How to install the Compliancy Group Screensaver on a Windows Computer

1. Download the Compliancy Group screensaver and save to a new folder on your computer
2. Click "Start" in the Windows task bar and type "screen saver" in the search box. A list of search results is displayed.
3. Click "Change Screen Saver" in the list of search results to open the screen saver settings window.
4. Click "Photos" in the "Screen Saver" drop-down menu in the screen saver settings window.
5. Click "Settings," then click "Browse" to select the folder that contains your photos.
6. Highlight the folder that contains your photos and click "OK."
7. If you are using a Windows 10 computer, click the option for 15 minutes next to "Wait"
8. Check the box that says "On resume, display logon screen"
9. For Windows 7 & 8, please see next page for instructions on setting the timer and password

How to Set Timer and Password for Screensaver

1. Open the Control Panel.
2. Click Personalization, and then click Screen Saver. In the Wait box, choose 15 minutes. Click On resume, display logon screen, and then click OK.
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!