## **Steps to Exit TE Online**

To ensure that your data is secure and kept confidential and that any unauthorized person is unable to gain access to data, it is important to **Disconnect** from the server before you **Exit** TE.

You can also **Lock** your TE Client and stay connected to your online account without disconnecting from the server so that you can return and continue working throughout the day.

At the end of a workday, please be sure to disconnect and exit your TE Client. This secures your account. When connecting the next day, you may be prompted to update your TE Client since CASAS continually maintains the CASAS Online System for optimal performance.

Step	Screen	Description
1.	ersion: 3.0 build 32 ? Pages Close All Pages Close All Pages New Horizontal Page Group New Vertical Page Group Open All Lists Here Open All Edit/Views Here Class Instances 1001 - ABE Interme 340993385 - Dustin	<ul> <li>When you are finished working in TE, or at any time you have several tabbed pages open,         <ul> <li>Click Pages at top right.</li> </ul> </li> <li>From the drop-down menu,         <ul> <li>Click Close All Pages.</li> </ul> </li> </ul>
2.	View Organ Unlock Lock Connect Disconnect Change Password Options Exit	<ul> <li>At top left of your screen,         <ul> <li>Click the TE icon, and then</li> <li>Click Disconnect.</li> </ul> </li> <li>Note! You can also click Lock if you plan to return and continue working in TE.</li> </ul>
3.		<ul> <li>Click the TE icon again. <ul> <li>Click Exit.</li> </ul> </li> <li>Or click the Red X Box at top right of your screen.</li> </ul>