# Macintosh Faculty/Staff Cascade Checklist

<table>
<thead>
<tr>
<th>User/Machine Name:</th>
<th>Start Date and Time:</th>
<th>End Date and Time:</th>
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## Old Machine
- Gather User Account Info
- Back up using DeployStudio (named: `username_MMDDYY`)
- Pull HD, label and store/Put Away Old Machine
- Update Hardware Database and Remove from GReg

## New Machine
- Register in GReg (wired and wireless B/4 imaging)
- Update Hardware Database and Label (GAC Tag if needed)

## User Configuration
- Run GacAssistant3 (/Library/Management/scripts/GacAssistant3)

### Existing Employee
- Enroll Device (Dan Z.)
- Reset User Domain Password
- Create User
- Transfer Data
- Initialize User
- Login as User – Install Printers
- Software Updates (Munki)
- Setup TimeMachine
- Personalize/Print Tutorial Letter

### New Employee
- Enroll Device (Dan Z.)
- Reset User Domain Password
- Create User
- Log in as User
- Verify Account Info
- Setup TimeMachine
- Install Printers as User (not Admin)
- Personalize/Print Tutorial Letter

## Delivery
### Desktop
- Password Sync
- Monitor Check
- Networking Check
- Leave Tutorial Letter
- Update Ticket in Fusion

### Laptop
- Password Sync
- Network Check
- Monitor
- Case/Sleeve
- USB Hub
- CD/DVD Drive
- Leave Tutorial Letter
- Update Ticket in Fusion

## Tutorial
- Explain How They Should Back Up
- Verify Data and Printers
- Answer Questions

## Ready for Delivery Check:

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*Faculty/Staff Cascade Macintosh Checklist 2014*