**Windows Faculty/Staff Cascade Checklist**

|  |  |  |
| --- | --- | --- |
| **User/Machine Name:** | **Start Date and Time:** | **Temporary Domain Psswd:** |
|  |  |  |
| **Old Machine** |  | **New Machine** |
|  | Back Up to Cspace (after restart) |  |  | Verify SSD and HD size |
|  | Pull HD, label and store |  |  | GReg (wired and wireless B/4 imaging) |
|  | Put Away Old Machine |  |  | Update Hardware Database and GAC Tag |
|  | Hardware Database and Greg |  |  | Label |
|  | Non-Faculty Contact David Maas |  |  | Image |
|  |  |  |  | Bios/UEFI Settings |

|  |
| --- |
| **User Configuration** |
|  | **Existing Employee** | **New Employee** |
|  |  | Run Winadmin  |  | Verify Employee - Run Winadmin |
|  |  | Migrate User |  | Add New User |
|  |  | Log in as User |  | Log in as User |
|  |  | Verify Data/Account Info |  | Verify Account Info |
|  |  | Set Up and Run Backup (CrashPlan) |  | Set Up and Run Backup (CrashPlan) |
|  |  | Printers as User (Not Admin) |  | Printers as User (Not Admin) |
|  |  | Enable Bitlocker |  | Enable Bitlocker |
|  |  | Specialized Software |  | Specialized Software |
|  |  | Personalize/Print Tutorial Letter |  | Personalize/Print Tutorial Letter |

|  |  |  |
| --- | --- | --- |
| **Delivery** | **Desktop** | **Laptop** |
|  |  | Monitor Check |  | Networking Check (wireless too) |
|  |  | Networking Check |  | Monitor |  | Extra Power |
|  |  | Leave Tutorial Letter |  | Case/Sleeve |  | Keyboard/Mouse |
|  |  | Update Ticket in Fusion |  | USB Hub |  |  |
|  |  |  |  | CD/DVD Drive |
|  |  |  |  | Monitor Cables (T460s use mini-display/HDMI) |
|  |  |  |  | Leave Tutorial Letter |
|  |  |  |  | Update Ticket in Fusion |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tutorial** |  | Password Sync |  | Explain Encryption |
|  | Explain CrashPlan |  | Check Email/Web Bookmarks |
|  |  | Verify Data and Printers |  | Explain Data Storage Policy |
|  |  | Answer Questions |  | Retrieve old external HD |
|  |  | Retrieve Old Power Adapters |  | Retrieve old monitor cables |
|  |  |  |  |  |
| Ready for Delivery Check: |  |