

Your Full Name	
Contact Number	
Location (e.g. Red1.1.02)	
<u>PC or Host Name</u> (See below for link to instructions)	
Alternative Contact	

PRE LEASE REPLACEMENT OR MOE7 CLIENT INSTALLATION TASKS

TASKS FOR ALL STAFF AND ALL COMPUTERS:

- Copy work related files, favourites, exported bookmarks from your existing computer to network drive
 - Have you saved any files on your computer's hard drive i.e. C:\ or D:\ ?
eg. Word documents, spreadsheets, presentations, photos, Email archive *.pst files etc.
 - Files are commonly stored on the Desktop and the My Documents folder of your computer
 - Other folders may also have documents that need to be backed up which includes the 'temp' folder on the C:\ drive.

Reminder: work related files should not be stored on your computer's hard drive as they are not backed up .

- Do you have a local admin account on your computer ? NO YES
 - If you have a separate administrator account on your computer, make sure you backup any files that you created with this account.
- Make a note on Page 2 of:
 - Licensed software that has been installed on your computer by either yourself or ITMS.
Examples of these include Adobe products, Camtasia, etc.
Please also include the version as ITMS will need to source the same version.
 - Any virtual machines, archives, shared email boxes or calendars, etc. that you have access to
 - There is a shortcut to "**Software Center**" on your desktop which is a self-service install tool.

EXTRA TASKS FOR STAFF WITH LEASE REPLACEMENT COMPUTERS & MONITORS

- Ensure you remove the following from the computer that is being replaced:
 - CD's, DVD's, USB devices such as webcams and thumb-drives.(leave standard keyboard & mouse)
 - personal stickers/notes off the PC/Laptop/Monitor
 - any non-leased equipment.

WHERE CAN I GET HELP?

- Check the MOE home page for FAQ's - <http://www.cdu.edu.au/itms/moe>.
- How to find PC or Host Name - <http://www.cdu.edu.au/itms/ipaddress-computerhost>.
- Contact the ITMS Service Desk on (08) 8946 6600.

PLEASE LEAVE THIS FORM WITH YOUR COMPUTER

I have backed up my data and authorise replacement of my computer/laptop.

Your NAME:

*SIGNATURE:*DATE:

COMPUTER HOSTNAME:

GDESK No:

(The computer hostname can be located via the "Start Menu > All Programs > PC Info" program)

Default Printer: _____ (eg.CBL05-1-38pr1)

In the field below, please list programs and items that are essential for your current role:

Software including version	Shared Mailbox/Calendar/Archives/Other
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EXPECTED LEAVE - TO ASSIST CO-ORDINATION OF THE REPLACEMENT:

Please make sure you have backed up your data before you go on leave. If you have arranged for the computer to be replaced while you are away, you can call Service desk (89466600) on your return to have your profile imported.

Start Date:

End Date:

ITMS use only	
New Computer Hostname	