

Macintosh Faculty/Staff Cascade Checklist

User/Machine Name:

Start Date and Time:

Temporary Domain Psswd:

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Old Machine

- Back up using DeployStudio (named: **username_MMDDYY**)
- Check back up and note user accounts (afp://ispace.gac.edu)
- Pull HD, label and store - Use Time Machine if non-removable HD.
- Put away old machine
- Update Hardware Database
- Remove from GReg

New Machine

- Register in GReg (wired and wireless B/4 imaging)
- Update Hardware Database and Label (GAC Tag if needed)
- Image
- Enroll Device (Dan Z.)
- If laptop w/o Ethernet register Thunderbolt device for user in GReg

User Configuration

- Run GacAssistant3 (/Library/Management/Apps/GacAssistant3)

Existing Employee

- Reset User Domain Password
- Create User
- Transfer Data
- Initialize User
- as User – Install Printers
- Check Data, BookMarks & Mail
- Managed Software Center – Updates and Apps
- CrashPlan
- Personalize/Print Universal Cascade
- FileVault – Let user accept.

New Employee

- Reset User Domain Password
- Create User
- Initialize User
- Log in as User
- Setup CrashPlan
- Verify Account Info
- Managed Software Center – Updates and Apps
- Install Printers as User (not Admin)
- Personalize/Print Universal Cascade Letter
- FileVault – Let user accept

Delivery

Desktop

- Password Sync then File Vault
- Monitor Check
- Networking Check
- Leave Tutorial Letter
- Update Ticket in Fusion

Laptop

- Password Sync
- Network (Thunderbolt to Ethernet)
- Monitor Extra Power
- Case/Sleeve Keyboard/Mouse
- USB Hub CD/DVD ?
- Leave Tutorial Letter
- Update Ticket in Fusion
- Check Email/Web Bookmarks
- Explain Data Storage Policy
- Retrieve Old Power/Monitor Adapters

Tutorial

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

Ready for Delivery Check: _____