

Broward College

Authorization to Replace / Image PC

Please make sure the following is backed up to your H: drive. *You can find your H: drive by double clicking on the My Computer icon on your desktop. Your H: drive contains your first initial plus the first seven letters of your last name followed by H:*

- FTP settings for your web page
- Word documents
- Excel documents
- Publisher documents
- Power point documents
- Access documents
- Front page documents
- Internet Explorer Bookmarks
- Netscape Bookmarks
- Any personal folders/files
- Data folders and files from any other software installed on your PC.

I have a web page: yes no

If any additional software was installed on your PC, either by yourself or a campus technician, other than what was contained on the college provided standard image, please make sure that you have the installation CD with the product key available so that the software can be reinstalled after your PC is replaced or re-imaged. *List the software on the back of this form under 'Additional Software To Install'.*

I have software that needs to be re-installed: yes no

(Software Installations on BC property, College Network and Software Usage Policy [6Hx2-8.01](#) and Procedure [A6Hx2-8.01](#))

Check your CD, DVD, zip, and floppy drives to be sure you have removed all of your disks if we are replacing your pc.

On your H:\ drive there is a folder called Favorites. Open it and make sure your Internet Explorer bookmarks / favorites are all there.

I need help getting my favorites on my H:\ drive: yes no

I understand that any files which I have saved on my hard drive and any software that has been installed will be lost during this process. By signing below, I acknowledge that all files that I will need restored on my hard drive have been backed up to my H:\ Drive, and that the campus technician may proceed with replacing or re-imaging my PC.

Print Name

Signature

PC Location (building and room)

Date