

Getting Ready Checklist for Windows


Here are a few things you can do to prepare for your new computer.

- Delete files you no longer need and empty the *Recycle Bin* when you're done.
- Delete email you no longer need (don't forget the *Sent* folder), then empty the *Trash*.
- Remove any personal files, such as photos or music, from your computer.



The BCCR team is not responsible for personal files!

Remember it's not appropriate (and sometimes violates copyright law) to store personal music or movies on your work computer.

- If you have used *iTunes* to purchase music, deauthorize your computer. To deauthorize *iTunes*, select **Deauthorize Computer** from the **Store** menu. 
- Remove confidential information such as FERPA-protected material, Social Security Numbers, credit card numbers, and any financial or personally identifiable information.



BC strongly recommends that confidential information not be stored on your computer. Failure to protect confidential information can create liabilities to both the university and the employee.

For more information visit <http://www.bc.edu/datasecuritypolicy> or schedule a meeting with your Technology Consultant.

- ITS will archive your old computer for 2 weeks. However, if there are particular files you are concerned about, it may be a good idea to back them up to *MyFiles@bc* (<http://bc.edu/myfiles>).
- Transfer any files you have stored on floppy disks to *MyFiles@bc* or CDs. Your new computer will not have a floppy drive so you will not be able to access data stored on floppy disks.
- Clear your computer of any personal items such as post-it notes, stickers, or decorations so that the technician is able to easily access your computer.
- If your computer is locked down, make sure the key is available so your computer can be unlocked the day of delivery.

If you have questions or need assistance, contact the Help Center at ext. 2-HELP (2-4357) or help.center@bc.edu.

