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KISD OWA Logon Screen - Security Settings

The logon screen has two security settings as shown below.



1. This is a public or shared computer

If you left-click the mouse to activate this security level as shown here

This is a public or shared computer

the application has a 15 minute idle time setting. This means that after 15 minutes of non-activity while you are logged into the OWA system it will automatically terminate your session and log you out of the system. You must then log back into the OWA system. This setting is useful when you are at a computer that people use the same logon username or places that have public accessible computers such as a WiFi Café. This setting will not remember your Email Address.

2. This is a private computer

If you left-click the mouse to activate this security level as shown here

This is a private computer

the application does not have an idle time setting. Once logged into the OWA system the application will remain in an open state until you log out. This setting is recommended for use on District computers when you are logged in with your username or at home on your personal computer.

Security Reminders:

- A. If using a public or shared computer always use the **Log Off** option located in the upper-right corner of the OWA screen. Reasoning: If you close the Internet Browser window instead of logging out of OWA there is the possibility that the computer along with the Internet Browser will remember your logon information. Someone can follow you, open the Internet Browser, look at the History and open an OWA session with your user information. **RULE OF THUMB: Always Log Off when finished!**
- B. If using the private computer setting on a District computer it is highly recommended that when you have to leave the computer that you are logged on to either log off, lock or shutdown the computer.