

# Setting up a custom On Screen Administration Exit Password (Q Local 2.8+)

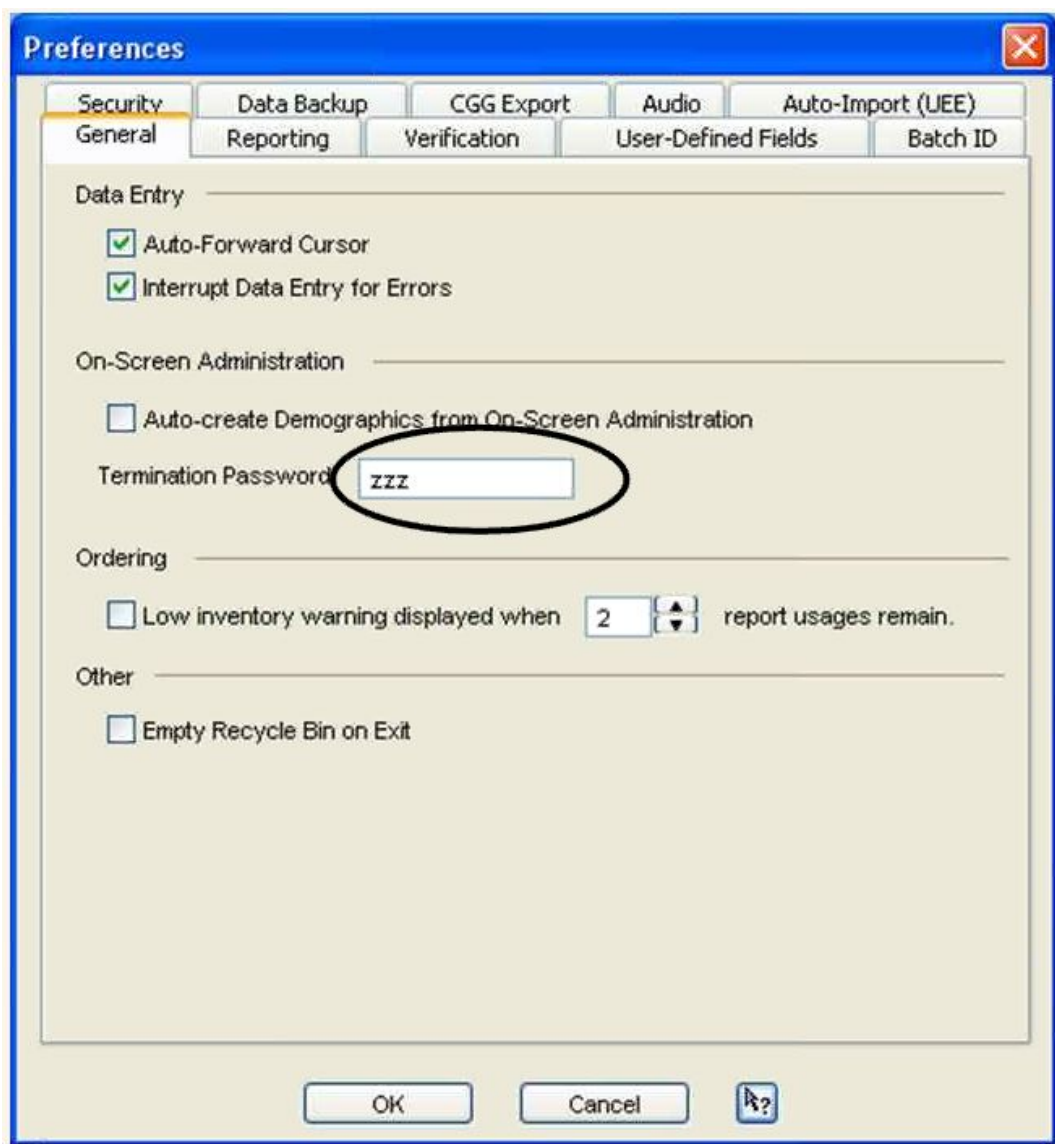
**You must be using QLocal 2.8 or above to use the feature described below. if you are using an earlier version of QLocal and would like an upgrade CD, please contact Inbound Sales and Support at 1-800-627-7271**

For increased security, the ability to change the password required to exit an On Screen Administration (OSA) is now available in QLocal. To set a custom exit password, follow these directions.

**NOTE: Once the OSA exit password has been changed, only that password will exit the on-screen administration. There is no other way to exit the assessment. If the password is forgotten, the only way to exit the OSA is to do a hard shut down of the computer by holding down the power button.**

To set a custom OSA password:

1. Click the "Settings" menu near the top of the menu and select "Change Preferences."
2. Enter the new password in the "Termination Password" field and click "OK."



If QLocal has been set up for use by multiple users, each user will have their own exit password. If no custom exit password is set, it will be set to the default.

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