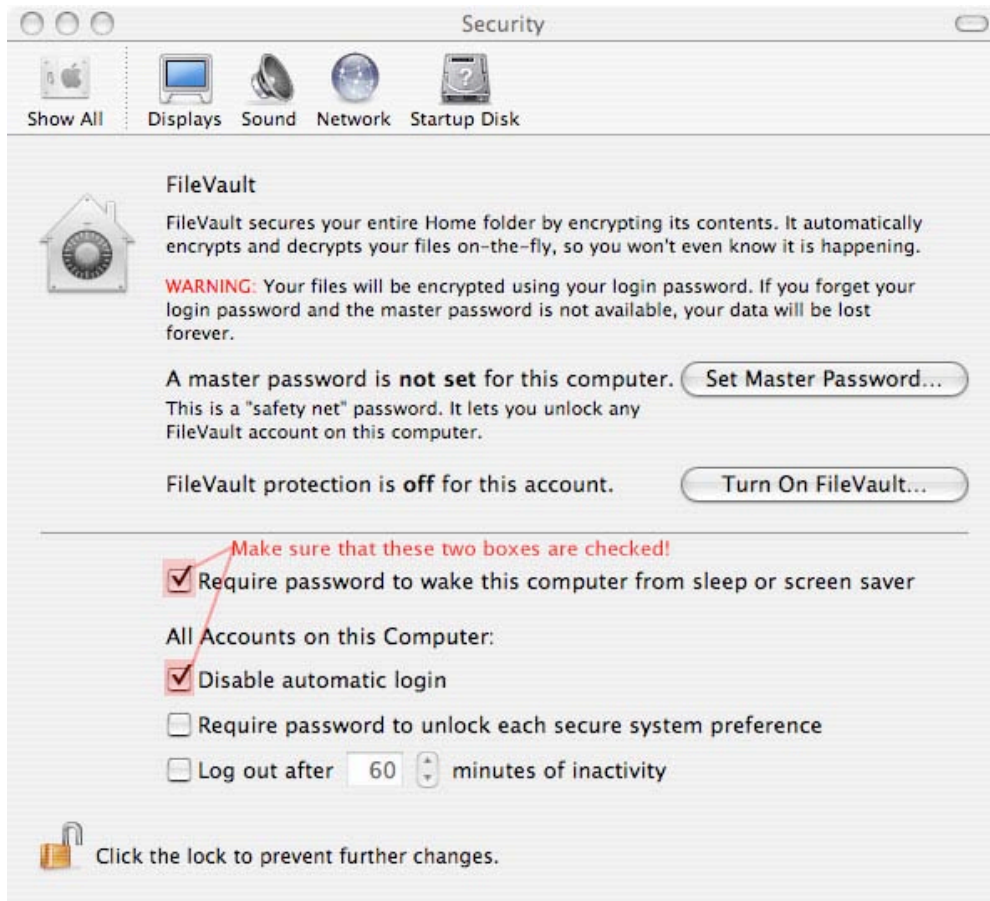
When this is activated, you can simply move your cursor to the extreme bottom left of the screen to manually put your computer into screen saving mode.

### Step 3. Set your Screensaver to Password Protect

In order to set a password for your screen saver, you will need to return to the main panel of the System Preferences by clicking on Show all.

1. First click on the Security Icon.





2. Check the Require Password Check box.
3. Check the Disable automatic log in box.

Please note that this configuration of the passwords and screensaver is only good for this one account. If you have multiple accounts set up on the system, you will have to go through these steps for each account.

**Please Note:** CIS does not recommend turning on the FileVault Feature. If you would like to know more about what this feature is, please contact the helpdesk at x7224

This documentation was written using Macintosh OS 10.3.9. If you are running a different version of the operating system, your screen should look similar, but may not be exactly the same