Installation:

1. Ticket.
   SD > Requests > pending requests >
   Owner,
   Role,
   Contract duration,
   Status (tells you whether to issue a Desk/laptop

2. Disable secure boot: to enable you to boot from an external drive
   HP: F10
   Lenovo: F1/F2
   Bios > Security > Toggle off > Save.
   Restart

3. Boot options
   Lenovo: Fn+F12
   HP: F9
   The NVMe option references the internal drive of the machine. Choose to boot from the external drive, which is the choice that is not windows boot or nvme.
   External drive > Ventoy > Select latest version of OS needed (22H X64) > Boot in normal mode

4. Using winPE
   Scroll down to the very first option of winPE(X64)
   Boot into winPE
   Menu > Programs > windows installation > setup (X64)
   Select image (ISO) > ventoy(D): > win 11 24H2 > start set up > Distributive (radio button) > Start

5. Choose custom windows install
   Click on all the Drive 0 partitions and delete them > Click on drive 0 unallocated space > New > Apply > Okay
   Pick Drive 0 unallocated space (biggest partition) > Next > Restart > Disconnect the external drive

6. Who's using pc? ICTServices. No password
7. (RC on my pc > Properties) System > About > Rename > ilrike-*asset no* > Restart
8. Drivers download: Hp:

support.lenovo.com

manual drivers download for Lenovo: support > Laptops > series > sub series > manual driver Install > Wifi, mouse touchpad keyboard (OS should be win11)

9. Windows updates: install
10. Installing apps: win + R > \.40 server > Username and Password >
11. Run discovery script: \.40 > ilri general > ICT applications Installs > Kaseya installation > Agent installations > ILRIKE Kaseya installer
12. Kaseya Installations > winzip16 > Run winzip 16-winzip 165-64 > winzip
13. ICT application installs > Script > Self Scan > run self-scan from server
14. ICT application installs > VPN > CISCO AnyConnect > Run installer> Open AnyConnect > ilrikeac.cgiar.org > Connect
15. ICT application installs > windows > ESET > ESET latest > ILRIHQ > Run installer
16. Windows >   Tools & Resources > Beyond Compare > Installer > Instal for all users
    - Key.txt > Open > Copy > (beyond compare) Enter Key > Paste > Register for all users > Okay > Yes
17. Windows > Software installations > Adobe Acrobat readerSS
18. Any additional software a user may need can be found on software installations.
19. Joining domain: Right click (RC) myPC > properties > domain/workgroup > change > domain > CGIARAD.ORG
    Username: CGIARAD\username
    Password
20. https://www.office.com/?ref=logout > log in > install and more (upper right corner of the website) Install M365 apps > run installer

At this point, after all the installations you've set in motion are done, you may restart the machine to implement all the changes you've made.

Do not interrupt this process, and ensure the machine is always connected to power.

21. Control panel > user accounts > Advanced > advanced user management > Users > Admin > RC > set password > Keny@2oi7
    RC > enable account > enable password never expires > OK
    ICTServices > RC > set password > Techn0l0gy123
    - Remove ICTServices privileges to standard user
      Log out
22. Log in with admin account:
    Username: .\administrator
    Password: Kenya@2oi7
23. User log in: other user >
    Username: wmbuthia or cgiard\wmbuthia or w.mbuthia@cgiar.org

Password:

24. Printer:
    Win + R > \\..12 server > ilri colour, ilri black
25. DLO (backup software) : \\..126 server > DLOAgent > setup
26. Onedrive config: Cmd > gpupdate /force (to enforce the group policy to one drive) > log off? > y

Remember

- Admin passwords are strictly IT
- Make sure the computer is properly named to make discovery on AD and subsequent operations regarding that asset are seamless
- The policy is to give new machines to users with longer contracts and used machines to users with short contracts.
- If you want to confirm your windows is activated, RC on desktop > Desktop Icon Settings > Enable: Computer, Recycle bin, Control panel, User files. If you do not have the ability to do this, you need a windows activation key.
- There are custom office templates on \\..40 that you can copy to user documents.