

Preparing for the Windows 10 Upgrade

Thank you for your help in the process of upgrading your computer(s) to Windows 10. Prior to upgrading your desktop or laptop, we need you to complete one of these forms for each computer that needs upgraded.

1. Enter your name and county and the computer's name:
 - a. Name _____ County _____
 - b. Computer name _____ (e.g., EXT-CO-5LL2HH9 where "5LL2HH9 is the Dell Service Tag)
(Find this by clicking on Start, then RIGHT click on Computer and select Properties. The computer name will be listed in the "Computer name, domain, ..." section.)
 - c. Your WVU Login: _____ (usually FMLast or FML000#) ***No password, please!***
 - d. Login Username on this Computer: _____ (usually FLast)
(This is the account that will be used for locating your user files, and all user files and folders will be backed up.)

2. Enter your data's location *if it is not under your user account*. (Data = files you created or have stored.)

Data location(s): _____

Other user accounts on this computer to backup.

Note: We will copy all files and folders in your user account (what is listed for item d: above). For example, we will copy the Documents, Pictures, etc. folders within your user account -- e.g., C:\Users\JDoe\Documents, C:\Users\JDoe\Pictures, and so on.

3. Jot down the computer programs or applications you'll need to reload to your computer after the upgrade.

Note: The Office of Technology loads the core software including:

Office 2016, Adobe Acrobat DC, Adobe Photoshop, Kaspersky, Identity Finder, Image Resizer, 7-Zip, Audacity, LAME, GoToMeeting, VLC, Firefox, Chrome

4. Jot down the printers and devices (besides the backup drive) to which your computer is connected.

Printer _____ Printer _____

Other device _____ Other device _____

To be completed once your computer is upgraded.

5. Confirm that your data has been copied in the right location. ___ Yes ___ No (Please initial.)

If "No," what are the remediation steps we need to take? _____

Has the computer started the backup process with the WD MyCloud network-attached storage device?

___ Yes ___ No (Please initial.)

Keep this form in your office, and we will get it from you as we upgrade the computer.