

Creating a bootable USB SOP:

Purpose:

The purpose of this SOP is to provide guidelines for creating a bootable USB for Windows operating system install.

Authorship:

This SOP was written by Juan Maldonado

Scope:

This SOP applies to all new hires – volunteer, part time, and full time – who require Windows operating system on their work-related desktops or laptops.

Responsibilities:

The following personnel are responsible for implementing this SOP:

1. HR department – requesting the setup of Windows operating system for employees
2. IT dept/contractors – procure, install, create, and configure the Windows operating system

Prerequisites:

Prior to setting up and installing the operating system the following tasks must be complete:

1. The necessary software – Windows 10 ISO – must be obtain within a USB
2. The necessary hardware - USB flash drive must have sufficient storage capacity.
3. Have to create a bootable USB with the Rufus tool.

Procedure:

1. Insert the bootable USB stick drive into the laptop for employee.
2. Power on the laptop and access the boot menu and select USB drive as the boot option.
3. Follow the on screen instructions to install Windows 10 on the device.

References:

1. Windows USB/DVD download tool: <https://www.microsoft.com/en-us/download/windows-usb-dvd-download-tool>

Definitions:

1. Hardware: physical components of a computer, such as the monitor, keyboard, and mouse.
2. Software: programs or applications that run on a computer, such as Microsoft Office or Adobe Photoshop.
3. USB stick: Universal Serial Bus, is a small and portable data storage device used for storing and transferring data.

Revision History:

11/16/2023 -- "Email Account Setup SOP" created by David Renteria