**Windows Faculty/Staff Cascade Checklist**

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| **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 |

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| **New Machine** | | |
|  |  | Install additional HD (desktop only) |
|  | Register in GReg (wired and wireless B4 imaging) |
|  |  | Update Hardware Database (GAC Tag if needed) |
|  |  | Label |
|  |  | Image |
|  |  | Software Updates |

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| **User Configuration** | | | | |
|  |  | Change Domain Password | | |
|  | **Existing Employee** | | **New Employee** | |
|  |  | Run Winadmin |  | 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 |  | Set Up and Run Backup |
|  |  | Install Printers as User (not Admin) |  | Install Printers as User (not Admin) |
|  |  | Personalize/Print Tutorial Letter |  | Personalize/Print Tutorial Letter |

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

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