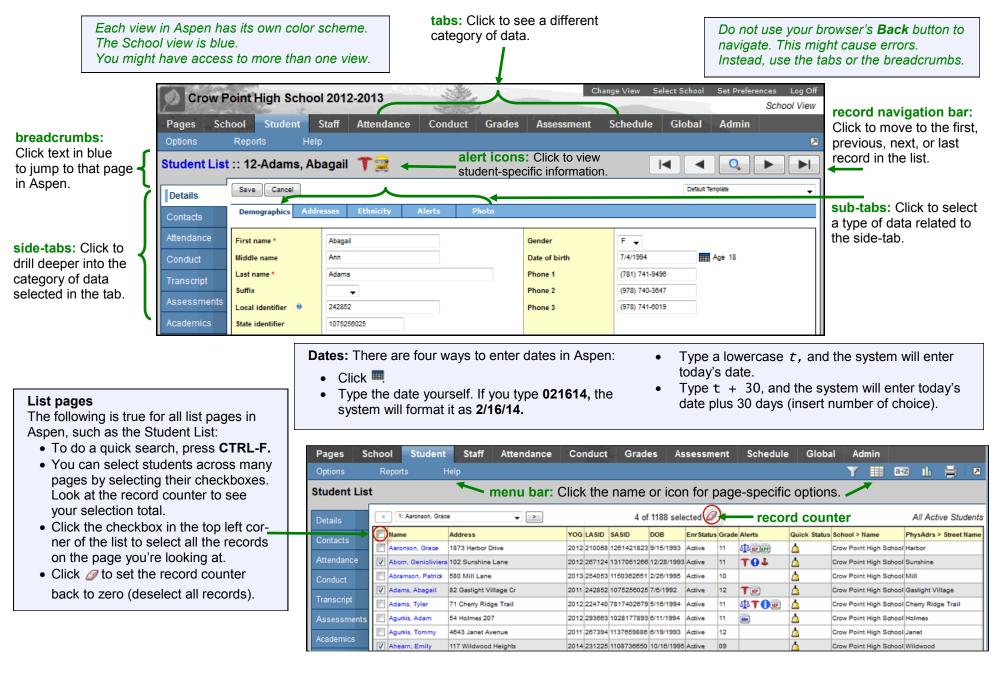
# Follett Aspen™

### Version 5.2

## System Fundamentals Quick Reference Card





### Version 5.2

#### **Aspen security**

- Don't write your username and password on a sticky and put it under your keyboard!
- If you are going to step away from your desk, log off the system by clicking Log Off.
- Do not just close your browser to exit the system, as this leaves a security breach. Be sure to click Log Off or quit your browser.

