

Locking users out of PCSchool

Global System Lock

Path: *Scholastics > Utilities > Users Security Setup*

This would normally be set PRIOR to undertaking maintenance operations, where the SYSADMIN User requires exclusive access to the system.

Place a tick in '**System is Totally Locked**' to lock the system you do not need to save this or click OK;

- If you do save it or click OK the tick will be removed but the lock will still be in place
- You will then need to replace the tick and remove it to remove the lock.



Once the lock is in place staff that try to log into PCSchool will be denied access. Staff currently in PCSchool will receive a warning and must exit within 5 minutes. It is suggested you allow an extra couple of minutes for this to be completed.

