

KVM SWITCH PROCEDURES

Procedures for logon / switching / logout between systems

This process must be performed for each switch between systems. When the system is not selected, it is required to be screen locked or logged off.

Logging on to systems:

- a. Identify the classification of the system currently selected
- b. Use the login and password appropriate to that system
- c. Verify the classification of the present system by checking the classification banner
- d. Begin processing

Switching between systems:

- a. Screen lock or logoff the system you are currently working on
- b. Select desired system with the KVM switch
- c. Enter your user ID and password to log on or unlock the session
- d. Verify the classification of the present system by checking the classification banner
- e. Begin processing at the current system level

Logging off of a system:

- a. Close all applications on the active system
- b. Logout or shutdown (system dependent, see IA or IT staff for questions) when processing is no longer required on the system
- c. Logout or shutdown (system dependent, see IA or IT staff for questions) of each system at the end of the duty day

KVM User Agreement

Keyboard Video and Mouse (KVM) Switch User Understanding/Acknowledgement

At a minimum, I have received one-on-one training on use and restrictions associated with the KVM and connected devices. Any questions I may have at this time have been addressed to my Information System Security Officer (ISSO).

As an authorized user of a KVM that is connected to classified information systems (ISs), I understand that there are certain risks associated with the use of this equipment. These risks are only mitigated or reduced through proper use of the switch.

I understand that I am not authorized to connect, disconnect, or alter connections between the KVM and any connected IS or device. I also understand that I am not authorized to open any KVM, nor tamper with any seals or labeling. Any requests for service of the KVM will be referred to my ISSO for approval and then only to be performed by authorized individuals.

I will report any indications of tampering, suspected modifications of the configuration, and/or mishandling of the KVM to my ISSO immediately.

I have been advised that my passwords for various information systems connected via a KVM must be unique to each IS. I will employ complex, dissimilar passwords for the different IS attached to the KVM.

I have been shown the proper procedures and sequences for logging on computers through the KVM. I understand that I must lock the active system prior to switching to another connected IS, and that I may not rely upon any automated screensaver to perform this action. At start up, I will verify that there is no removable media (floppy disks, zip disks, CD, DVDs) in any of the systems and will report to the Security staff immediately if any is found.

I understand that I am solely responsible to ensure that any classified data entered, altered, stored, transmitted, or otherwise manipulated by me while using this KVM is maintained on the correct system. I will immediately report any significant events, data spills, or suspected compromise of national security information to my ISSO or PSO as appropriate.

PRINTED NAME OF USER

USER'S SIGNATURE

DATE

The above individual received the necessary training and has complied with all requirements for use of Keyboard Video and Mouse (KVM) switch connected to systems operating at different classification or sensitivity levels.

PRINTED NAME OF TRAINER

TRAINER'S SIGNATURE

DATE