
Technology & Information Services

SEC-GDL-020 – Password Protected Screen Saver Guidelines

Author:	Alex Stubbs
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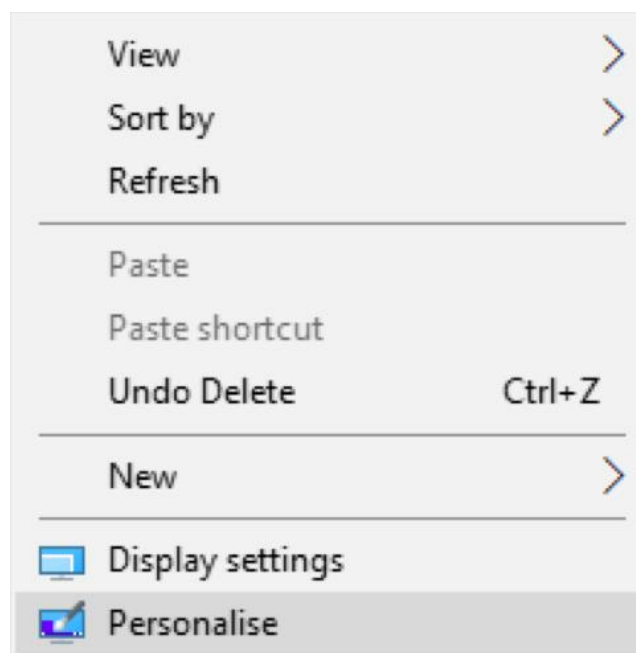
1. Introduction

Both Windows and Mac operating systems provide the functionality of screen savers. This can be manually performed by the user or automated after a certain period of ideal time has passed. Using a screen saver is perfect for automatically securing your device if left unattended; like a safety net if the user forgets to lock their device upon leaving their computer. A main feature when using a screen saver is the ability to lock your computer once the sequence is initiated. This is a key security feature because upon return, you are presented with the login screen thus securing your content from unauthorised users.

2. Setting a screen saver with a password

Windows 7, 8 and 10

Enabling the screen saver feature with a password for **Windows 7, 8 and 10**.



Anywhere on the Windows Desktop, right-click and navigate to 'Personalise'.

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Settings

Home

Find a setting

Personalisation

Background

Colours

Lock screen

Themes

Start

Taskbar

Lock screen

Preview



Background

Windows spotlight

Choose an app to show detailed status



Choose apps to show quick status



Show lock screen background picture on the sign-in screen

On

[Cortana lock screen settings](#)

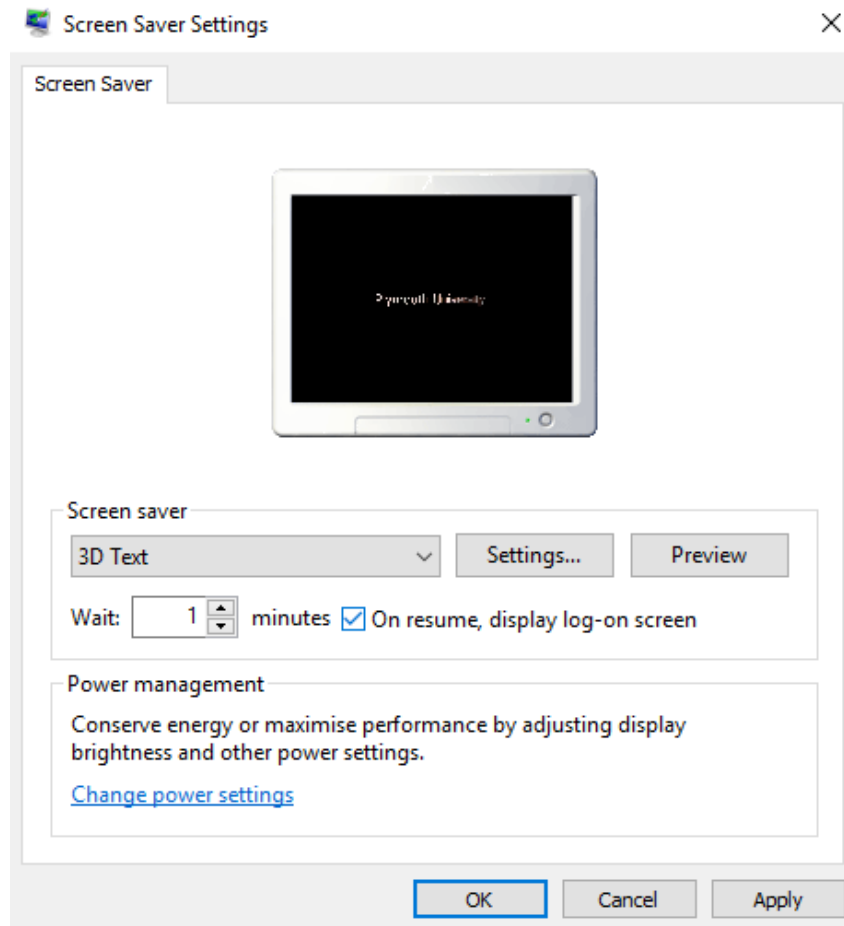
[Screen timeout settings](#)

[Screen saver settings](#)

This is a screenshot specifically from Windows 10, earlier operating systems may appear differently.

A new window will appear. On the left-hand side will be a set of setting options, click 'Lock screen'. At the bottom of the page will be a link 'Screen saver settings', click the link.

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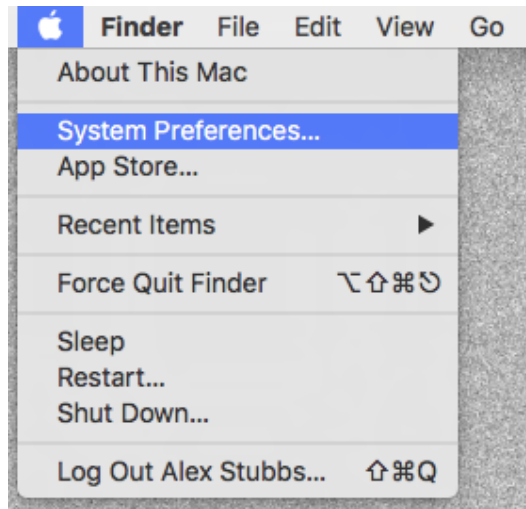


Another window will appear that will display the basic screen saver settings. Select the type of screen saver you wish from the drop-down box and set the amount of 'Wait' time you desire to fit with your working routine. It is recommended that the on resume, display log-on screen is presented after a maximum of five minutes; this can be disabled and re-enabled at a later time if this is affecting the work you are undertaking. You are still able to lock your screen immediately at any time by **pressing both** the **Windows key** and **L** at the same time.

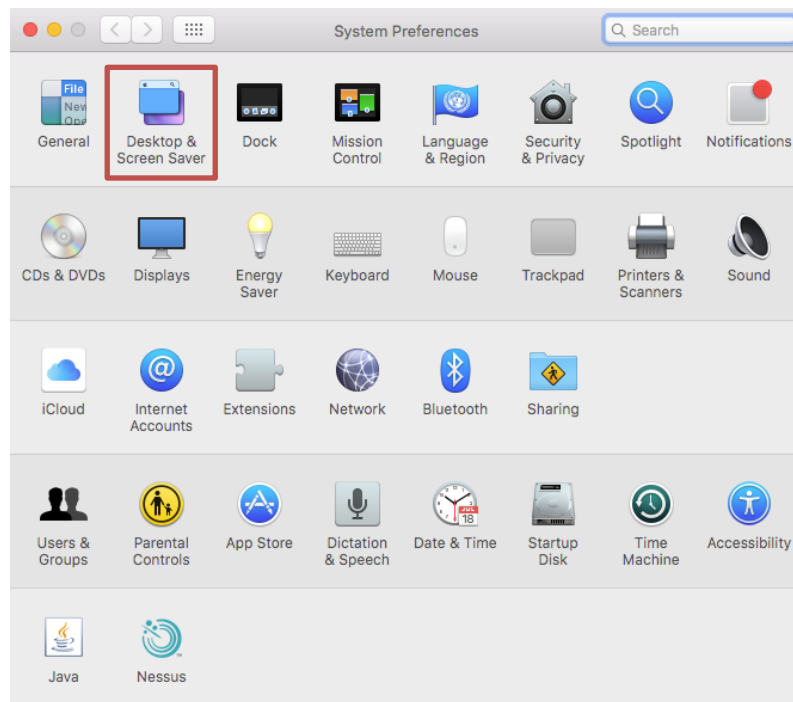
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Mac OSX

Enabling the screen saver and password features for **Mac OSX**.

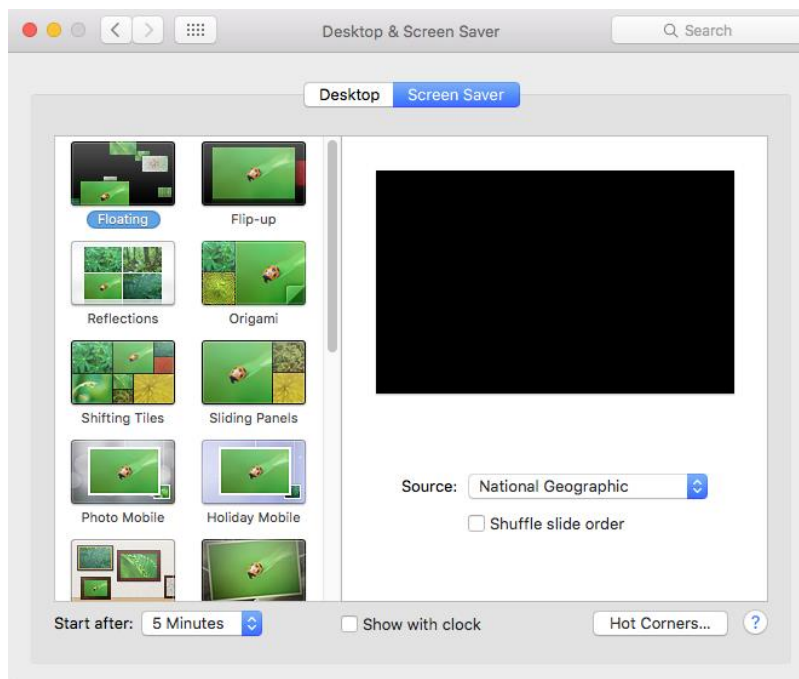


Whilst at your Mac, go to the top left of the Desktop and click on the 'Apple menu'. A drop down list will appear. Click on 'System Preferences...!'.

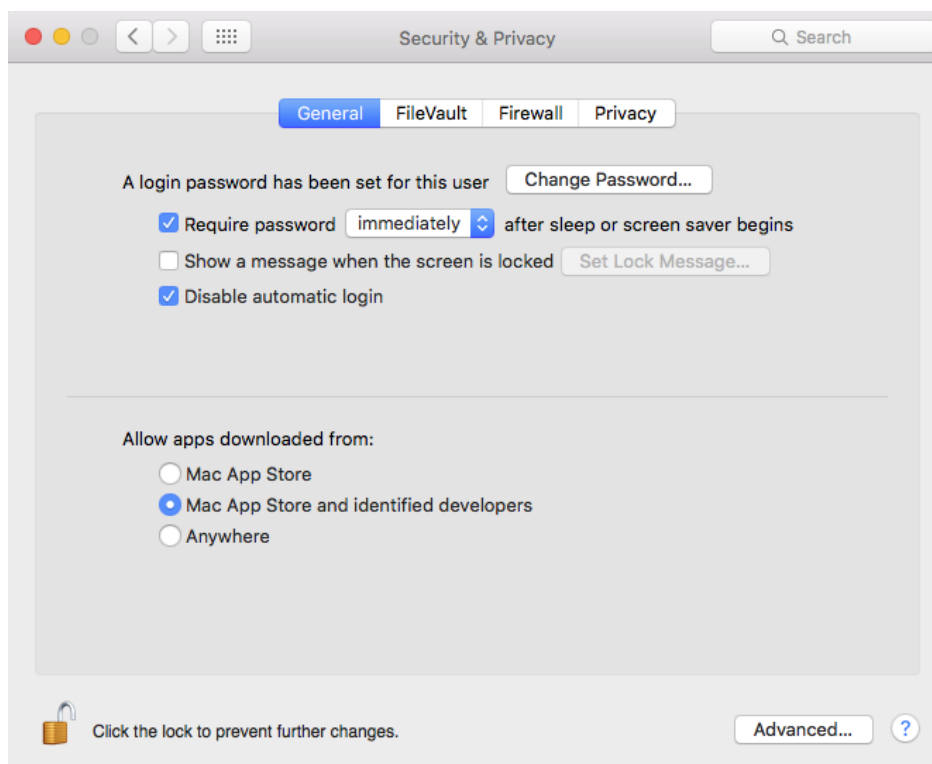


You will be presented with a new window with a range of system options. First, we want to enable the screen saver on our Mac device so navigate and click on 'Desktop & Screen Saver' as highlighted above.

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Another window will appear with the desktop and screen saver options. Apply the style screen saver you desire and set the start time you wish. It is recommended a maximum delay of five minutes, depending on your requirements.



Once the screen saver is active, enable a password after sleep or screen saver begins. Go back to the 'System Preferences' window and this time click 'Security & Privacy' settings. Here in the General settings tab you will be able to check a box the password upon return feature.