INSTALLING SECURITY BANNER

PURPOSE: To place a security banner that appears each time a user logs on to a network computer, there are two text files that need to be copied to the Computer's Local Security Policy folder within the Computer's Control Panel. These files should be loaded from a 3 1/2 in floppy disk using the Computer's (A:\) drive. ***(Sample files are located in the Appendix)***

Step 1 - Log on to computer as Administrator.

In this procedure, the files are named "**banner.txt**", which is the Message title that will appear in the title of the Security Banner and "**securitytext.txt**" which is the Message text that will appear in the body of the Security Banner when the user press the Ctrl, Alt, and Delete keys simultaneously to logon to a computer. ***(Sample files are located in the Appendix)***
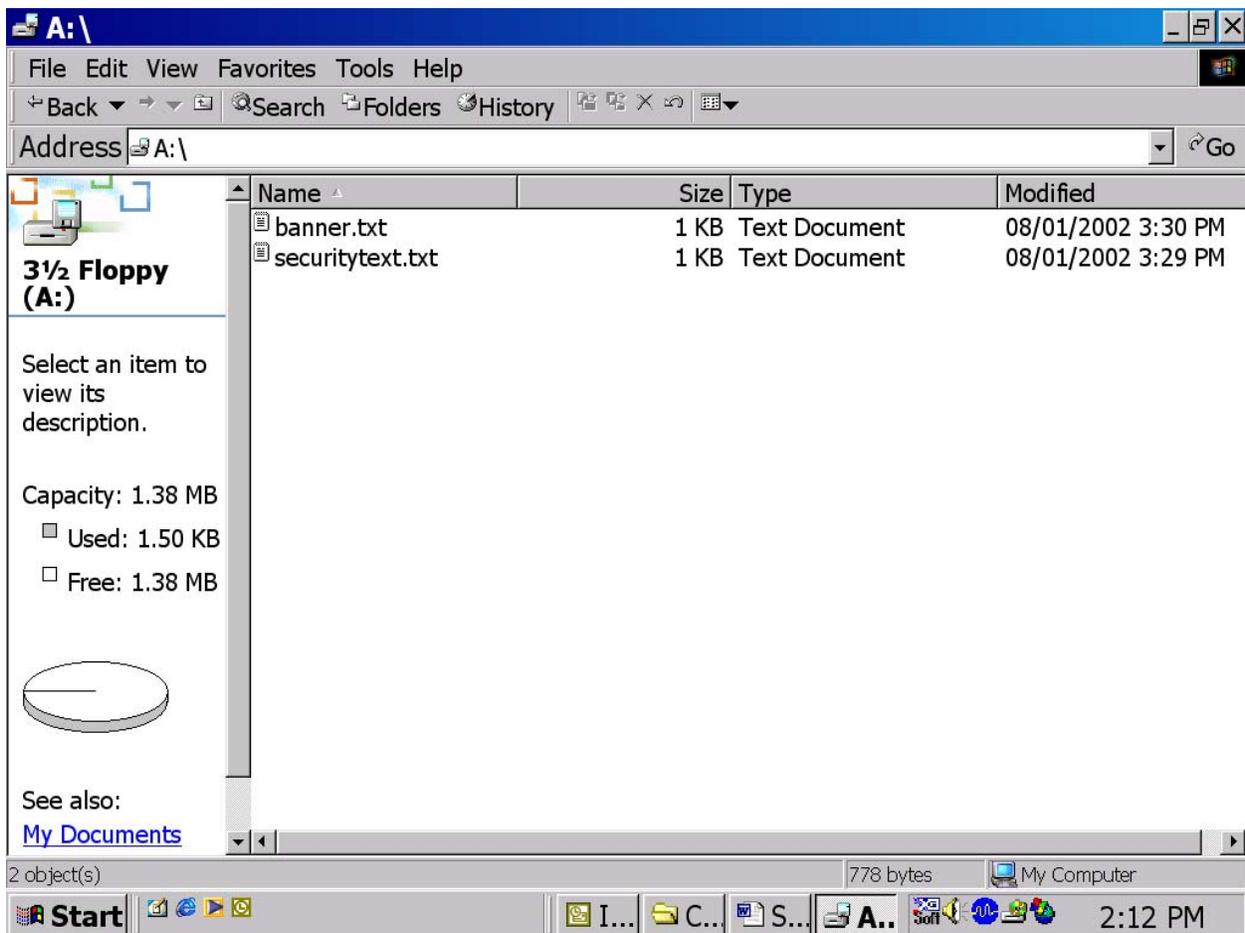
Step 2 - From the Desktop, Click mouse pointer on **Start**, **Settings**, and **Control Panel**. Once the **Control Panel** opens, Double Click on the **Administrative Tools** Folder.
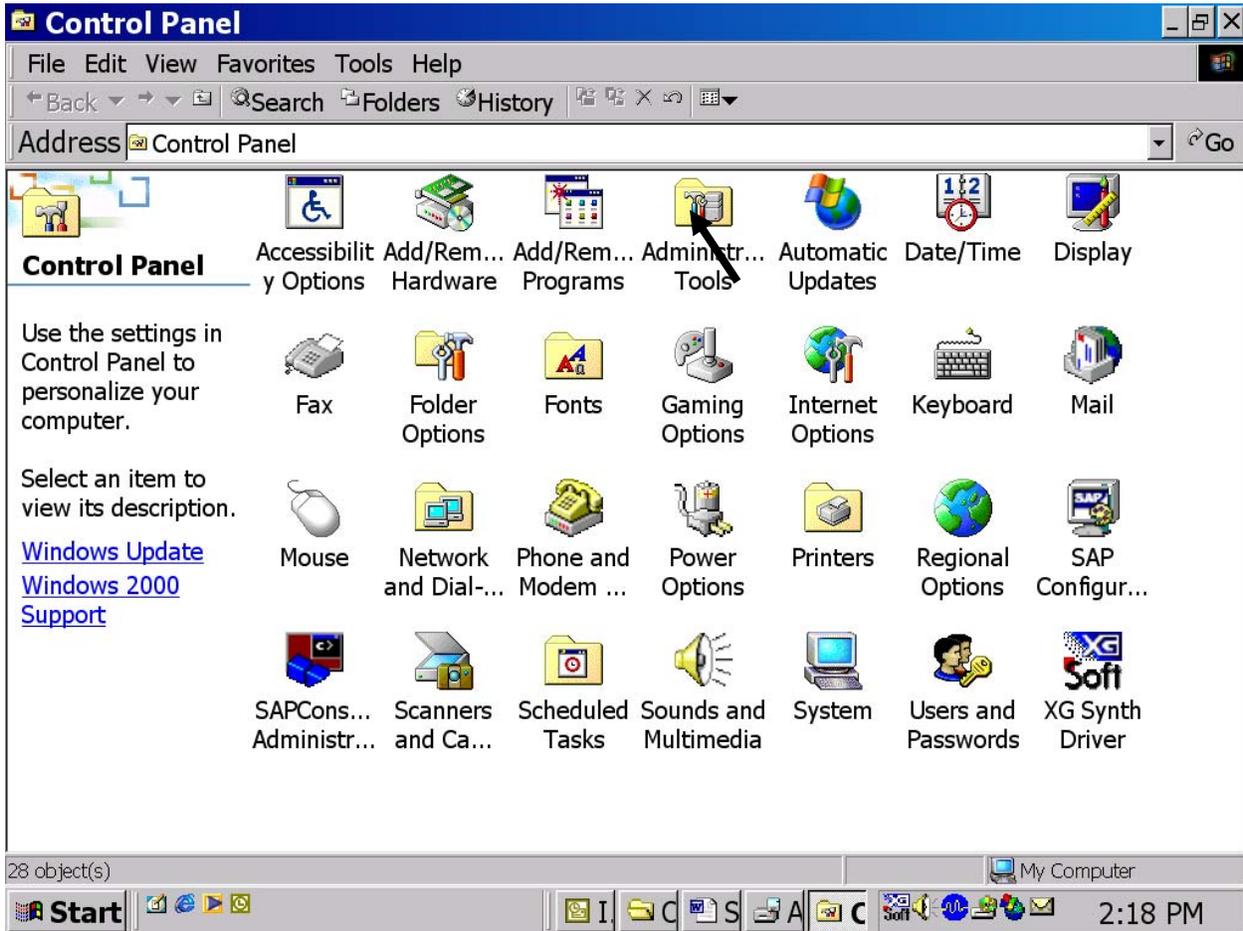
Step 3 - Once the **Administrative Tools** folder opens, Double Click on the **Local Security Policy** Folder.
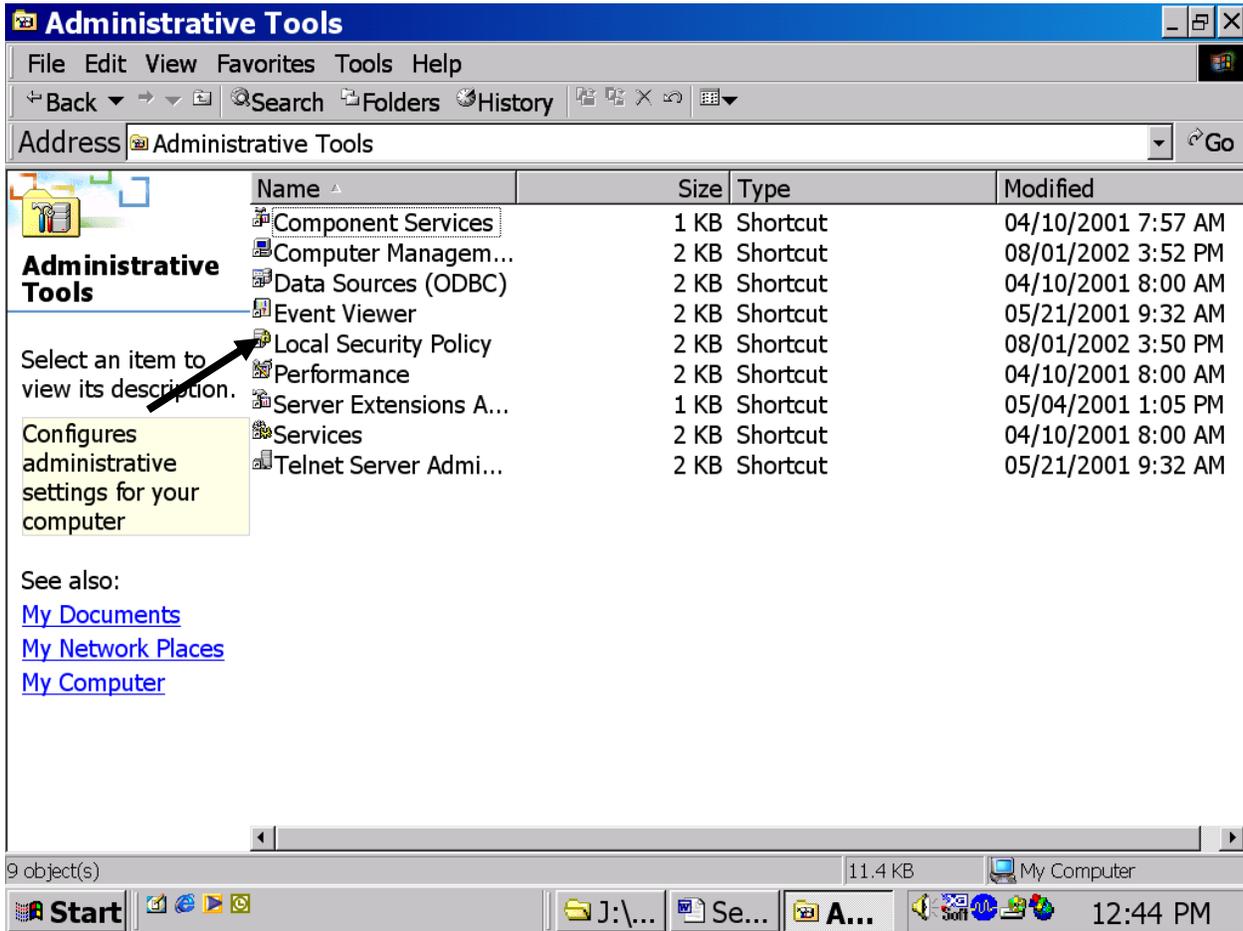
Step 4 - Open the **Local Security Settings** Window
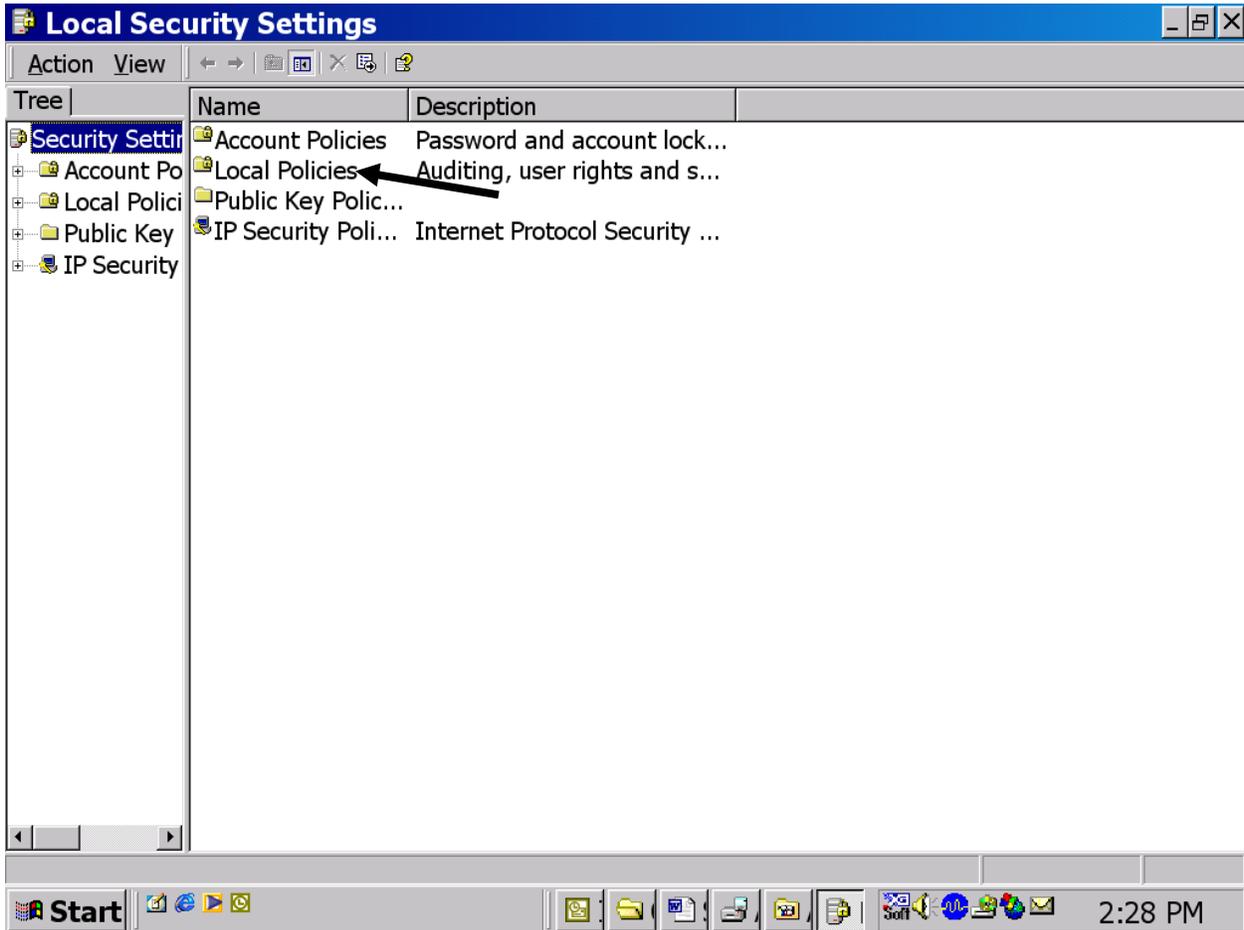
Step 5 - Once the **Local Security Settings** window opens, Double Click on the **Security Options** Folder.
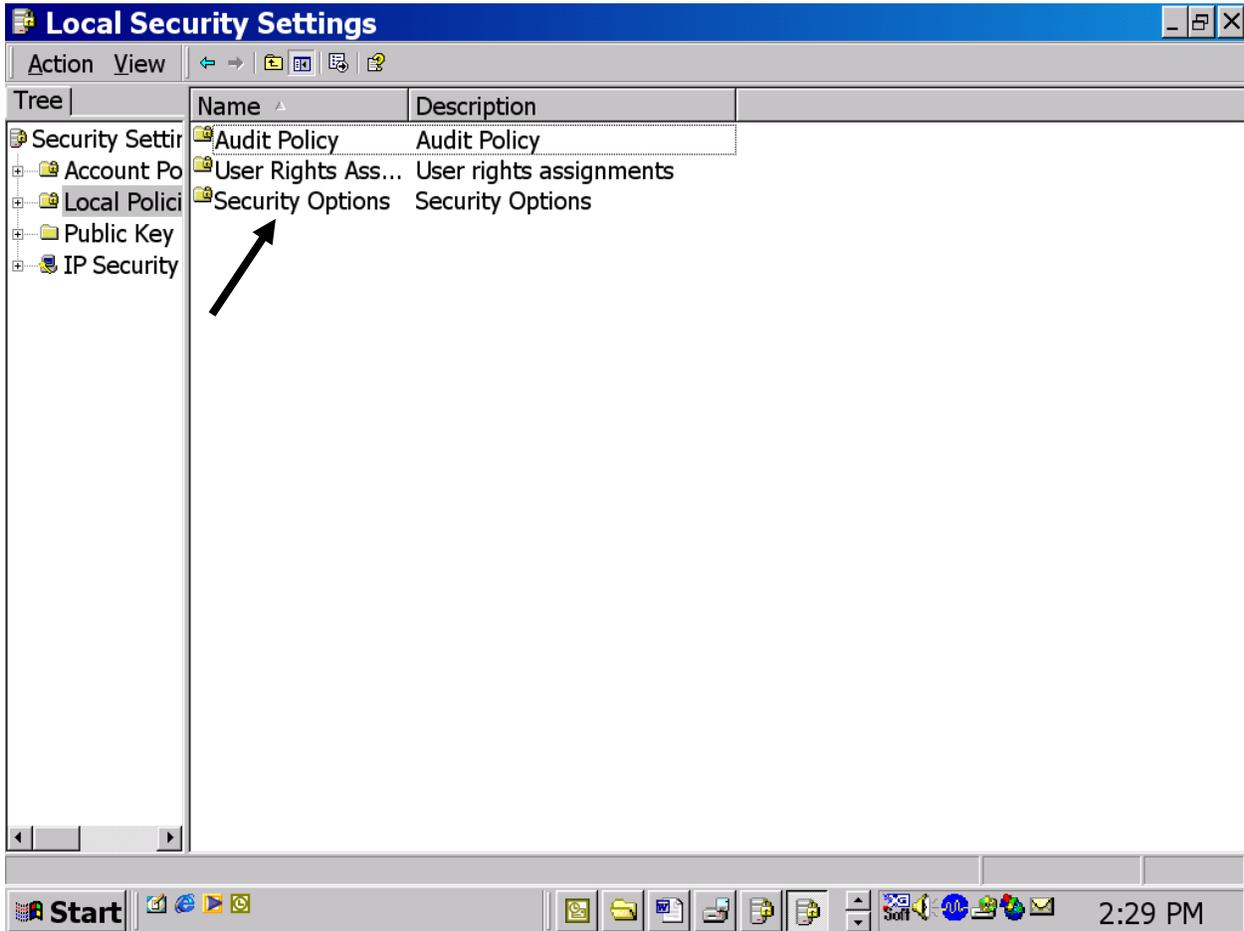
Step 6 - Within the Security Options Folder, Locate the Folder(s) "**Message text for users attempting to log on**" and "**Message title for users attempting to log on"**

Double Click to open the folder "**Message title for users attempting to log on**", then Copy the file "**banner.txt**" from the (A:) drive and paste the file into that folder.

Then, Double Click to open the folder "**Message text for users attempting to log on**", then Copy the file "**securitytext.txt**" from the (A:) drive and paste the file into that folder.
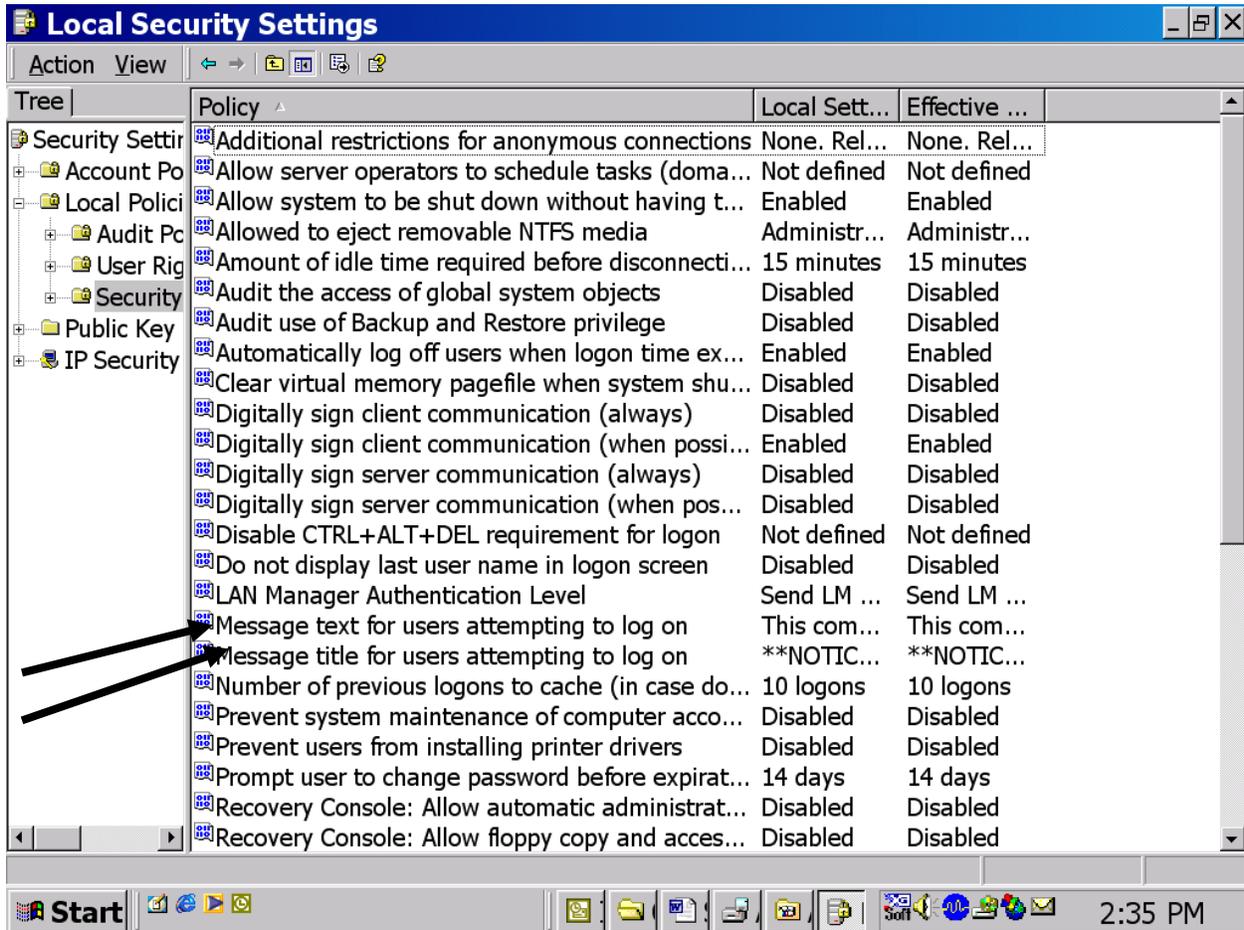
Step 7 - Close **all** Windows and return to the **Windows Desktop**. Check to see if the setting held by navigating to the **Control Panel Administrative Tools**, **Local Security Policy**, **Local Policies**, **Security Options** folder again and checking The Message Title and Message Text folder again. If necessary, copy and paste the appropriate file(s) to the message folder(s) again.

Close all windows and press the Ctrl, Alt, and Del, keys and log off the computer. Pressing the Ctrl, Alt, and Delete Key combination to logon will display the Security Banner.

APPENDIX

Sample Banner Text Files

1. Enter the name of your agency, save this section into a new text file on a floppy disc and call it "securitytext.txt".

This computer is the property of <enter your agency name here> and is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring, individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

2. Enter the name of your agency, save this section into a new text file on a floppy disc and call it "banner.txt".

NOTICE - PROPERTY OF THE <insert the name of your agency here>