

M E M O R A N D U M

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To: All EHSD (Code 2, less CSB)

Date: October 14, 2020

CC:

From: Administration

Subject: New Quick Way to Lock your PC

In response to the need to protect information about our customers and a management evaluation finding, we are installing a new icon on all desktop computers. The icon is below. Double clicking on the icon locks your PC. This simplifies the locking process and ensures privacy if you have to step away from your PC. To unlock the PC, simply click on the screen and enter your password.

If you have any questions, please call the help desk at 1-7200.

