

# Windows Faculty/Staff Cascade Checklist

## Old Machine

- Gather User Info
- Check Data Locations
- Back Up to Cspace
- Pull HD, label and store
- Put Away Old Machine
- Update Hardware Database and Remove from GReg

## New Machine

- Install additional HD (desktop only)
- Register in GReg (wired and wireless B/4 imaging)
- Update Hardware Database (GAC Tag if needed)
- Label
- Image
- Software Updates

## User Configuration

- Change Domain Password

### Existing Employee

- Run Winadmin
- Migrate User
- Log in as User
- Verify Data/Account Info
- Set Up and Run Backup
- Install Printers as User (not Admin)
- Personalize/Print Tutorial Letter

### New Employee

- Run Winadmin
- Add New User
- Log in as User
- Verify Account Info
- Set Up and Run Backup
- Install Printers as User (not Admin)
- Personalize/Print Tutorial Letter

## Delivery

### Desktop

- Notify Dave Maas (x7492)
- WebMail Password Synch
- Monitor Check
- Networking Check
- Leave Tutorial Letter
- Update Ticket in Fusion

### Laptop

- Notify Dave Maas (x7492)
- WebMail Password Synch
- Networking Check
- Monitor  Extra Power
- Case/Sleeve  Keyboard/Mouse
- USB Hub  Hard Drive
- Leave Tutorial Letter
- Update Ticket in Fusion

## Tutorial

- Explain How They Should Back Up
- Verify Data and Printers
- Answer Questions
- Check Email/Web Bookmarks
- Explain Data Storage Policy

