# Attachment I

# Workstation Logon, Logoff, and Locking Procedures

**U.S. Customs and Border Protection**

HB 1400-05D
Information Systems Security Policies and
Procedures Handbook

Version 2.0

July 27, 2009

## DOCUMENT CHANGE HISTORY

| Version | Date | Description |
|---|---|---|
| 1.0 | July 27, 2009 | Initial CBP 1400-05D release based solely on DHS 4300A, Version 6.1.1, attachment. There are no substantive differences between this CBP attachment and its source DHS attachment. This attachment is included as part of the CBP 1400-05D handbook suite to enable the CBP user to be able to access all IT security policies (DHS as well as CBP specific) at one location. |
| 2.0 | December 21, 2010 | No changes. |
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## 1.0    PURPOSE

To help protect against unauthorized persons gaining access to DHS information and information systems, all users must either log off their workstation or lock it (e.g., using a password-protected screensaver) any time the workstation is left unattended; all users must log off their workstations at the end of the day.

## 2.0    LOGGING OFF/LOGGING ON THE WORKSTATION

To log off the workstation, Windows users should follow these steps:

- Click on the Start button, located at the bottom left side of the computer screen.

- Select Shut Down.

- Click the "Shut down the computer?" radio button.

- Click on *Yes*.

Do not turn off the workstation.  The above process will automatically shut down the workstation.

To log back on, follow these steps:

- Turn on the computer.

- Read any warning banners that appear and acknowledge them by clicking on *OK*.

- When prompted, enter a username and system password and click on *OK*.

## 3.0    LOCKING WORKSTATIONS USING PASSWORD-PROTECTED SCREENSAVERS

A password-protected screensaver can be used to lock a workstation while the user is away for a short period.  The screensaver should be set to activate after no more than 5 minutes of inactivity.  (Note:  If local procedures require a user to log off when leaving a workstation, do not set up a password-protected screensaver.)

Set up a password-protected screensaver as follows:

- Right-click the mouse on the computer desktop and select *Properties*.

- Click on the *Screen Saver* tab.

- Select a screensaver from the list in the dropdown box.

- Check the box next to *Password protected*.

- Click on *Change*.
  (Note:  If there is no password change option, the password for the screensaver will be the same as the log-on password.)

- Enter a password in *New password*, reenter it in *Confirm new password*, and click on *OK,* click on *OK* in the box that pops up confirming the password has been changed.
  (Note:  The password chosen for the screensaver should be one that adheres to requirements for selecting system passwords—i.e., the password must be at least 8 characters in length and

must contain a combination of upper- and lowercase letters, numbers, and special characters. See Section 5.1.1.3 of the DHS 4300A Sensitive Systems Handbook.)

- In the *Wait* area, enter the number of minutes the system should wait before the screensaver becomes activated; this number must be 5 minutes or less.

- Click on *Apply*, then on *OK*. The screensaver will start automatically after the system has been idle for the specified number of minutes.

To get back into the system, move the mouse, or hit any key on the keyboard. Enter the password into the Password box and click on *OK* . Normal activities can be resumed.

## 4.0   LOCKING WINDOWS NT WORKSTATIONS

Windows NT users can lock their workstations by pressing the Control-Alt-Delete keys simultaneously, then clicking on the Lock Workstation button. To get back into the system, press the Control-Alt-Delete keys simultaneously. Verify the username that is populated in the Unlock Workstation box, then type in the system password and click on OK. Continue working.

As an added precaution, Windows NT users who lock their workstations should also set up a password-protected screensaver.

## 5.0   LOCKING WINDOWS XP WORKSTATIONS

Windows XP users can lock their workstations by pressing the Control-Alt-Delete keys simultaneously, then clicking on the Lock Workstation button. To get back into the system, press the Control-Alt-Delete keys simultaneously. Verify the username that is populated in the Unlock Workstation box, then type in the system password and click on OK. Continue working.

As an added precaution, Windows XP users who lock their workstations should also set up a password-protected screensaver. To do this, users should follow these steps:

- Click on *Start* menu, located at the bottom left side of the computer screen.

- Select *Control Panel*.

- Click on the icon for Display, select the Screen Saver tab.

- In the *Wait* area, enter the number of minutes the system should wait before the screensaver becomes activated; this number must be 5 minutes or less.

- Check the box for "*On resume, password protect*" to automatically start the lock on the workstation.