

# Windows Faculty/Staff Cascade Checklist

User/Machine Name:      Start Date and Time:      Temporary Domain Psswd:

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## Old Machine

- Back Up to Cspace (after restart)
- Pull HD, label and store
- Put Away Old Machine
- Hardware Database and Greg
- Non-Faculty Contact David Maas

## New Machine

- Verify SSD and HD size
- GReg (wired and wireless B/4 imaging)
- Update Hardware Database and GAC Tag
- Label
- Image
- Bios/UEFI Settings

## User Configuration

### Existing Employee

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

### New Employee

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

## Delivery

### Desktop

- Monitor Check
- Networking Check
- Leave Tutorial Letter
- Update Ticket in Fusion

### Laptop

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

## Tutorial

- Password Sync
- Explain CrashPlan
- Verify Data and Printers
- Answer Questions
- Retrieve Old Power Adapters

- Explain Encryption
- Check Email/Web Bookmarks
- Explain Data Storage Policy
- Retrieve old external HD
- Retrieve old monitor cables

Ready for Delivery Check: \_\_\_\_\_