

PC Re-image Authorization Request Form

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 I have a web page: yes no
- Microsoft Office Documents
- Internet Explorer Bookmarks
- Firefox Bookmarks
- Any personal folders/files
- Data folders and files from any other software installed on your PC.

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](#))

Please list software with version # below. You will be required to show proof of licenses prior to installation.

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.

Campus Signatures

HD Ticket Number: _____

Requester

Phone Number _____ PC Bldg _____ Room _____

(Signature) _____

Printed Name: _____ Date: _____

Campus Tech Staff

(Signoff when complete)

(Signature) _____

Printed Name: _____ Date: _____