

## 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.		<ul style="list-style-type: none"> <li>• When you are finished working in TE, or at any time you have several tabbed pages open,                             <ul style="list-style-type: none"> <li>○ Click <b>Pages</b> at top right.</li> </ul> </li> <li>• From the drop-down menu,                             <ul style="list-style-type: none"> <li>○ Click <b>Close All Pages</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• At top left of your screen,                             <ul style="list-style-type: none"> <li>○ Click the <b>TE</b> icon, and then</li> <li>○ Click <b>Disconnect</b>.</li> </ul> </li> </ul> <p><i>Note!</i> You can also click <b>Lock</b> if you plan to return and continue working in TE.</p>
3.		<ul style="list-style-type: none"> <li>• Click the <b>TE</b> icon again.                             <ul style="list-style-type: none"> <li>○ Click <b>Exit</b>.</li> </ul> </li> <li>• Or click the <b>Red X Box</b> at top right of your screen.</li> </ul>