

Getting Ready for your BCCR computer

1 Day Before You Receive Your New Computer

- If you have requested the BCCR team migrate your data, be aware ahead of time where all your files are saved on your computer.
- If you have used *iTunes* to purchase music, [deauthorize your computer](#): From the **Account** menu, select **Authorizations > Deauthorize This Computer**.
- If you currently use CrashPlan or some other backup method, back up your computer the day before you are scheduled to receive your new one. Note: ITS will retain your old computer in a secured area for 2 weeks. However, if there are files you are particularly concerned about, move them to Google Drive as an extra precaution and/or easy retrieval.
- Clear your computer of any personal items such as post-it notes, stickers, or decorations.
- Make sure that the area around your computer is tidy and that the BCCR team member will be able to access electrical outlets and network jacks.

What to Expect The Day You Receive Your New Computer

COVID-19 safety precautions: All users must wear a mask for the duration of the deployment.

- Please be available for the entire 2.5 hour timeslot. You need to be present while your computer is installed.
- A BCCR team member installs your new computer.
- If data migration was requested, you will need to let the BCCR technician know what to migrate. Data will be moved from old to new computer at your desk. The amount of time required varies depending on how much data needs to be moved. Cross-platform migration requires additional time to complete.
- You are asked to verify that all your files, including documents, data, and bookmarks, have transferred correctly.
- The BCCR team removes your old computer and stores it in a secure location for two weeks in case data retrieval is needed after you receive your new computer. If you feel that your old computer needs to be retained longer, please notify your DC.

Have Questions or Need Help?

- If you have any questions about or problems with your new computer, or are missing any files, contact the Help Center at 2-HELP (617-552-4357).
- If you have questions about the BCCR program and cannot find the information you need on this website, contact your Department Contact (DC) or the BCCR team at 2-6825 (617-552-6825) or bccr@bc.edu.