

# Standard Operating Procedure (SOP)

## System Login, Logout, and Software Usage Instructions

This SOP provides detailed instructions for **system login, logout, and software usage** to ensure secure and efficient access to the software platform. It covers proper login procedures, password management, session security, step-by-step software operation guidelines, and secure logout protocols to protect user data and maintain system integrity. The goal is to facilitate smooth user experience while enforcing security best practices.

### 1. Purpose

To define standardized procedures for user login, logout, and use of the software to maximize security and efficiency.

### 2. Scope

This SOP applies to all authorized personnel who use the system and associated software platform.

### 3. Responsibilities

- All users must follow the procedures detailed in this SOP.
- System administrators should ensure that login/logout features and password policies are implemented correctly.

### 4. Procedures

#### 4.1 System Login

1. Navigate to the official login page of the software platform.
2. Enter your assigned **username** and **password** in the respective fields.
3. Click the **Login** button.
4. If Multi-Factor Authentication (MFA) is enabled, complete the MFA prompt.
5. On successful authentication, review your user dashboard to confirm access.

**Note:** Never share your login credentials. Change your password periodically and report any unauthorized access immediately.

#### 4.2 Password Management

- Use strong passwords (minimum 8 characters, including uppercase, lowercase, digit, and special character).
- Do not use easily guessable information.
- Change your password at least every 90 days or as required by policy.
- If you forget your password, use the **Forgot Password** link and follow the reset instructions.

#### 4.3 Session Security

- Lock your workstation or log out if you need to step away, even for a short time.
- Do not access the system using shared or public devices.
- Avoid saving passwords in browsers unless approved by IT security.
- The system will automatically log out idle sessions after a predetermined period for security reasons.

#### 4.4 Software Usage

1. Once logged in, navigate through the menu or dashboard as per your user permissions.
2. Follow task-based instructions or refer to user manuals for detailed operation.
3. Save your work regularly to prevent data loss.
4. Do not attempt to access unauthorized areas or functions.
5. If technical issues arise, contact the system support team as per the incident reporting protocol.

#### 4.5 Secure Logout

1. Ensure all work is saved before logout.
2. Click on your user profile or settings menu.
3. Select the **Logout** or **Sign Out** option.

4. Close all browser tabs or application windows related to the system after logging out.

**Important:** Always log out at the end of your session. Do not simply close the browser or application.

## 5. Review and Revision

This SOP must be reviewed and updated annually, or sooner if system changes or security policies require modification.

## 6. Related Documents

- User Account Management Policy
- Incident Reporting Procedure
- System User Guide / Manual
- IT Security Policy

## 7. Approval

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_