

## Automatic Log Off Process

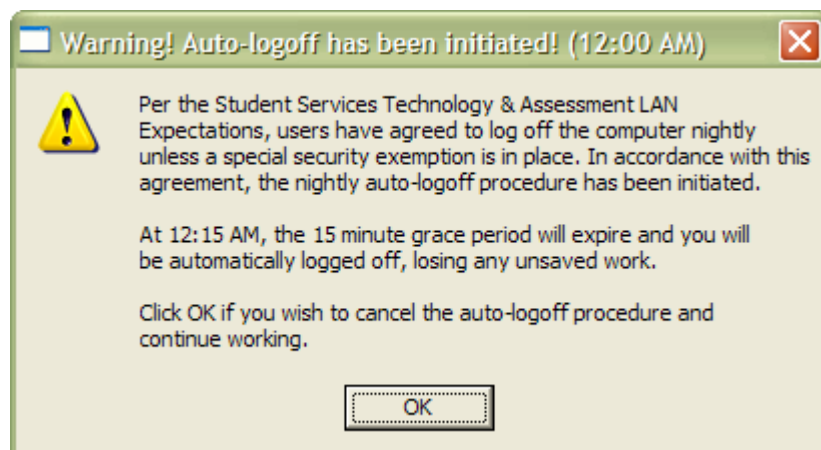
The *User Account and Workstation Responsibilities* section of SSTA's [LAN Expectations](#) states:

“At the end of your workday, you must log out of the network by selecting Start/Shutdown/Restart”.

Reports indicate a significant number of customers are not adhering to this expectation; therefore SSTA has developed a process to programmatically log end users out of their workstation at midnight. Users will be given the opportunity to 'opt out' of the logoff process if they are working at that hour and prefer to continue. The process allows for approved exemptions.

### How it works:

If the user is logged into their workstation at 12:00 midnight they will receive the following message accompanied by machine generated beeps and a Windows XP Critical Stop sound:



The user has 15 minutes to close all programs and logoff of the workstation. If they choose to continue to work, they can select OK. They will not be prompted again.

### Exemption Request Process:

Permanent Exemption: If a user knows in advance that being logged off of their workstation at midnight will interrupt their business processes on an ongoing basis, they may request a Permanent Exemption through their Computing Coordinator. The approval or denial of the request will be determined by the Department Coordinator and SSWT Manager.

Temporary Exemption: A user may request a temporary exemption for one or more evenings in advance. SSTA-WT staff will grant a temporary exception that will expire at a given time. (e.g., user knows they will be working that night or for the next three nights). The user must call between the hours of 7:30 a.m. and 5:00 p.m., indicate the workstation name which will be exempt, and the number of days for the requested Exemption.

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