How to Lock and Unlock Your Computer

Presented by:
Chipola College’s Information Systems
Log on to Windows

Everyone who has a network account should be familiar with the Windows logon window shown below.

This network logon window, which requires your user name and password, provides a certain level of security.
Automatic Screensaver

As an extra measure of security, an automatic screensaver has been implemented as of Monday, Oct. 31, 2006.

The automatic screensaver will engage after the computer has been idle for 10 minutes. The screensaver will lock the computer.

You will need to unlock Windows in order to continue working on your computer.
Ctrl – Alt – Delete Keys

The process to lock and unlock your computer requires the same three keys, as shown here.

To lock your computer, hold down the Ctrl key and the ALT key and hit the Delete key once.
Windows Security Window

That combination of keys will cause the Windows Security window to be presented.

To lock your computer, select Lock Computer with the left mouse button (or hit the Enter key).

A window will appear that will confirm the computer is locked.
Unlocking Your Computer

If you have locked your computer or the automatic screensaver has locked your computer, you can unlock it and restore your Desktop.

To do this, you must log back on to the machine (not the network) using that same combination of keys, which will open the Unlock Computer window, similar to the one on the next slide.
Dialog Boxes

The security policy set locally on your machine will determine whether the Computer Locked box is presented or the Unlock Computer box.

Either box is correct.

But the Computer Locked box will require the extra step of hitting the Ctrl-Alt-Del keys in order to present the Unlock Computer box.
Logging Back On

Make sure your user name appears in the User name field. Then type your network password.

Hit the OK button or hit the Enter key.

Your Desktop and any programs or files that you had open should appear.
The End

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