



**SUPPORT FROM
ANY LOCATION**



**AUTOMATIC
INSTALLATION**



**PRODUCTIVITY
& AVAILABILITY**



**PROTECTION
& SECURITY**

WINDOWS ENDPOINT MANAGEMENT

Windows Endpoint Management

What To Do Before Dropping Off Device

Checklist

- 1. Back up your files and folders on your UTA-owned Windows device to OneDrive by following the article [“how to back up your documents, desktop, and pictures to One Drive”](#)
- 2. Make note of any software you have installed that will not be reinstalled, including applications purchased by your department or yourself, using the [Software Tracking Form](#)
- 3. Sign out of any applications associated with your UTA email accounts, such as Adobe Creative Cloud
- 4. Verify you have the power cords associated with your device
- 5. Fill out the [Windows Device Readiness form](#) in ServiceNow
- 6. [Schedule an appointment](#) to drop off your device
- 7. If you need additional resources to help prepare your device(s) for the update, please view the [Help page](#).
- 8. If required, please contact the IT Help Desk at 817-272-2208, send a [chat](#), or submit a [self-service](#) ticket if you need additional assistance preparing your device.

Visit oit.uta.edu for more information.



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