

Remember to Log Off

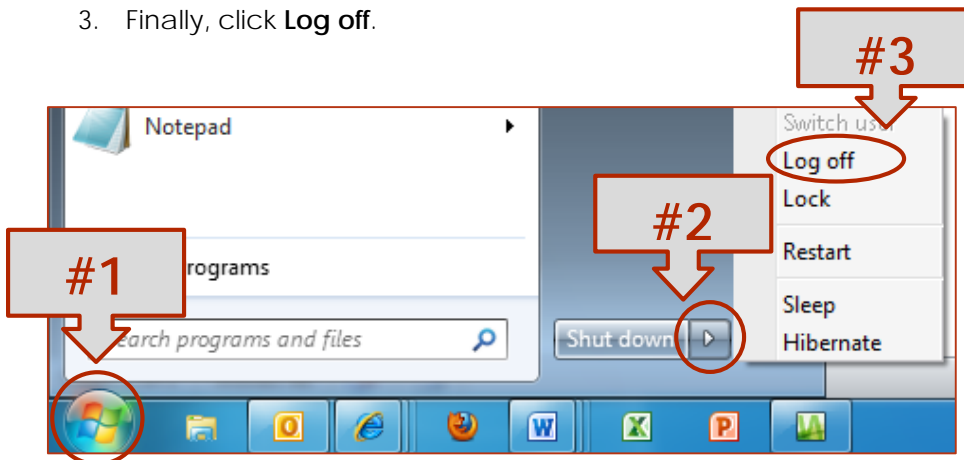
Overview

When using any SCC computer (whether you actually access The Hub online or not), it is **VERY, VERY** important that you remember to **LOG OFF** of the computer **completely** as you leave the room. As soon as you log on to any SCC computer, you are automatically logged into The Hub even if you never open your internet browser and go to The Hub directly. Simply closing a browser window will NOT log you off of The Hub either.

How to Log Off Properly

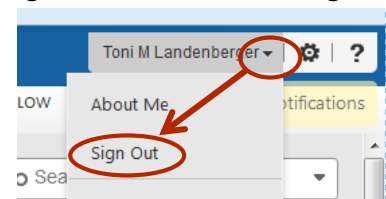
If using Windows 7, you'll log off by:

1. Clicking the **Start** button in the bottom-left corner of the Desktop.
2. Then, click the arrow next to the **Shut down** button.
3. Finally, click **Log off**.



If you fail to log off of an SCC computer, anyone could open the browser window, navigate to The Hub (which is set as the browser's home page), and have access to ALL (yes, ALL) of your information. This includes, but is not limited to, your Moodle Courses, your email account, your transcripts, your profile information, and your class list (including the ability to drop/add classes). **Protect your information by logging off of any SCC computer. This is an absolute MUST!**

If accessing The Hub on a non-SCC computer off campus, you'll have to log in the first time in order to access The Hub using that computer. When you are done using The Hub, be sure to **Sign Out**. This is of increased importance if you are using a public computer, such as those in a library, versus your own private home computer. To **Sign Out**, click the drop-down arrow to the right of your name towards the top-right side of The Hub home page. Click the **Sign Out** link as shown in the image to the right. **NOTE: The Sign Out feature will NOT work on an SCC computer, however.** You MUST LOG OFF of SCC computers completely when you leave the computer.



If you are going to be gone only a few moments, you can lock your computer by pressing **Ctrl + L**. However, the next user will have to restart to log on (which may cause you to lose work); therefore, you may just want to save your work and log off if you don't know how long you will be gone.