THE CITY OF
BOWLING GREEN
Ohio

CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 53

COMPUTER USAGE

Nightly Shut Down and AutoLock Instructions

For network security reasons all computers are to be shut down at the end of each day. Exceptions to this rule are:

- Servers
- SCADA computers
- Network management computers
- Computers that need to be left on to run an application after hours (check with IT)

All computers are to have the screen savers set up so that they will become password protected after no more than 30 minutes.

To set your screensaver and settings:

   (1)   Right click on your desktop and choose "Properties"
   (2)   Choose the "Screen Saver" tab
   (3)   For Windows XP: Choose either the "Blank" or "Windows XP" screen saver
           Check the box for "On resume, password protect"
   (4)   For Windows 2000: Choose "Logon Screen Saver"
           Check the box for "Password protected"
   (5)   Set the "wait time" to a maximum of the 30 minutes
   (6)   Click "OK"

Please be reminded that it is against city computer use policy to share your log-on password with anyone except a network administrator.

John B. Quinn, Mayor   1-13-05

                                  Date