Important information for Psy Domain PC's

PLEASE NOTE that failure to follow these instruction may lead to corruption of your PC, data loss, loss of Administration privileges, or loss of Internet, network, or computer privileges enforced by UT ISO.

Even if you own your computer, you must comply. Once your computer is connected to our network it becomes part of our system. As such it is capable of damaging every other computer on our network.

COLA’s tech staff makes every effort to protect your computer from malware, hardware and software corruption, and vulnerable configurations. An important part of that process are scans, installs, and configurations that happen during boot, logon, logoff, and shutdown.

What you must do:

**Desktops:** Desktops must be restarted when you leave at the end of your day and left logged off. The only exceptions are when you have a program that must run while you are away or you need to remote in. When you finish with your remote session please restart your computer. Because we patch, run remote scans, and do remote remediation during the night, your desktop must be turned on at all times. If you plan on not using your computer for more than two weeks, please contact us. We remotely restart all Windows PC's every Sunday morning at 4 AM unless they have been restarted during the previous week. Your PC will be restarted even if you are logged on! If you have a process running or plan to work on your PC during that time, please let us know.

**Laptops:** We also test and remediate laptops during boot, logon, logoff, and shutdown.

You must follow this procedure:

- Initially your laptop must be fully powered down.
- Before powering up, connect the network cable to your laptop.
- Power up, then Logon.
- When done power down then disconnect the network cable.

**Visitor's PCís:** We do not scan visitorís PCís, but request that we be given assurance that the visitorís PC is fully patched and is running up-to-date anti-virus software. If there is any doubt about the state of a visitorís PC we will be happy to examine it.

**What you must not do:** You must not alter any settings or add software that affects our ability to scan or access your computer. If you do, your local administrator rights will be removed.

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