

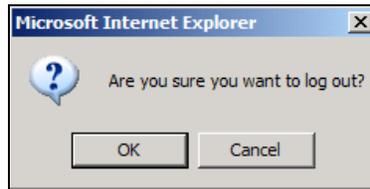
3.5 Log Out of eCPIC

Once logged into the application, a Log Out link is available in the upper left-hand corner of every screen.

1. Click the **Log Out** link.

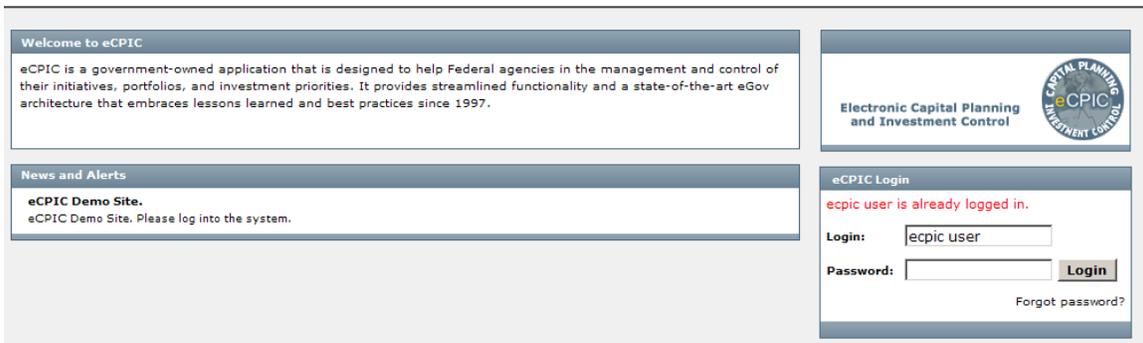


2. A pop-up will appear asking if you are sure you want to log out. Select **OK**. If users wish to continue working in the application, select **Cancel**.



This ends the session and all session variables will expire.

Make sure the 'Log Out' link is used to log out of the application. If a user just closes the window and then tries to log back in to eCPIC, they will get a message saying they are already logged in.



For security reasons, eCPIC will keep users logged in based upon their session time out configurations. After that time has expired, they will be able to log back in. If users need to log back in before that time, contact the Administrator and they will be able to deactivate the session.