

---

Technology & Information Services

# **SEC-GDL-020 – Password Protected Screen Saver Guidelines**

---

Author:	Alex Stubbs
Date:	15/08/2017
Document Security Level:	<b>PUBLIC</b>
Document Version:	1.1
Document Ref:	SEC-GDL-020
Document Link:	<a href="http://blogs.plymouth.ac.uk/strategyandarchitecture/wp-content/uploads/sites/4/2017/01/SEC-GDL-020-Password-Protecting-Screen-Saver-Guidelines.pdf">http://blogs.plymouth.ac.uk/strategyandarchitecture/wp-content/uploads/sites/4/2017/01/SEC-GDL-020-Password-Protecting-Screen-Saver-Guidelines.pdf</a>
Review Date:	June 2018

# SEC-GDL-020 – Password Protected Screen Saver Guidelines

Document Control							
Version	Author	Position	Details	Date/Time	Approved by	Position	Date/Time
0.1	Alex Stubbs	Enterprise Security Assistant	Initial document	15/06/2017 11:14			
1.0	Alex Stubbs	Enterprise Security Assistant	Updated based on peer review and published	22/06/2017 16:40			
1.1	Paul Ferrier	Enterprise Security Architect	Slight change to content	15/08/2017 08:45			

## Table of Contents

<b>1. Introduction</b> .....	<b>3</b>
<b>2. Setting a screen saver with a password</b> .....	<b>3</b>
<b>Windows 7, 8 and 10</b> .....	<b>3</b>
<b>Mac OSX</b> .....	<b>6</b>

# SEC-GDL-020 – Password Protected Screen Saver Guidelines

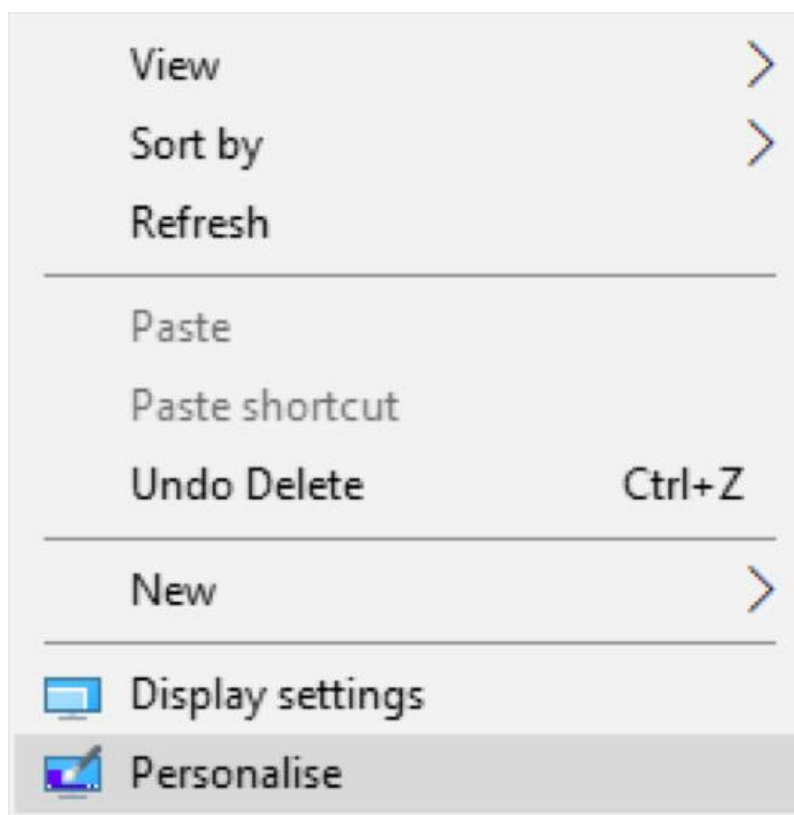
## 1. Introduction

Both Windows and Mac operating systems provide the functionality of screen savers. This can be manually done 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'.

# SEC-GDL-020 – Password Protected Screen Saver Guidelines

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

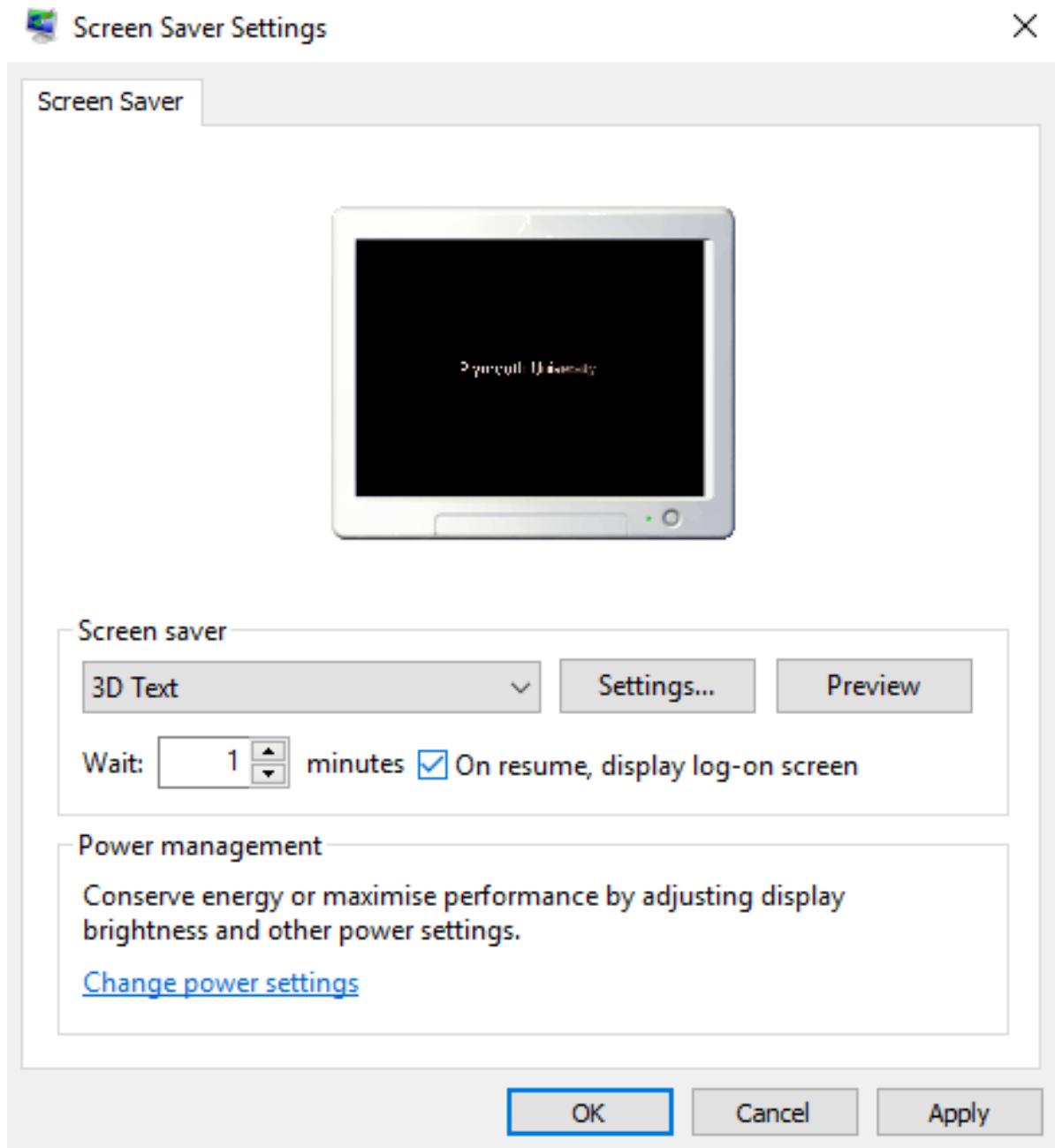


[Cortana lock screen settings](#)

[Screen timeout settings](#)

[Screen saver settings](#)

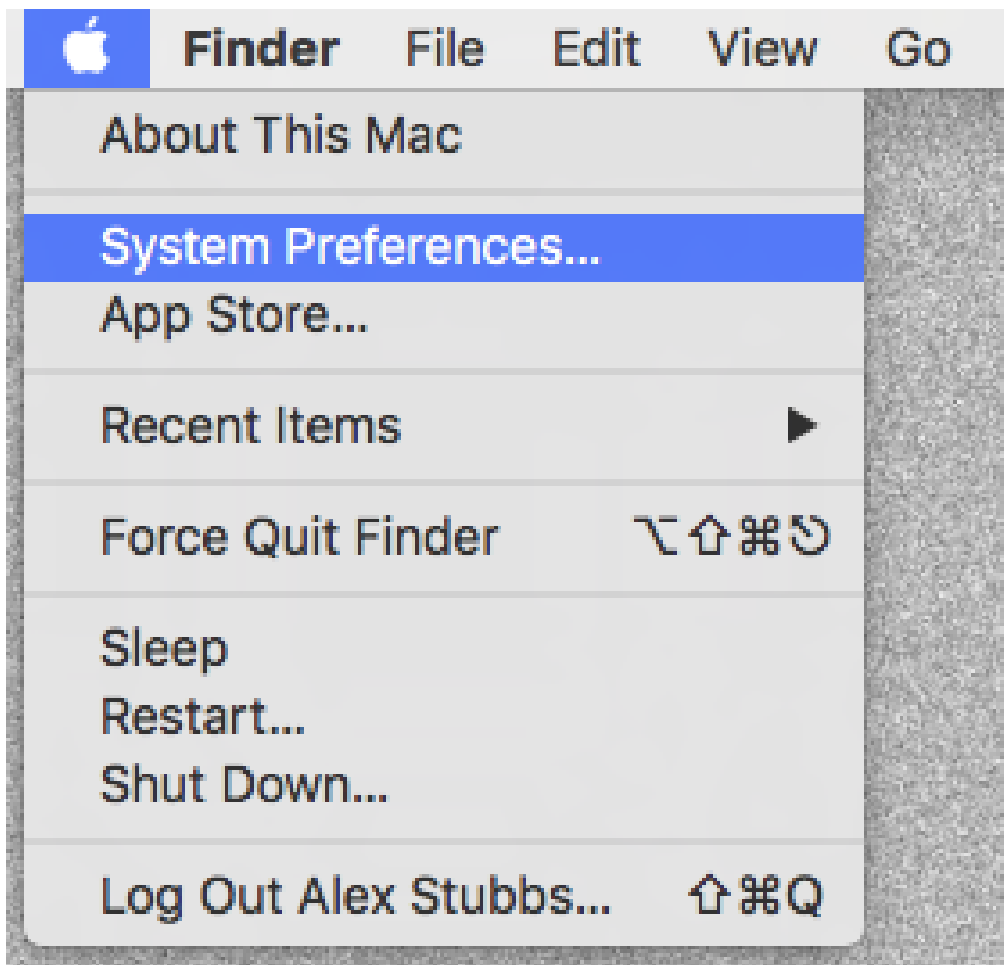
A new window will appear. On the left hand side will be a set of setting options, click 'Lock screen'. At the bottom of the page will be a link 'Screen saver settings', click the link.



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 three minutes. You are still able to lock your screen immediately at any time by pressing both the Windows key and L at the same time.

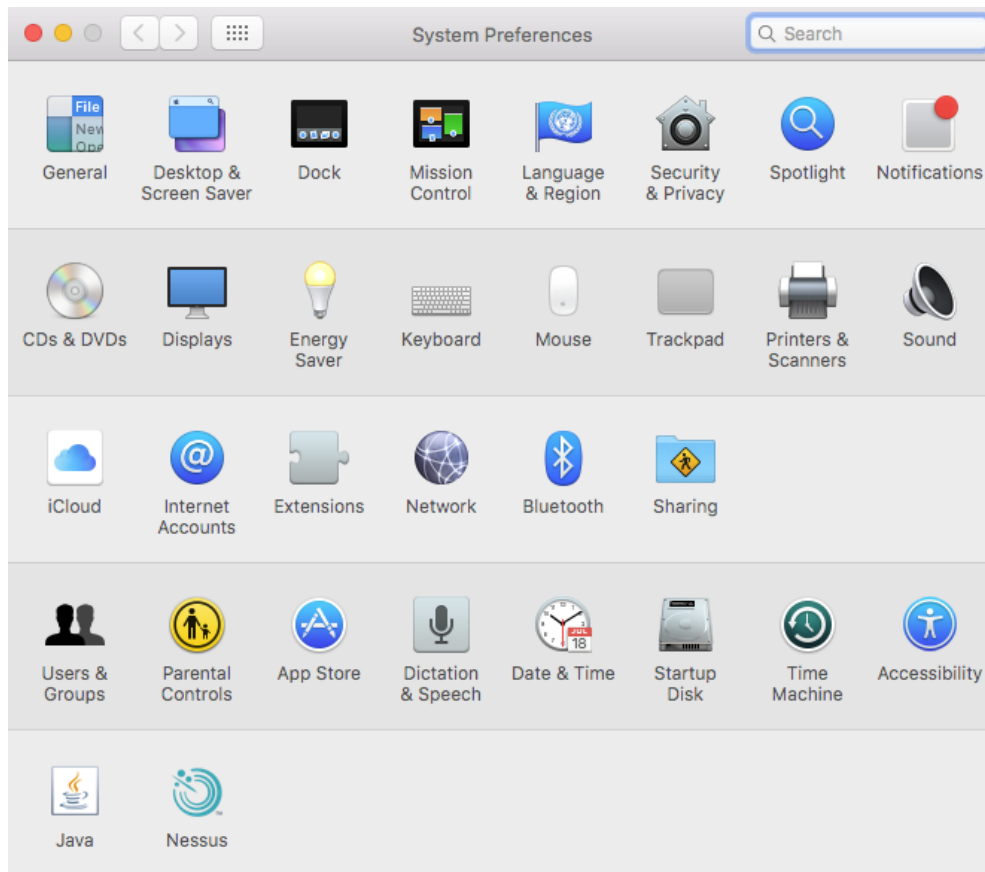
Mac OSX

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

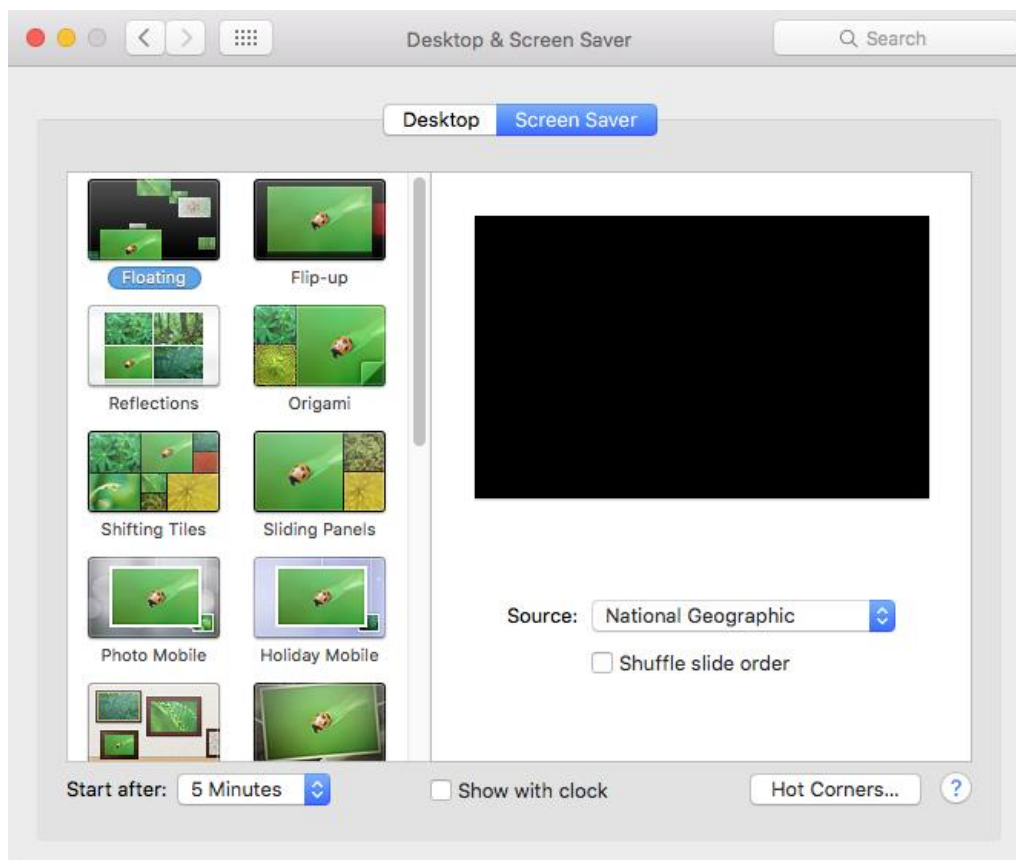


Whilst at your Mac, go to the top left of the Desktop and click on the 'Apple menu'. A drop down list will appear. Click on 'System Preferences...'.

## SEC-GDL-020 – Password Protected Screen Saver Guidelines

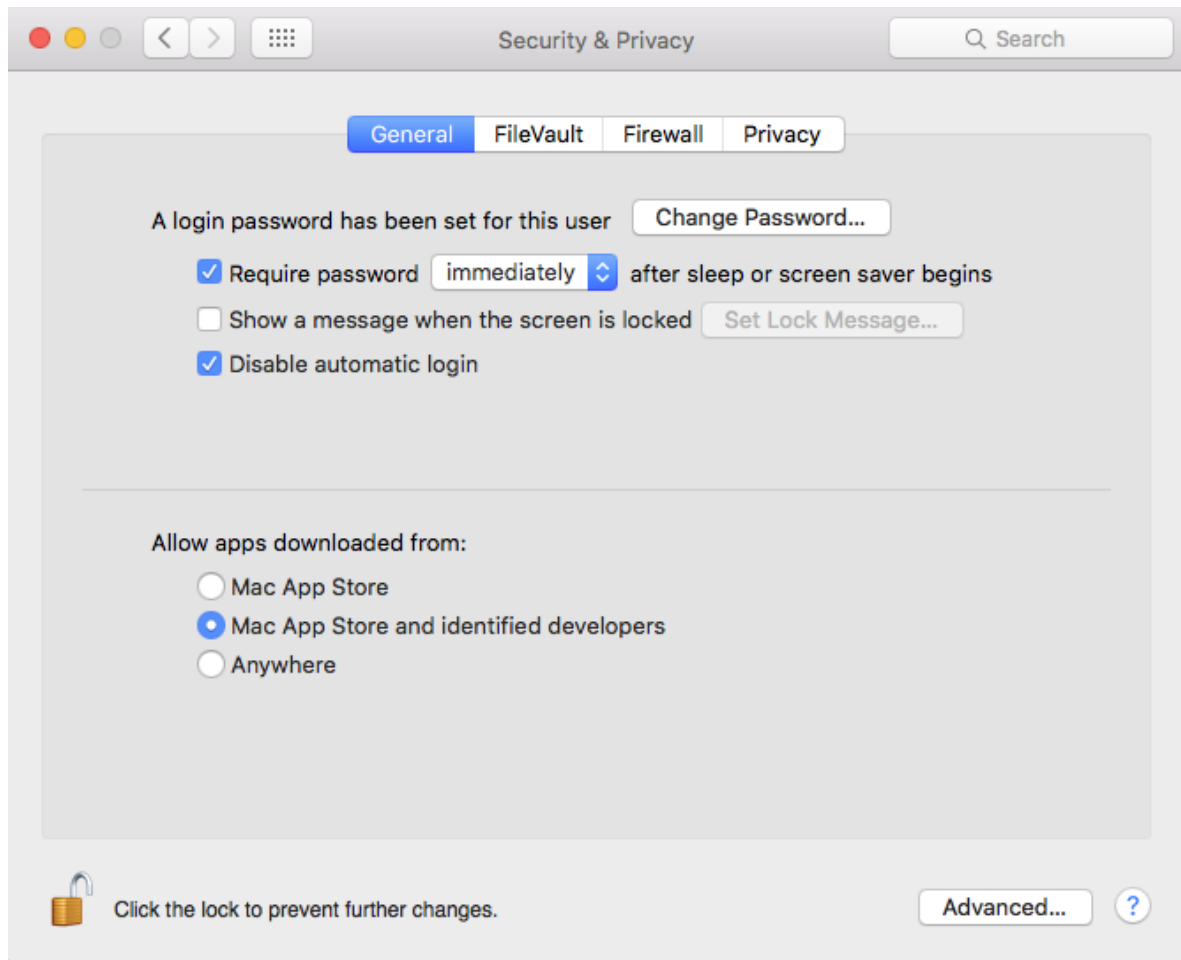


You will be presented with a new window with a range of system options. First we want to enable the screen saver on our Mac device so navigate and click on 'Desktop & Screen Saver'.



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 three minutes.

## SEC-GDL-020 – Password Protected Screen Saver Guidelines



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.