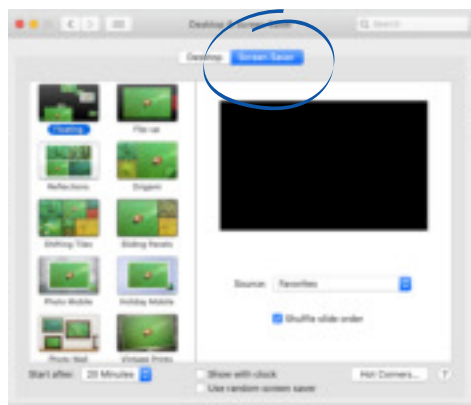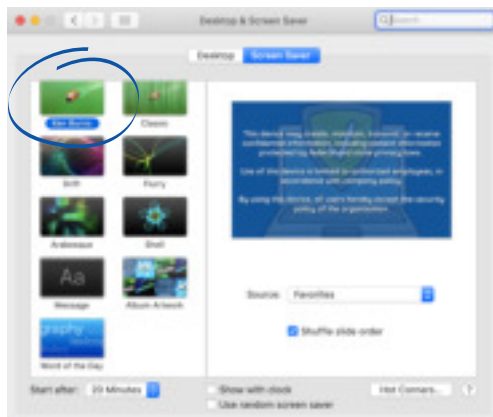![Compliancy Group logo]

How to install the Compliancy Group Screensaver on a Mac

1. Download the Compliancy Group screensaver and save to a new folder on your computer
2. Go to System Preferences and select Desktop & Screen Saver, select Screen Saver at the top of the page

3. Then go to Source and select "Choose Folder" and select the folder that contains the CG screensaver
4. Select the Ken Burns option on the left

5. Add inactivity time-out and password (see next page)

How to Set Timer and Password for Screensaver

1. Go to System Preferences and click Security & Privacy. Then click General.
2. Select "Require password… after sleep or screen saver begins." Click the pop-up menu and choose the time that passes before a password is required. Choose 15 minutes.
3. The following are the rules for creating a secure password:
   a. Passwords shall be a minimum of eight (8) characters in length, and be a maximum length of 64 characters
   b. Organization may require use of special characters ("!", "@") for passwords. However, such use is not required.
   c. Passwords shall be restricted as follows:
      i. Use of sequential and repetitive characters (i.e., 12345 or aaaaa) shall be restricted.
      ii. Use of context-specific passwords (i.e., name of organization site) shall be restricted.
      iii. Use of commonly used passwords (i.e., p@ssw0rd, etc.) and dictionary words ("doctor") shall be restricted.

You're all set!