

May 15, 2023

Standard Operating Procedure (SOP) for IT Administrator Setting Up New Computers with Windows 10 Operating System

Purpose:

The purpose of this SOP is to provide step-by-step instructions for IT administrators to set up new computers with Windows 10 Operating System.

Scope:

This SOP is applicable to all IT administrators responsible for setting up new computers for the organization.

Responsibilities:

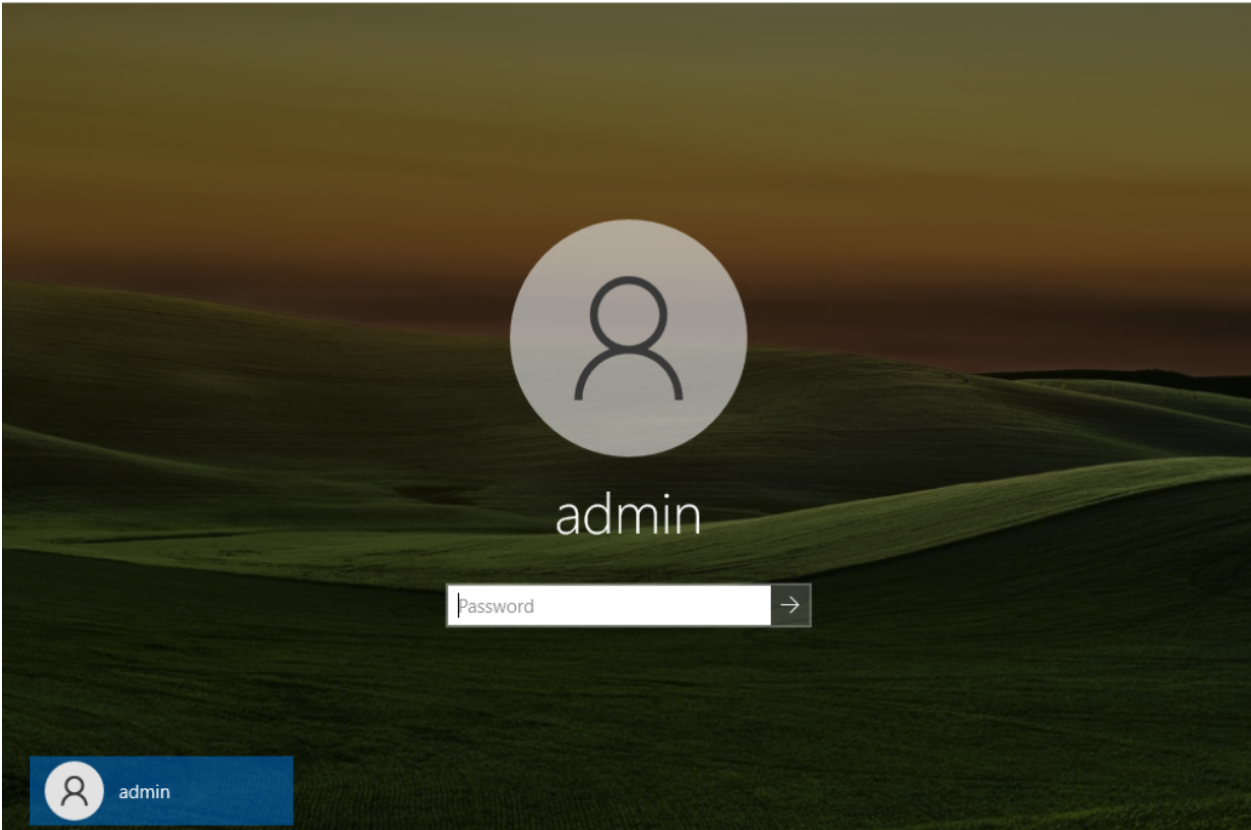
Our IT department at Team KnonSense will be responsible for maintenance, updates, patches, etc.

Prerequisites:

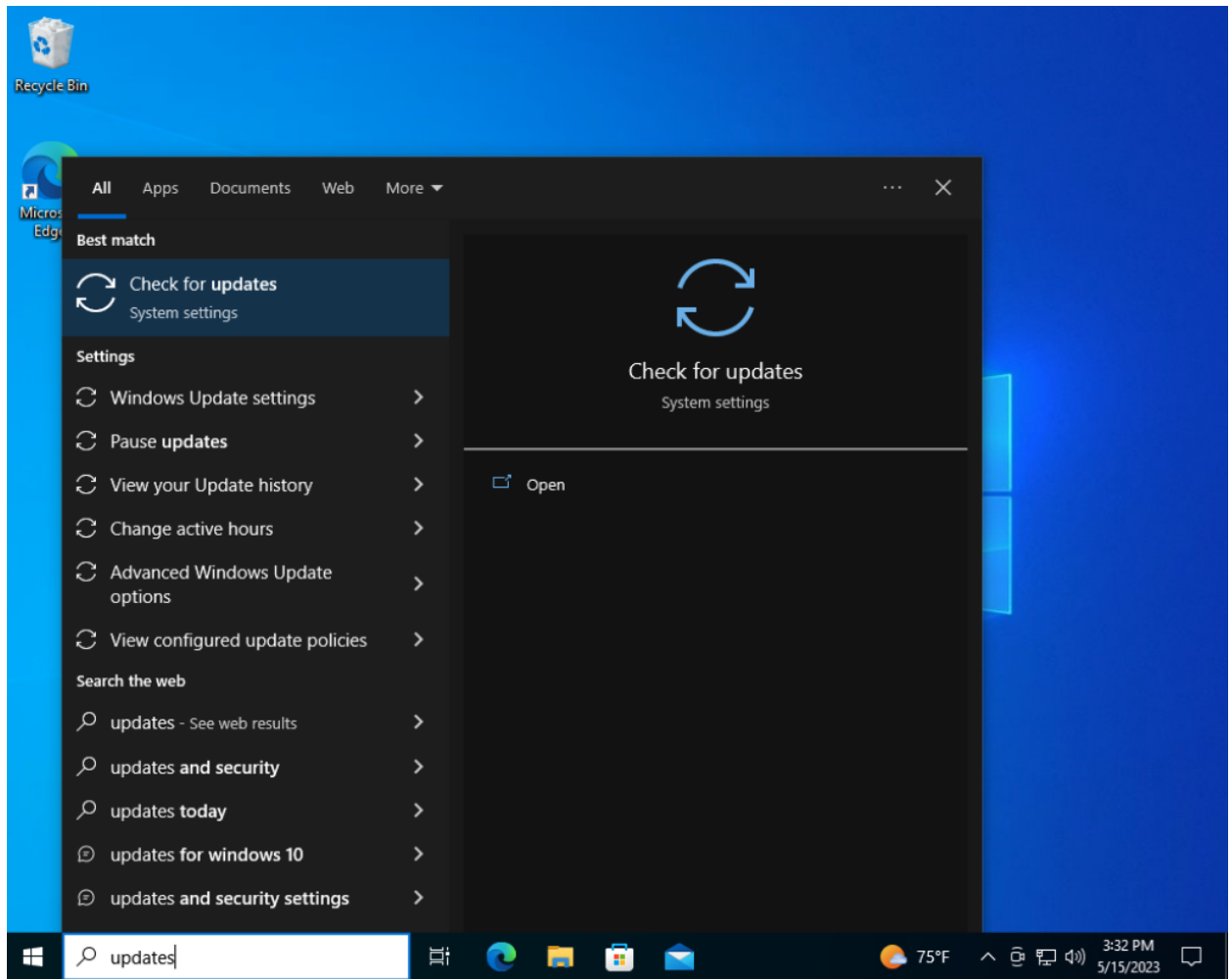
- New computer with Windows 10 Operating System
- Stable internet connection
- Admin credentials to access the computer

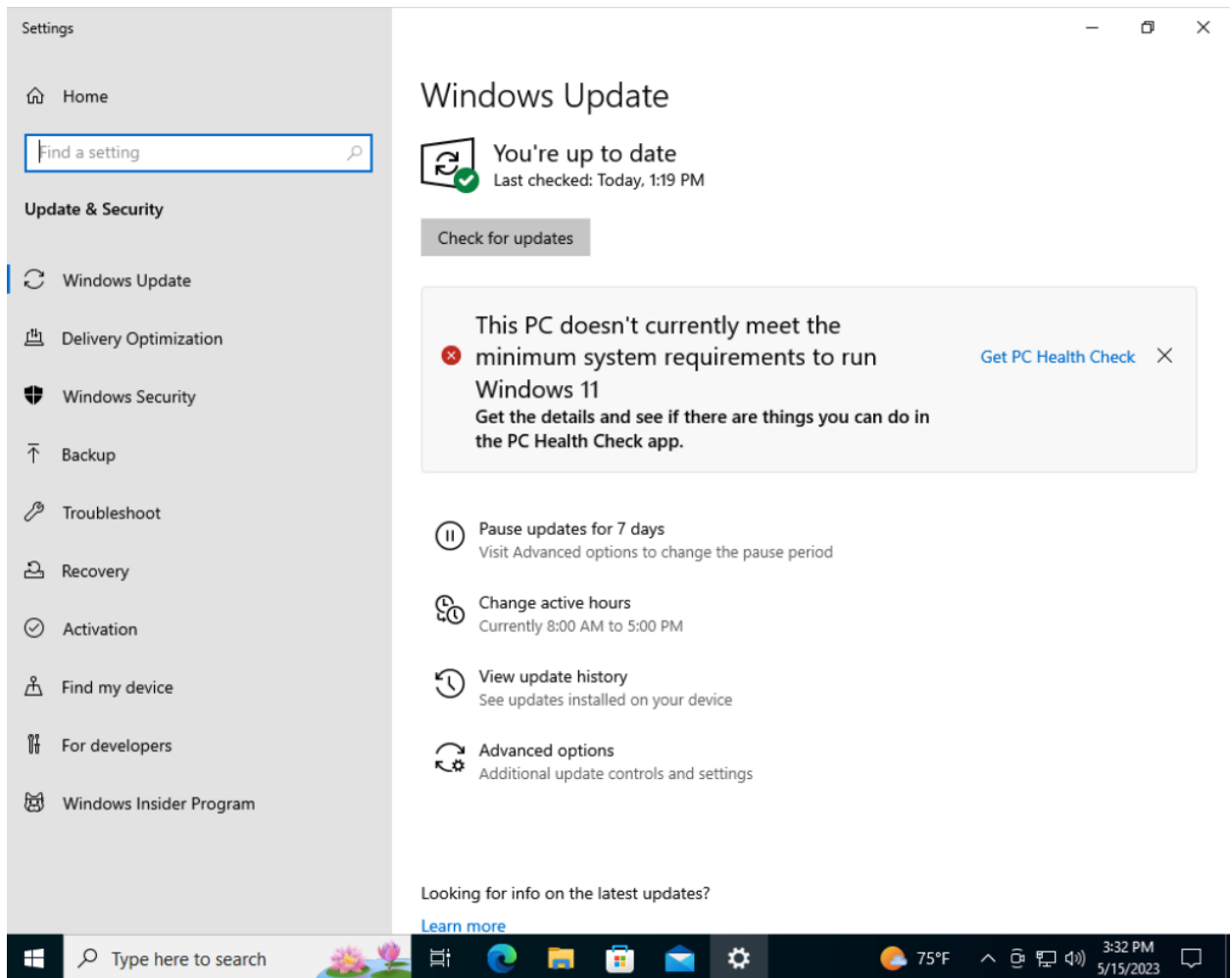
Procedure:

1. Unpack the new computer and connect all peripherals (e.g., monitor, keyboard, mouse, etc.) appropriately.
2. Power on the computer and configure the initial settings (e.g., language, time zone, etc.).
3. Once the initial setup is complete, log in to the computer with admin credentials.
 - a. Username: 'admin'; Password: '123'

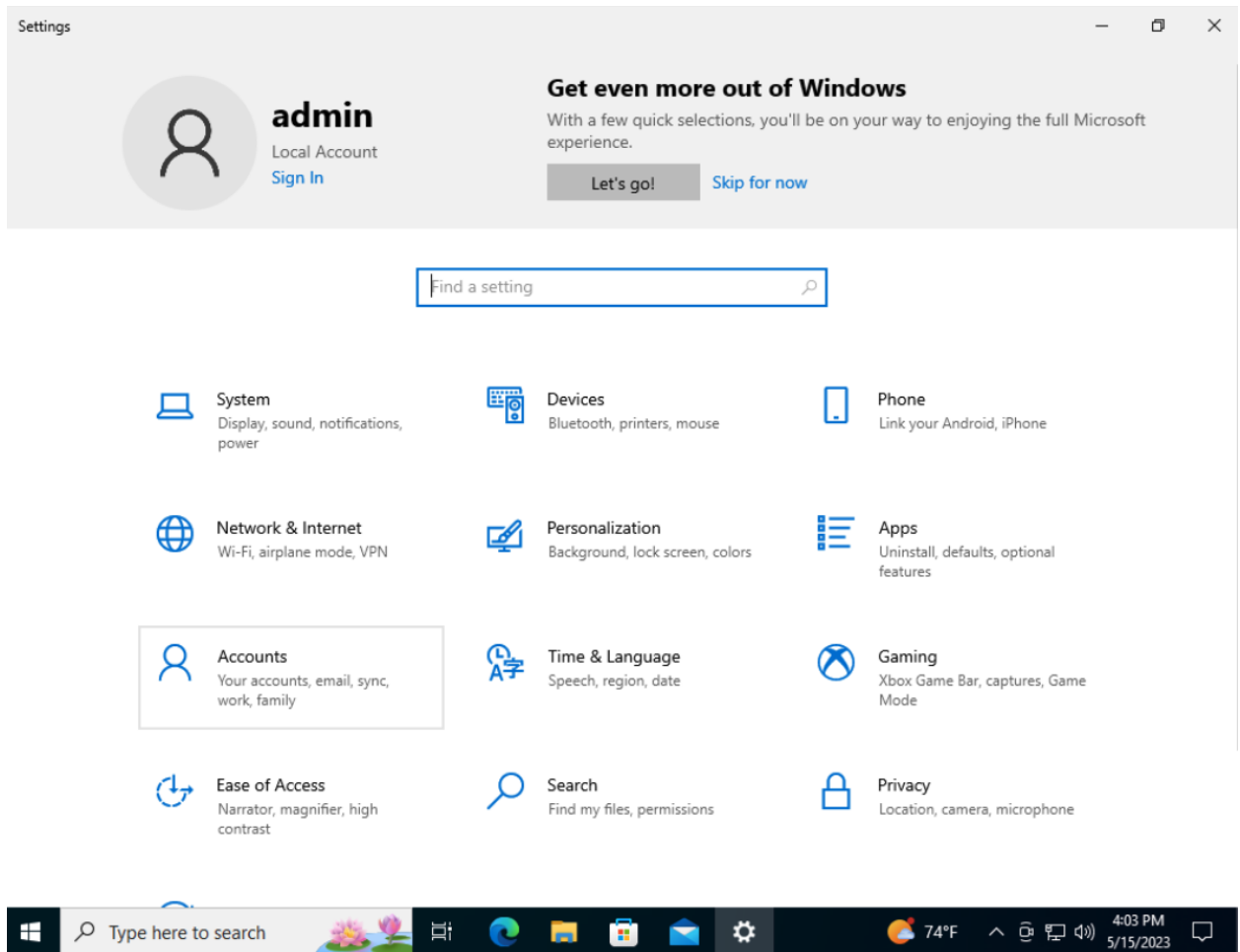


4. Check for any available updates for the Windows 10 Operating System and install them.

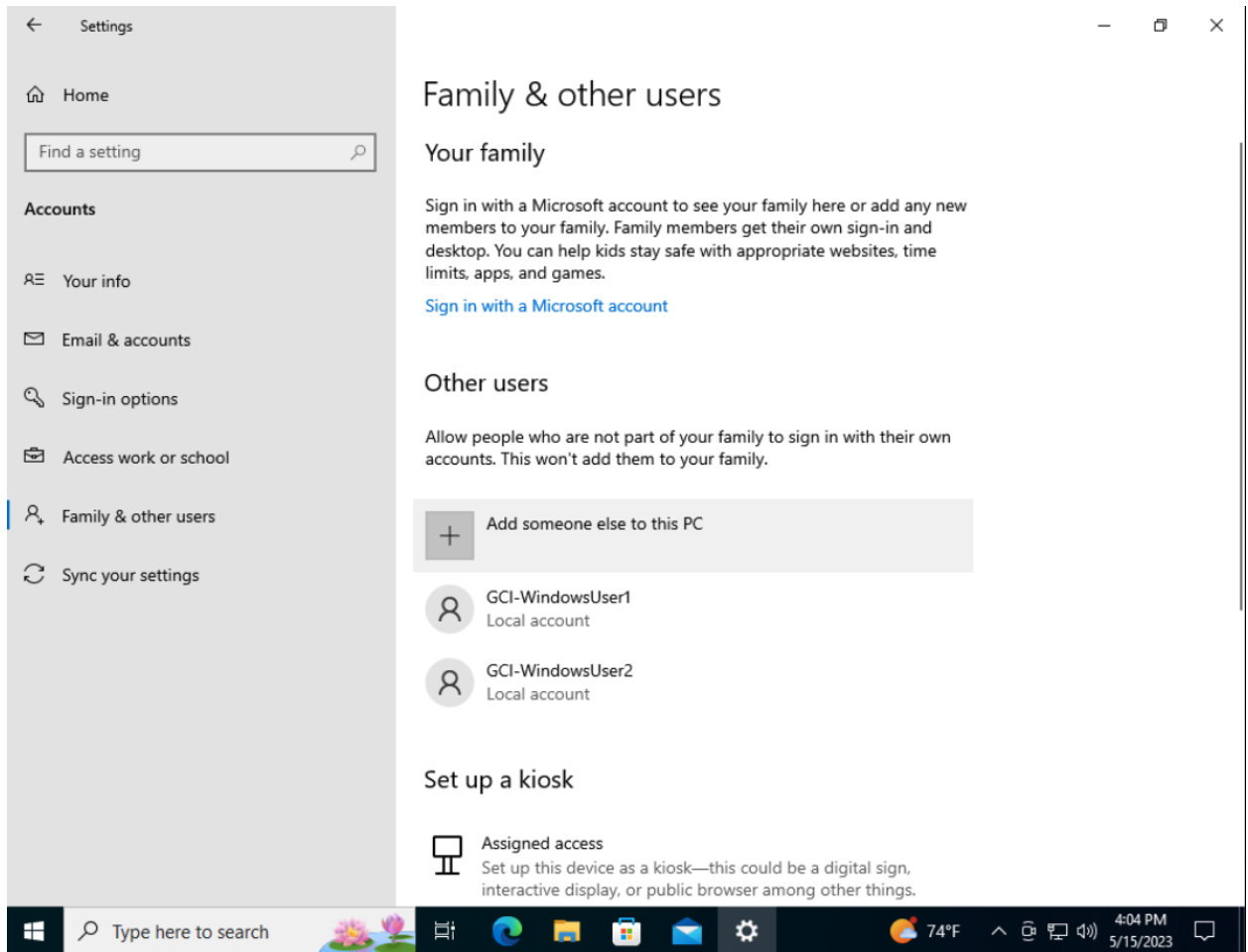


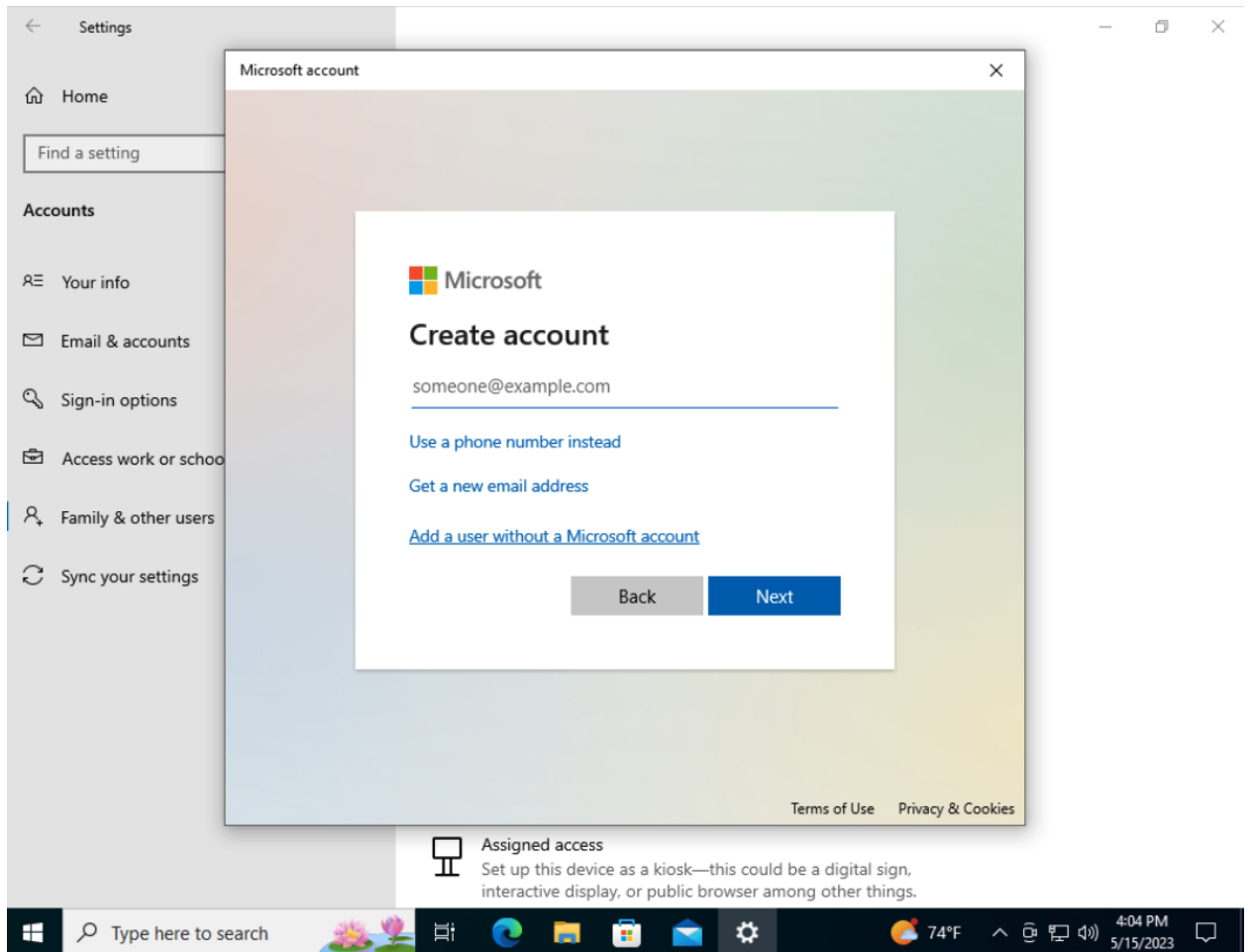


5. Install the necessary software and applications required by the organization, including a web browser, Microsoft Office Suite, and any other necessary software.
6. Add additional users by navigating to 'Settings' then to 'Accounts'.



7. Navigate to 'Family & other users' and then 'Add someone else to this PC'. Follow the additional instructions to set up and remember to select 'Add a user without a Microsoft account' when prompted.





Create a user for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Make it secure.

Next

Back



Assigned access

Set up this device as a kiosk—this could be a digital sign, interactive display, or public browser among other things.



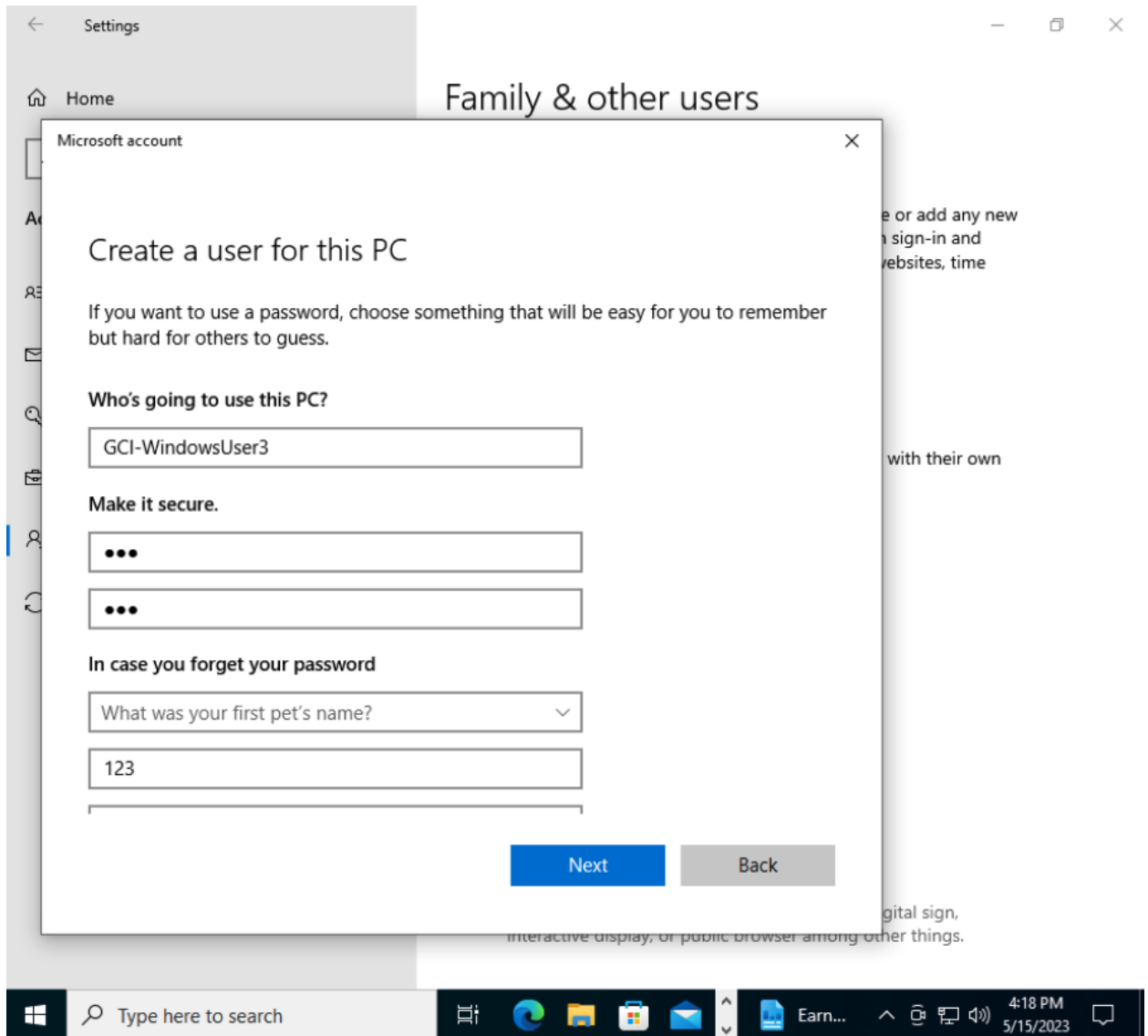
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7. Document the setup process and any issues encountered during the setup in the organization's knowledge base.
8. Notify the user that their new computer is ready for use and provide them with the necessary login credentials.

Conclusion:

This SOP provides step-by-step instructions for IT administrators to set up new computers with Windows 10 Operating System. Following this SOP will ensure that the setup is completed correctly and consistently for all users, minimizing any potential issues and ensuring a smooth transition for the end-user.

References:

- [Download Windows 10](#)

Revision History:
