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RGM Memo

Date August 13, 2013
To School Owners and Financial Aid Personnel
RE Protecting the integrity of the Time Clock data

Please read the instructions to prevent anyone at your school or any students from changing the Time Clock

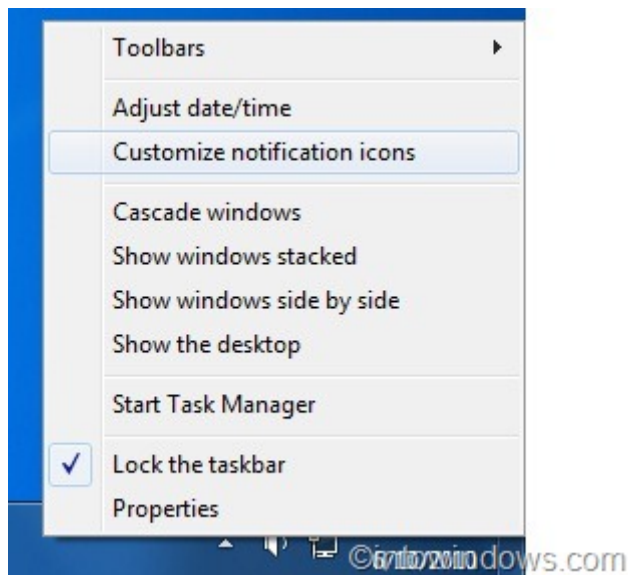
How To Remove Clock From Taskbar In Windows

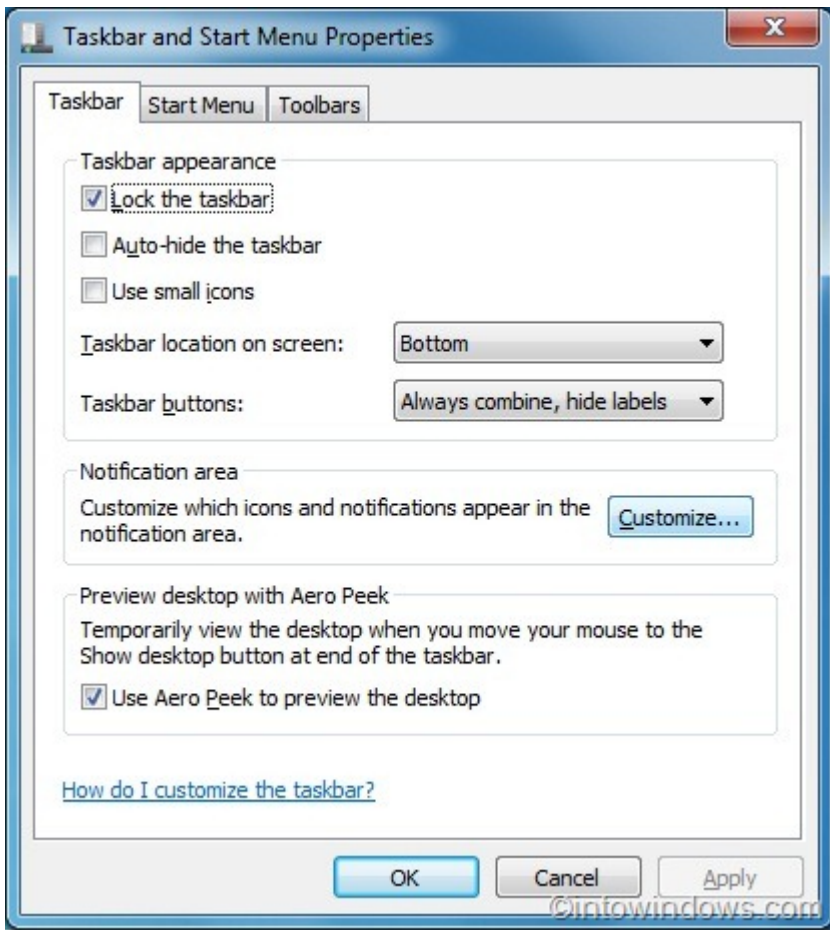
Recently one of our reader asked us how to hide the clock & date from taskbar. The solution is pretty simple, but unlike Vista & XP, one can't easily find show/hide clock option in Windows as the option is not located right under Taskbar properties.



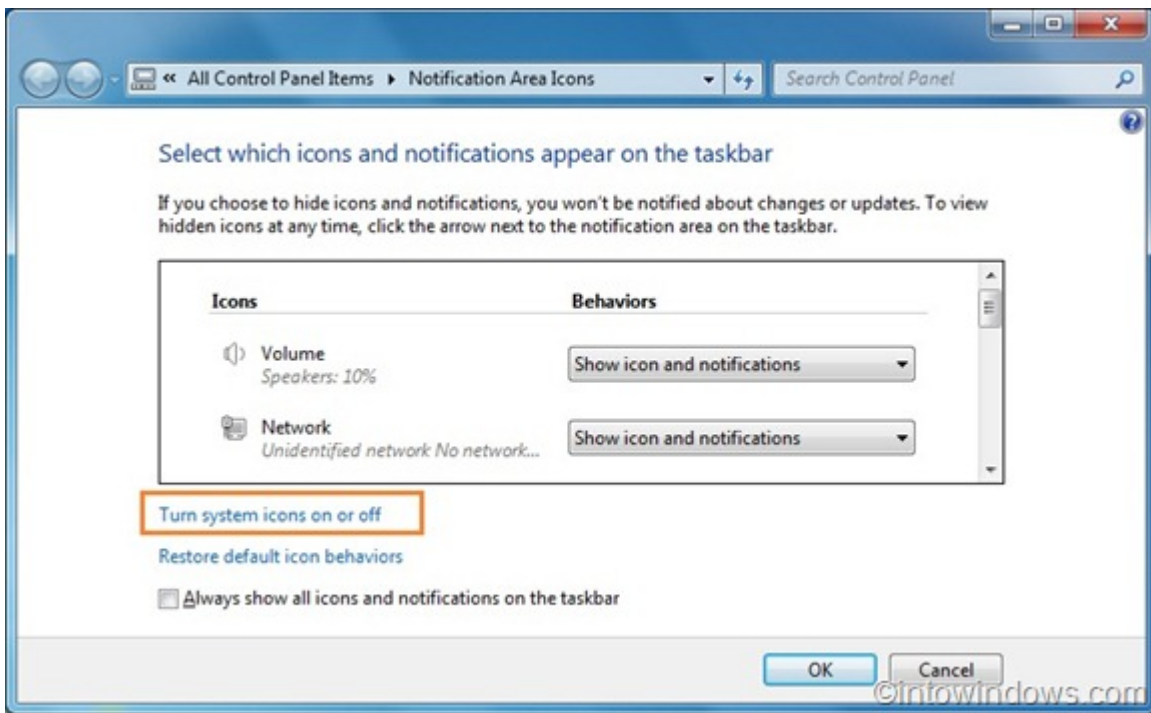
In this guide, we will show you how to remove/hide clock and date from the taskbar in Windows :

Right-click on clock/date in the taskbar and select **Customize notification icons** see Notification area icon window. One can also open this window by opening Taskbar properties and clicking **Customize** button under Notification area section.

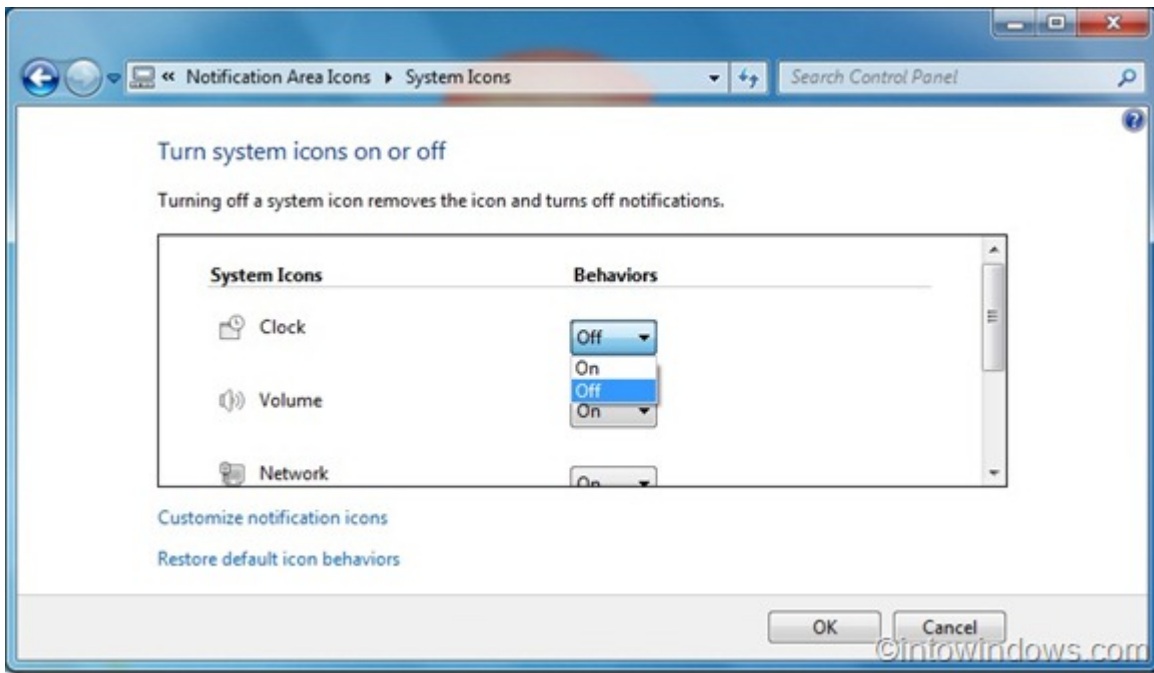




In the Notification Area Icons window, click **Turn System icons of or off** option to open System Icons window.



Here, under Turn System icons on or off box, select **Off** behavior next the Clock entry.



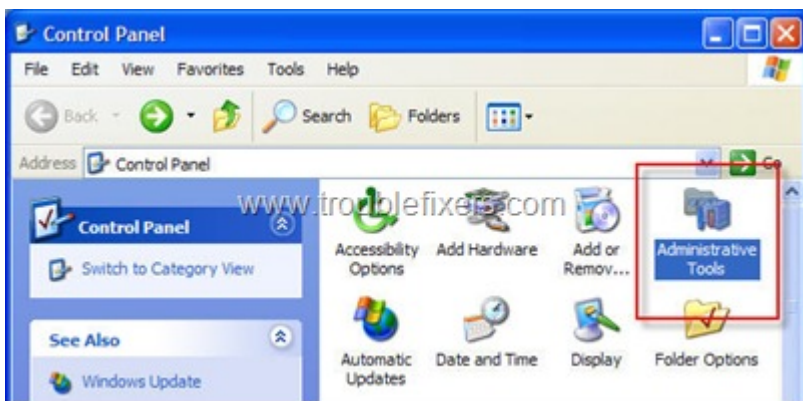
Click **Ok** to remove date and time from your system tray.

For Windows XP.

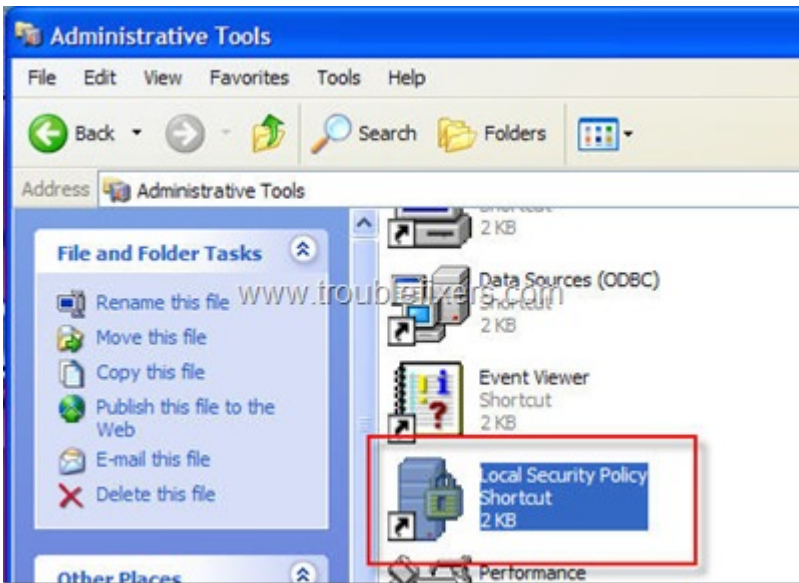
To disable editing, you can set up a user with limited access, not Administrator access. Now with the method we describe below, you can allow only users with Administrator rights to edit the date and time, so the limited user will not be able to change the System date and time.

Follow the steps below:

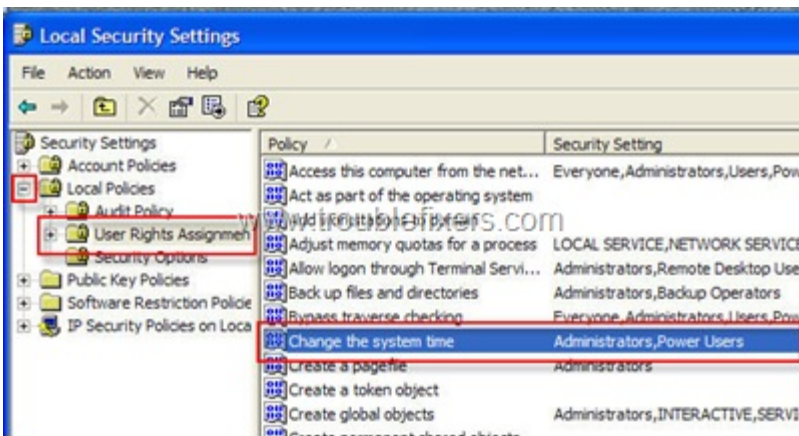
1. Go to **Start > Control Panel > Administrative Templates**



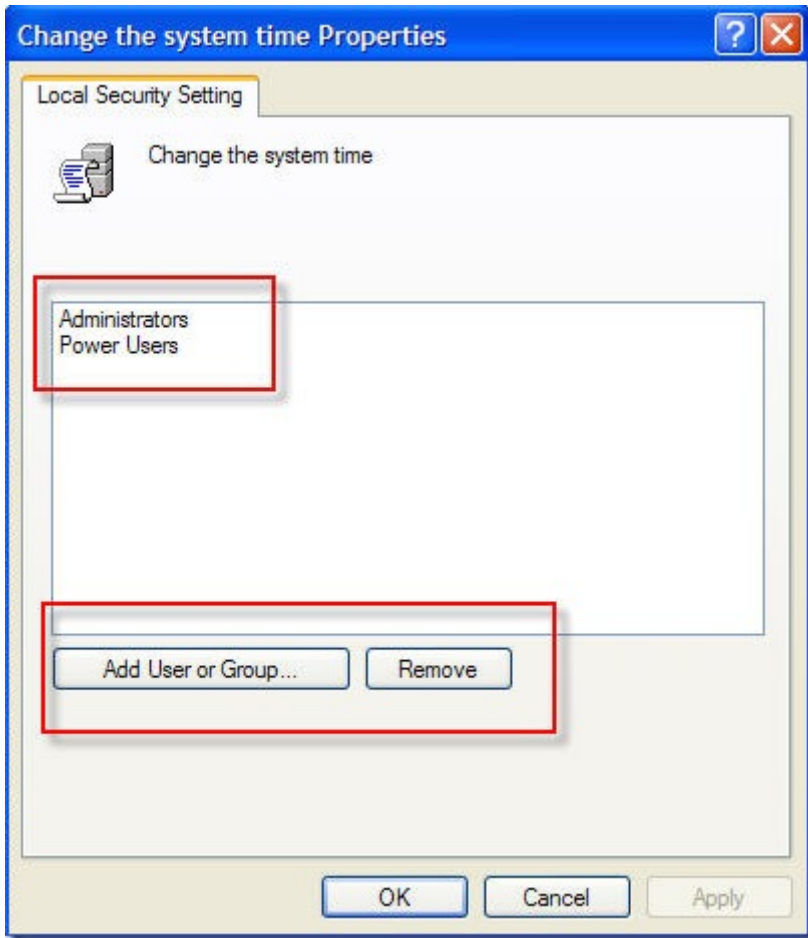
2. Open **Local Security Policy**



3. Go to **Local Policy > User Rights Assignments > Change the System time** , double click to open it.



4. In the below window, you will see the options to add and remove user groups. Remove the limited users from this list and those limited users will not be able to edit date and time of this computer.



You can revert the above settings to allow the users to change the date and time.