### Windows Faculty/Staff Cascade Checklist

<table>
<thead>
<tr>
<th>User/Machine Name:</th>
<th>Start Date and Time:</th>
<th>Temporary Domain Psswd:</th>
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#### Old Machine
- Back Up to Cspace
- 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
- Change Domain Password
- Run Winadmin
- Migrate User
- Log in as User
- Verify Data/Account Info
- Set Up and Run Backup (CrashPlan)
- Install Printers as User (not Admin)
- add bitlocker and specialized software
- Personalize/Print Tutorial Letter

#### New Employee
- Run Winadmin
- Add New User
- Log in as User
- Verify Account Info
- Set Up and Run Backup (CrashPlan)
- Install Printers as User (not Admin)
- add bitlocker and specialized software
- Personalize/Print Tutorial Letter

### Delivery

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

#### Laptop
- Password Sync
- 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

- Explain How They Should Back Up
- Verify Data and Printers
- Answer Questions
- Retrieve Old Power Adapters

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

### Ready for Delivery Check: