Please see attached for help in completing this worksheet.

Name: ___________________________________________ Extension: ________________
Department: _______________________ Building: __________________ Room #: __________

My current computer is a:
Make: ___________________________ Model: ___________________________ Barcode: ___________________________

This machine is a shared machine: [ ] Yes [ ] No Primary User: ___________________________

Location where you moved your data and bookmarks: ___________________________

Did you move your GroupWise Archive to the M: drive?
[ ] Yes. The archive is named: ___________________________________________
[ ] No. I understand that by not moving the archive to the M: drive, or backing it up in some other way, it will be erased and I will lose it permanently. Please initial: __________

Network printer(s): __________________________________________________________

Local devices (include make and model; leave blank if not applicable):
Local Printer: __________________________________________________________
Scanner: __________________________________________________________________
Other: ___________________________________________________________________

Is there any additional equipment you need removed/disposed of: ___________________________

Applications or programs you have added that need to be reinstalled (please have the software and license available):
1. ____________________________________________________________________________
2. ____________________________________________________________________________

Additional comments or questions: ___________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

My data has been backed up the location specified above and I am ready for the upgrade to Windows 7 and Office 2010. I understand any data left on my old computer will be erased in preparation for disposal or redeployment.

Signature: ___________________________________________ Date: __________________________

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New machine barcode: _______________ New machine service tag: ____________________________
A Quick Guide to Filling Out Your Migration Worksheet

The information you provide on this worksheet is critical to ensuring that your upgrade is successful and seamless. It confirms that your files have been securing and allows our technicians to customize your workstation settings re-”establish connections to printers and other hardware. This document needs to be completed in full before the upgrade and attached to your machine. Thank you for your help.

Make – Most Loyola computers are Dells and Lenovos. This will be on the front of the computer tower.

Model – Dell models are typically located on the power button (e.g., OptiPlex GX620, OptiPlex 745). Lenovo models can be found on a small black sticker on the side of the machine.

Barcode – The Loyola barcode is the white sticker on your computer tower. This will usually have “Loyola University Chicago” printed at the top and a six-digit number under the barcode.

Location where you moved your data and bookmarks – As part of the upgrade, your computer’s hard drive (or, for some, the entire computer) will be replaced. To ensure that your files are available after the upgrade, you must move all data off the hard drive and onto the temporary network space (or to some other storage device). Instructions for this process are available in the document titled Managing Your Data Before and After the Upgrade. Once your data and web browser bookmarks are moved, please list here the name of the network drive or device (e.g, USB flash drive, CD, DVD) where you are storing them.

GroupWise archive – As part of the upgrade, your computer’s hard drive (or, for some, the entire computer) will be replaced. To ensure that your GroupWise archive is available after the upgrade, you must move it off the hard drive and onto the network space that’s been created for these files (or to some other storage device). Instructions for this process are available in the document titled Moving Your GroupWise Archive. Once your archive has been moved, please list the name of the archive here.

Network printer(s) – Please list all network printers you are currently connected to. If you are not sure which printers this includes, click “Start,” “Settings,” “Printers and Faxes” to view a list of those installed on your machine. (Printer names will be written in a format like iLGC-200-1.) In order for local and network printers to function properly, they need to be reinstalled while you are logged in with your ID and password after the upgrade. Instructions for this will be left at your workstation.

Local devices – Please list the make and model of any devices you have attached to your printer. Be sure to leave any software that came with the device with this completed worksheet.

Applications or programs – The upgrade will include installation of Microsoft Office 2010 and GroupWise 8, along with a number of supporting programs (for a full list, visit www.luc.edu/windows7 and click the link to FAQ; the program list is about halfway down the page). If there are any programs or applications that you installed yourself (or non-standard programs that were installed for you), please list them here. Be sure to leave all software and license numbers with this completed worksheet. ITS technicians will attempt to reinstall the programs for you during the upgrade; certain programs, however, must be added while you are logged in with your own ID and password. We will leave a list of any programs that you’ll need to reinstall yourself at your workstation. Also, if you downloaded any programs from the web, such as Instant Messenger, iTunes, and Google Desktop, you will need to reinstall them yourself after the upgrade.

Additional comments or questions – Please use this space for any comments or questions you would like to share with the technician who will be upgrading your machine.