

Lock Your Screen & Device

Physical security starts at your workstation

Leaving your computer unlocked, even for 2 minutes, is a serious security risk. This guide covers screen locking habits, automatic lock settings, and clean desk policy at Magister Operis Systems.

 COMPANY POLICY

MOS Physical Security Policy §5.1:

- Lock your screen every time you leave your desk
- Automatic screen lock must be set to 5 minutes or less
- Never leave confidential documents visible on screen
- Laptop must not be left unattended in public spaces
- Clean desk policy: lock away documents at end of day

Violations are treated as a security incident.

 WHY THIS MATTERS

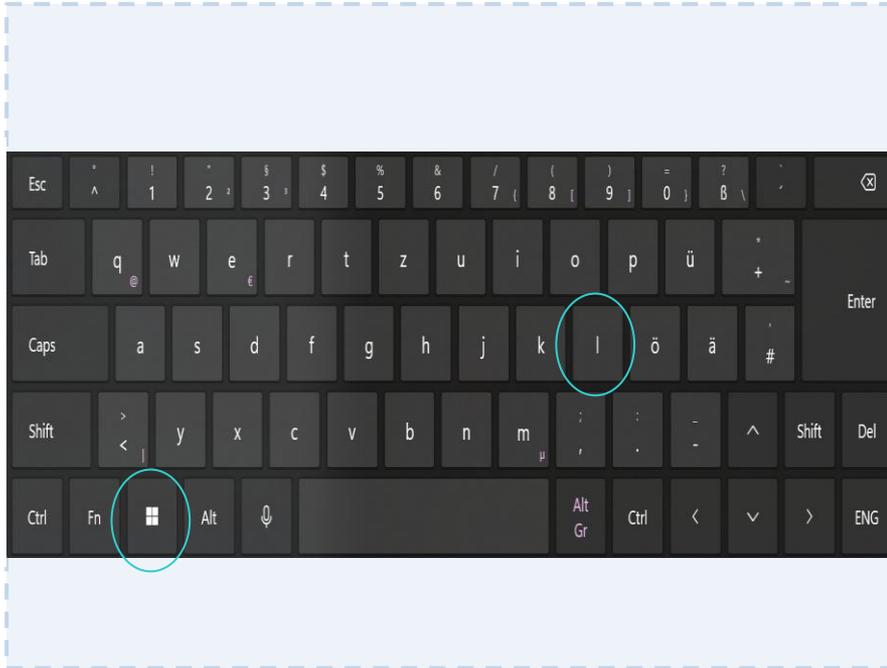
An unlocked screen for just 2 minutes is enough for someone to:

- Read confidential company emails
- Copy files to a USB drive
- Send emails from your account
- Install software or change settings

This applies to your own colleagues too; curiosity or accidents can cause the same damage as malicious intent.

STEP 1

Lock Your Screen Manually (30 seconds to learn)



INSTRUCTIONS

The fastest way to lock your Windows computer:

Method 1 (Keyboard shortcut):

→ Press: Windows key + L

→ Screen locks immediately

Method 2 (Start menu):

→ Click Start → Click your name/profile → Lock

Method 3 (Ctrl + Alt + Delete):

→ Press Ctrl + Alt + Delete → Click Lock

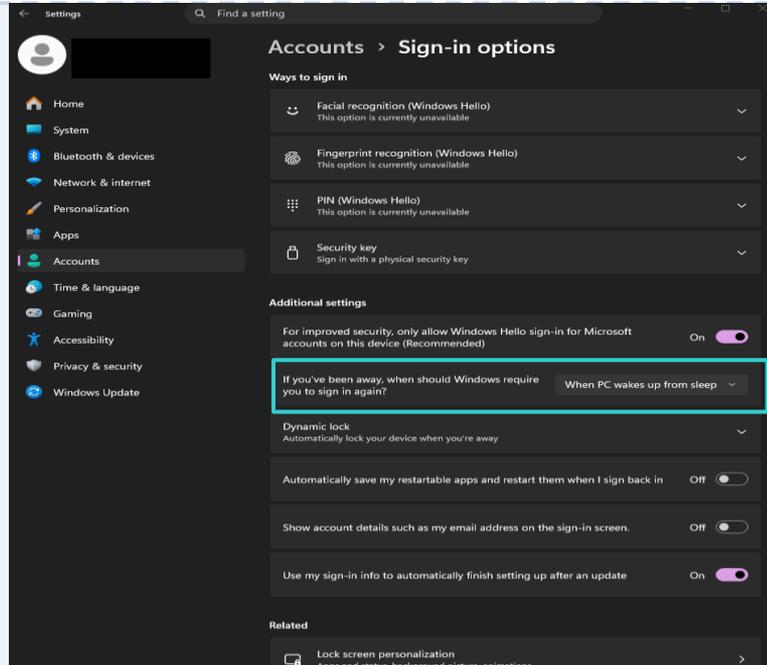
Practise this now; Windows key + L takes less than 1 second

STEP 2

Set Automatic Screen Lock to 5 Minutes

INSTRUCTIONS

1. Press: Windows key + I (opens Settings)
 2. Click: System → Power & sleep
 3. Under 'Screen' set: Turn off after 5 minutes
 4. Press: Windows key + I again
 5. Click: Accounts → Sign-in options
 6. Under 'Require sign-in' select: When PC wakes from sleep
- Your screen will now auto-lock after 5 minutes



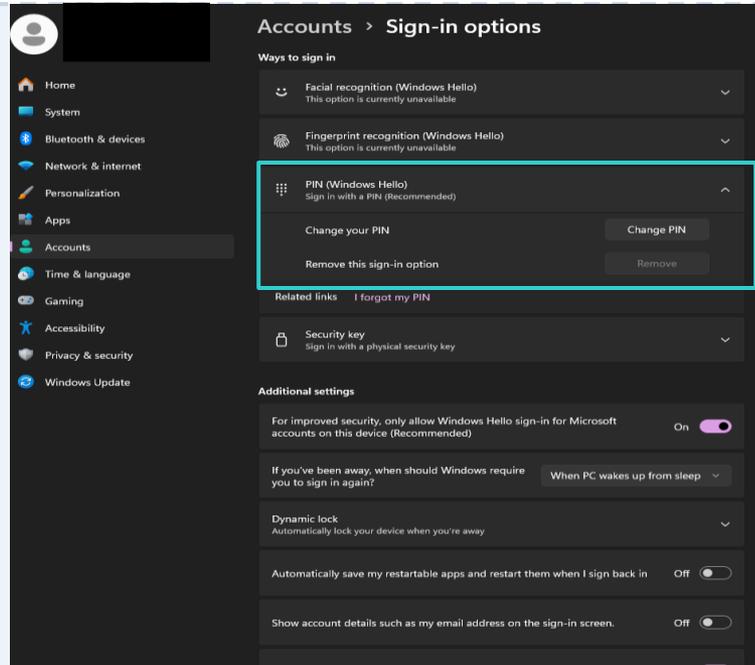
STEP 3

Set a PIN or Password for Screen Lock

INSTRUCTIONS

Make sure your screen lock actually requires authentication:

1. Press: Windows key + I
 2. Click: Accounts → Sign-in options
 3. Under 'PIN (Windows Hello)' click: Set up
 4. Enter your current Windows password
 5. Set a PIN (minimum 6 digits)
- Your lock screen now requires the PIN to unlock
- Tip: Never use 123456 or your birth year as a PIN



STEP 4

Clean Desk Before You Leave



INSTRUCTIONS

At the end of every workday:

1. Lock your computer (Windows + L)
2. Close or minimize all open documents and emails
3. Put printed documents in a drawer or shredder
4. Do NOT leave sticky notes with passwords on your monitor
5. Laptop users: take your laptop with you or lock it away

→ Cleaning your desk takes 60 seconds and prevents serious incidents

✘ What NOT To Do

✘ Don't leave your desk without locking

Even for a quick coffee break. Windows + L takes one second. Make it automatic.

✘ Don't disable the automatic screen lock

The 5-minute auto-lock is a company security requirement, not a suggestion. Do not change it to a longer time.

✘ Don't share your login or PIN with anyone

Not with colleagues, not with IT. IT staff will never ask for your PIN or password.

✘ Don't leave printed documents on your desk overnight

Confidential documents should be locked away or shredded at end of day.

✘ Don't use a simple PIN like 123456 or your birthday

PIN codes should be unpredictable. Avoid obvious numbers related to your personal information.

✘ Don't let others use your unlocked computer

Any actions taken on your account; even by someone else; are your responsibility.

Need Help? Contact IT

IT Helpdesk Chat

Teams → MOS IT Support
Channel: Incidents

Email Support

itsupport@munyakazi.org
Response within 4 hours

Urgent Security Issue

Call your manager immediately
Do NOT wait for email response

Remember: IT will NEVER ask for your password over email, chat, or phone.



Quick Summary

Lock Your Screen & Device

- 1 Lock your screen every time you leave your desk: Windows key + L
- 2 Set auto-lock to 5 minutes: Settings → System → Power & sleep
- 3 Require PIN on wake-up: Settings → Accounts → Sign-in options
- 4 Never use a simple or predictable PIN
- 5 Clear your desk and secure documents at end of every day
- 6 Any actions on your unlocked computer are your responsibility