Information Security Reminder: Lock Your Computer

Dear Faculty and Colleagues,

The purpose of this email is to serve as friendly reminder to **log out of or lock your computer** when stepping away from your desk, even for a moment. This is especially important on shared computers or computers in public spaces such as the library, computer labs, classrooms, etc. You can easily lock your computer by pressing the following keyboard keys:

- For Windows press: (**Windows key) + L**
- For Mac press: **Control + Shift + Eject** OR **Control + Shift + Power**

Forgetting to log out poses a security risk with any computer that is accessible to other people (including computers in public facilities, offices, and shared housing), because it leaves your account open to abuse. Someone could sit down at that computer and continue working from your account, doing damage to your files, retrieving personal information, or using your account to perform malicious actions. To avoid misuse by others, remember to log out of or lock your computer whenever you leave it.

Logging out of or locking your computer will help you to make sure that your account is safe from unauthorized physical access.

If you have any questions, concerns, or comments please reach us at:

Phone: (956)665-7823
Email: is@utrgv.edu

Sincerely,

The Information Security Office