

Making your Windows Computer more secure in 2 Simple Steps

Overview

This document will instruct you on how to protect your Windows 2000 or XP computer from unauthorized users through the use of a screen saver password. Some people log into their windows computer by logging into the CIS domain, while others log onto their local machine. If you are logging onto the CIS Domain, skip to Step 2. Changing the CIS Domain password must be done online in controlpanel.vassar.edu.

Step 1: Setting a Password

If your Windows account is not password protected, or if your computer logs you on automatically and you do not know what your password is, follow these instructions below:

1. Make sure that you are logged into the account for which you want to set or change the password
2. Press CTRL-ALT-DELETE
3. Select "Change password"
4. If you are setting a password for the first time, leave the "Old password" field blank
5. Click OK once you have filled in your old password, new password, and new password confirmation

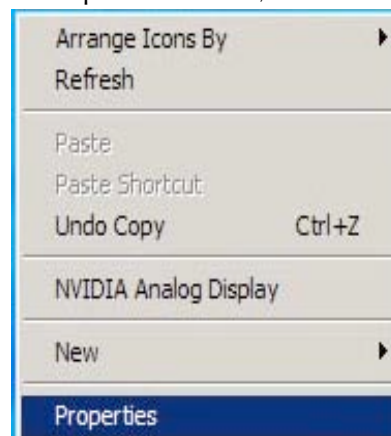
Your password is now set.

Step 2: Set a Screen Saver to Password Protect

Setting up a password protected screen saver will help to keep unauthorized users off of your computer. Once you are away from your system for a certain period of time, the screen saver will activate and will not let anyone resume access until they can confirm the correct password.

Make sure that you are logged into the account for which you want to set a password protected screen saver

1. Right-click on the desktop and select "Properties" from the menu:
2. Click on the "Screen Saver" tab
3. Select the screensaver that you wish to use from the "Screen saver" menu. If you don't want any distracting images moving around on your monitor, you can choose "Blank":

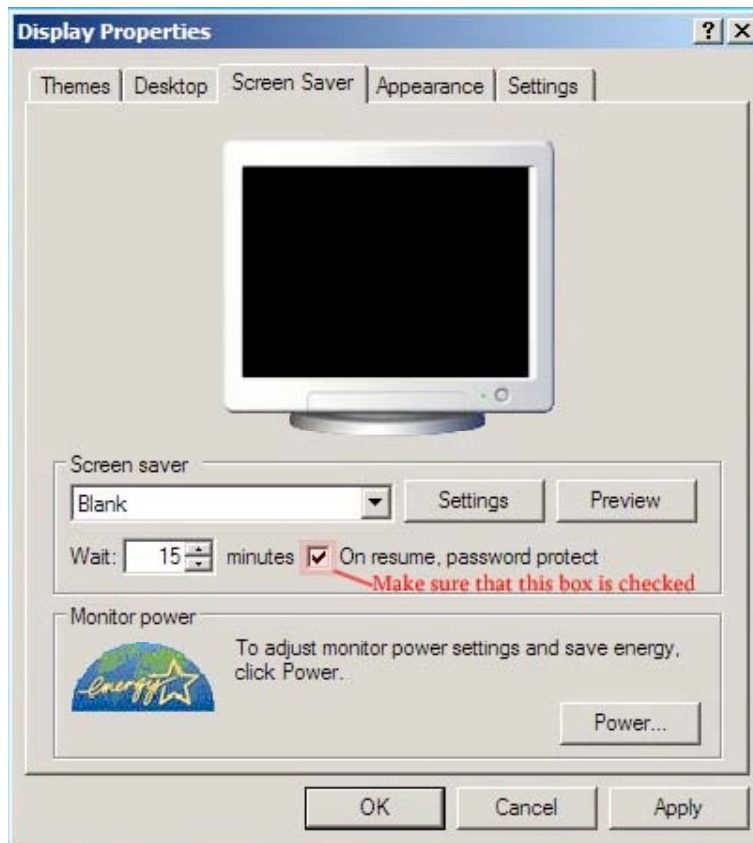


4. Select the time of inactivity that you wish to occur before the screen saver starts, then make sure to check the "On resume, password protect" check box:

Your computer is now set to password protected itself after a certain period of inactivity (in this case, 15 minutes, as specified in the "Wait" box).

Please note that this is only going to occur for this one account. If you have multiple accounts setup on the system, you will have to go through these steps for each account.

However, if the system goes into screen saver mode and someone from another account needs to use the computer, they will either have to be an administrator and use their password, or they will have to restart the system. In either case, any unsaved data will become lost!



This documentation was written for Windows XP and 2000 users. Your screen should look similar, but may not be exactly the same. Parts of the Windows and Apple Documentation are based on the University of Pennsylvania Biology Department documentation; used with permission. If you have any questions, please call the CIS Helpdesk at x7224.