

Logging Out of Internal Audit

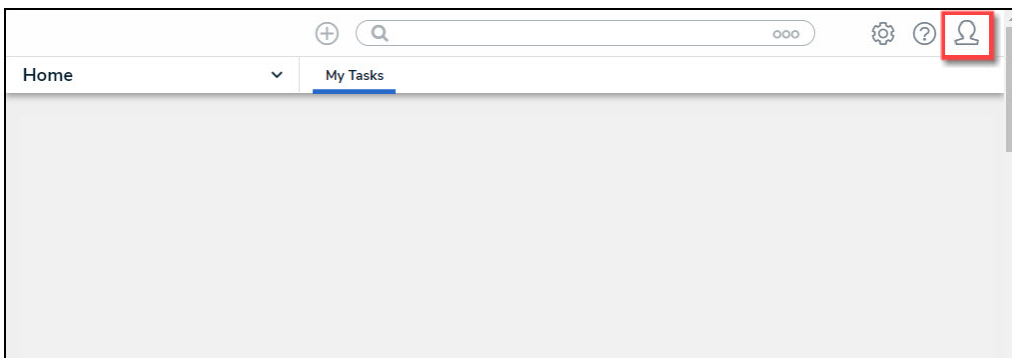
Last Modified on 03/03/2023 10:24 am EST

Overview

By default, and depending on your Org's setting, a user will receive a system prompt to refresh the session after 15 minutes of inactivity. If the user does not refresh the session five minutes after receiving the system prompt, they will be automatically logged out. If the user logs in without closing the browser/session, they will return to the screen they were on before being automatically logged out.

Logging Out

1. From any main screen in the system, click the **Profile** icon in the top-right corner of the **Navigation Bar**.



Profile Icon

2. Click **Logout** on the **Navigation Bar** drop-down menu.

