Instructions on Converting Berea College Machines for Graduating Seniors

(updated February 2023)

<div style="border: 1px solid red;">

This process will probably DELETE all of your files.

Please make your own backups before proceeding.

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To make backups, please read the following section. You will need an external hard drive or cloud storage like Google Drive, Dropbox, etc.

1. Turn your computer on.

2. Double click on "This PC" and then got to "Windows C:"

3. Select Users and then find your username. This folder contains your data.

4. You should choose the folders or files you need to back up and move them to the selected location. This way, you will make sure that your data are saved. (Common folders include: My Documents, Pictures, My Music, My Videos, Desktop and Downloads)

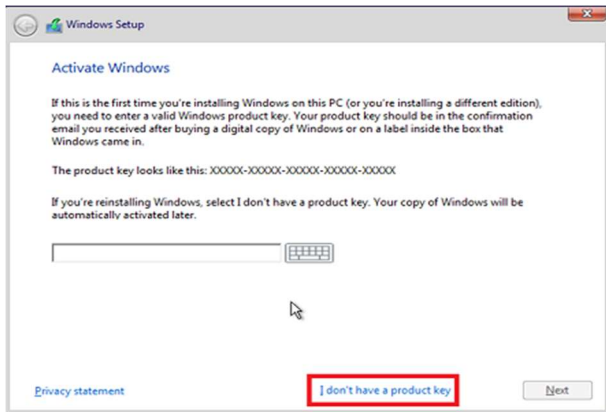## Get your windows license key BEFORE you reimage your computer

1. While logged into your computer, click the start button, and then type in **command prompt**. Click on the command prompt application that appears to launch it

2. One command prompt is open, type in the following **wmic path softwarelicensingservice get OA3xOriginalProductKey**

3. This will then display your 25-character product key. Please make note of this key, as you will need it in the next step

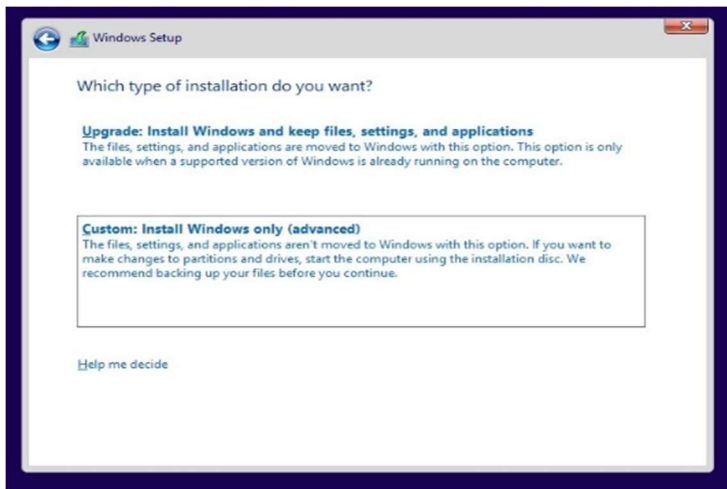# Process for conversion by Windows USB flash drive:

1. Shut down your computer.

2. Plug the provided USB flash drive into your computer.

3. Turn the laptop on, and immediately press the F12 button repeatedly until the boot menu appears. The boot menu should look like this:
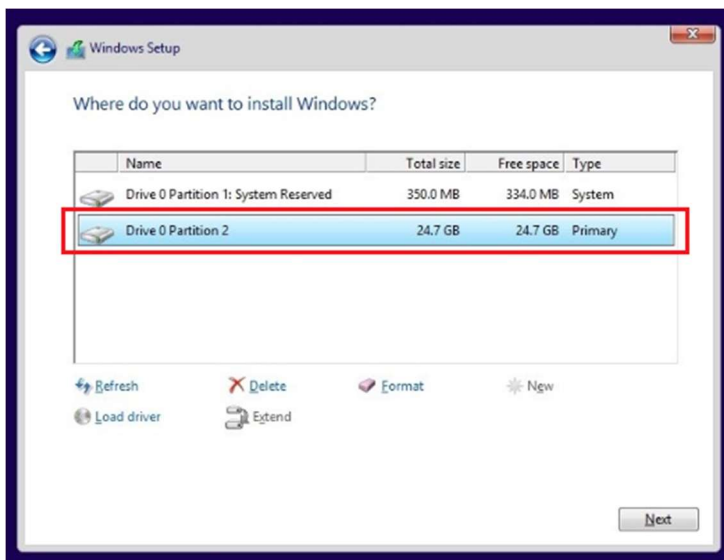

4. Select the USB drive as your bootable device. It should show up under *"UEFI BOOT."*

5. Choose a language, time, and keyboard, and click "Next."

6. Click on "Install Now."

7. When it prompts for a Windows Product key, enter the key you acquired earlier

8. The prompt will ask you to choose an operating system, and you should select "**Windows 10 Pro**" and click "Next." ***Please make sure you choose the right edition. If you choose the wrong edition, your only option will be to perform a clean install again.***

9. Accept the license terms, and select *"Custom Installation."*

10. Choose to keep user data and select the drive already marked as "Windows" and then click "Next." If you don't see an option of Windows, then select the option with type "Primary."

11. If it doesn't let you select the drive and shows the error "Windows can't be installed on the drive," then do the following:

    i.   Select each one of the partitions and Delete them.

    ii.   Click on "New" and then "Apply."

12. Let the installation process run. **This part may take up to an hour.** When this phase of setup is complete, Windows will automatically restart then reboot into setup again.

13. After the process is done, select the region, keyboard. (You could skip the second keyboard, as you can add it later if you'd like.)

14. Select "Set up for personal use," and on the bottom left corner, select "Offline account," and click on "Limited experience." (If you have a personal Microsoft account and you want to use it, you can sign in with the account.)

15. Select the three security questions, and proceed to the next step.

16. Name the computer, and click "Next," and create a new password. This password is not connected with your Berea account, and it is only for this specific computer. You need to remember this password, otherwise, you would not be able to access the computer, and you would need to do a clean installation of Windows 10 again.

17. Click "Next" and confirm it. ***This password is different than your Berea password, and it is only for your computer access.***

18. Select "No" on the *active history and digital assistant page.*

19. On the privacy settings, we recommend that you select No to all of the tracking options, and click Accept.

20. After the setup is completed, log in under the new account that you created.

21. If you have not previously deleted the partitions, navigate to the **C:\Windows.old** folder by searching it on the search bar to find your old user folder with your username within it. Move all files over into your new folders.

22. If windows is not activated, you can search "Activations Settings" and click on "Change product key" to the key you acquired from command prompt. In order to change the product key, go to the section named "Change Windows Product Key."

🛑 It is recommended to KEEP the Windows.old folder even after transferring your data, in the case, there may be additional data that was forgotten.

More instructions on the clean installation of Windows 10 can be found here:

https://answers.microsoft.com/en-us/insider/forum/all/how-to-perform-a-clean-install-or-reinstall-of/aef0ae63-2117-41ee-a8ea-4a3181625b08?page=2

Change Windows Product Key

1. Open the start menu, begin typing "Activation."

2. Open the Activation Settings console

3. Select "Change Product Key"

4. Type in the product key you obtained from running the command at the beginning of this guide

Instructions of how to log in to your Berea Alumni Email

1. Go to https://outlook.live.com

2. Click "Sign In"

3. Type your username@bereaalumni.org replacing username with your username and the password of your Berea Email.

If you need any further assistance with this process, you should contact IS&S (859-985-3343) or email us at isshelpdesk@berea.edu