**Windows Faculty/Staff Cascade Checklist**

|  |  |  |  |  |  |  |  |  |  |
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| **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 | | |

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| **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 |

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| **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 | | | |

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| **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: | | |  | | | |