

Protect Your Identity: How Best to Use a Shared Computer



When using a shared computer (e.g., Computer Lab, Library), please consider the following Dos and Don'ts.

Do:

1. **Always Sign out of an Online Site.**
You should always sign out completely. Remember to click the Sign out (i.e., Log out) link and close out of all internet windows.
2. **Close all internet windows before leaving a shared computer.** Always close out of all internet windows. You should also close out all attachments (e.g., PDF, Word) you may have opened online.
3. **Watch out for shoulder surfers.**
4. **Avoid confidential transactions.**
Use a University designated or secure personal computer when making any confidential transactions.
5. **Avoid viewing sensitive information.**
Use a University designated or secure personal computer to view sensitive information (e.g., SSN, Bank Information).

Don't:

1. **Do not select the "Remember my ID on this computer" box.**
This box often appears on sites when you enter your credentials to login. By selecting the box on a shared computer, the computer remembers your information and will allow others to login with your credentials.
2. **Never save a site as a favorite or bookmark.**
3. **Don't store any personal documentation on the Shared Computer.** Whether it's your thesis or a PDF download, please do not save a version to the Shared Computer. This documentation can be accessed by another user.
4. **Never leave a computer unattended while signed-in to an online site.**
If you walk away from the computer, someone else can sit down at the computer and access your information in your absence.

Other Considerations:

1. **Clearing Internet History.**
It is always recommended to clear your internet history. When doing so, you prevent other users from viewing sites you visited while using the Shared PC. For more information on how to clear internet history, use your browser help link to access step-by-step instructions.

Secure Access Login Page Content

Important Sign out Reminder: You must always sign out completely from a Secure Access Application. Please remember to click the Sign out (i.e., Log out) link and close out of all internet windows.

When using a public or shared computer, care must be taken to protect sensitive information (either while viewing information or processing confidential transactions). For these services, the University recommends use of a University designated or secure personal computer. For situations where a shared computer is used, please refer to the [Protect Your Identity – Proper Usage of Shared Computers](#) page for additional details.