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:

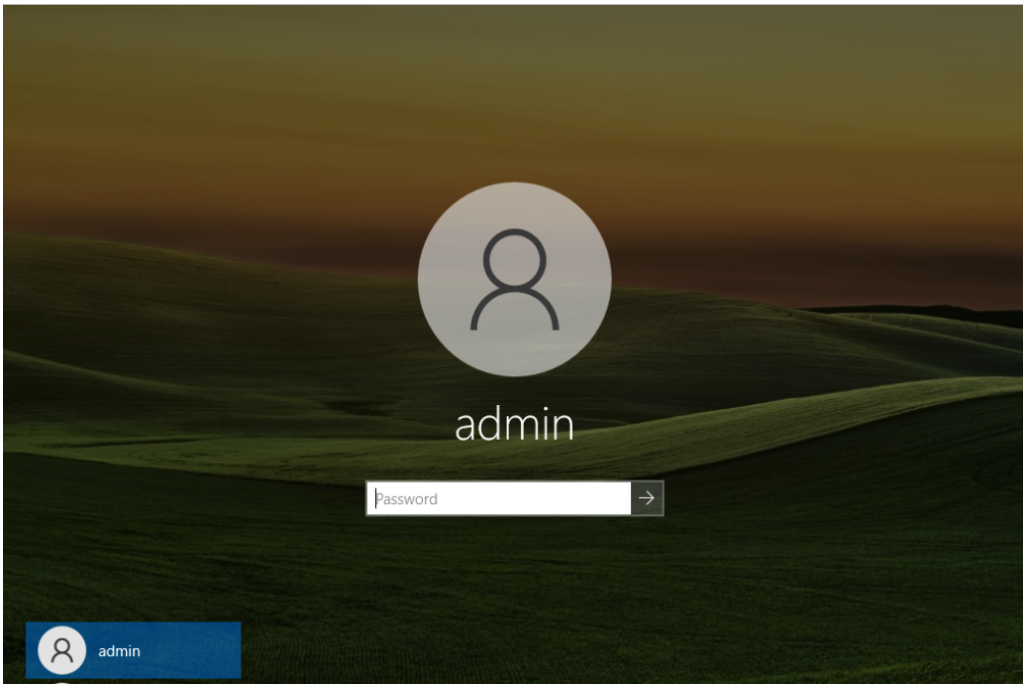
Our IT department at Team KnonSense will be responsible for maintenance, updates, patches, etc.

## Prerequisites:

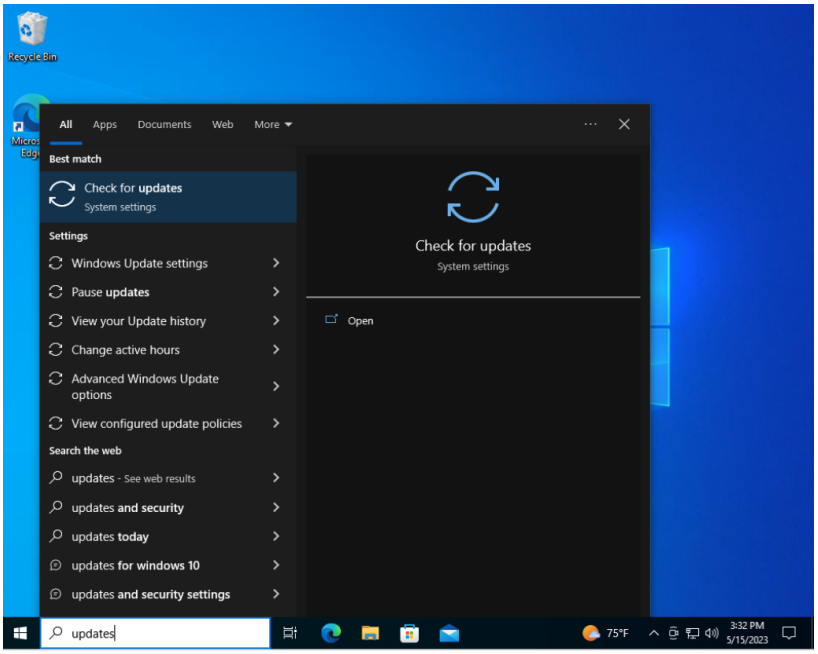
- New computer with Windows 10 Operating System
- Stable internet connection
- Admin credentials to access the computer

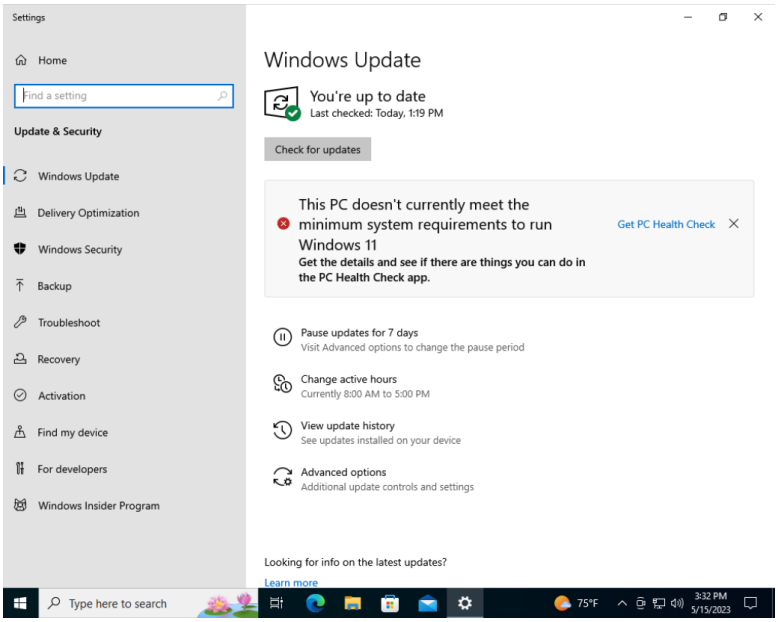
## Procedure:

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’

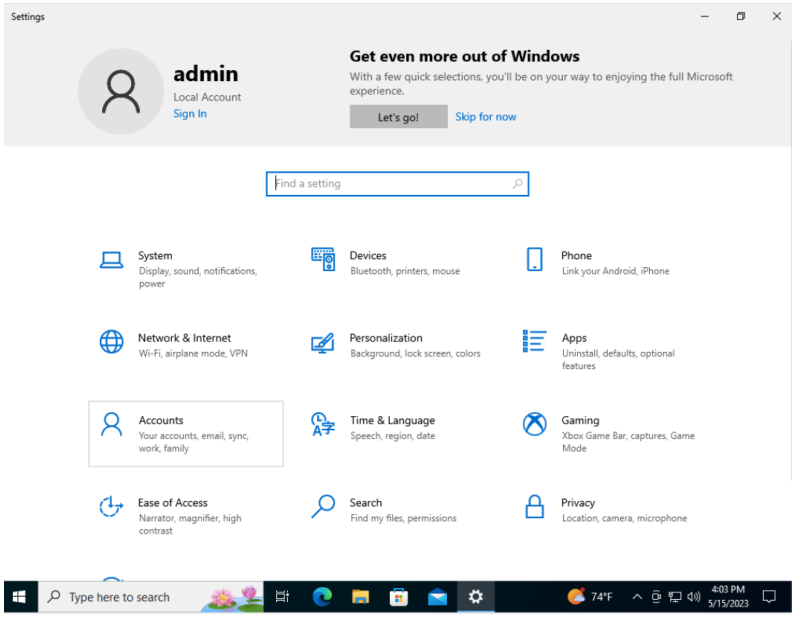



4. Check for any available updates for the Windows 10 Operating System and install

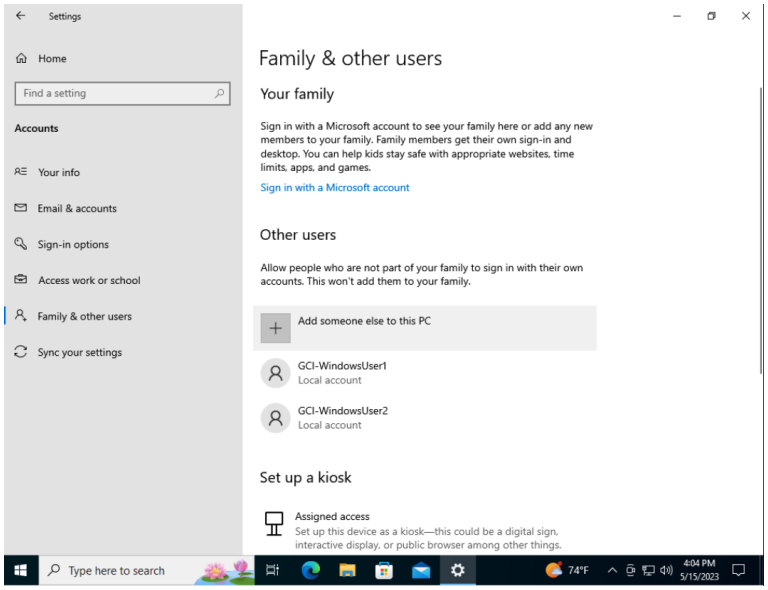


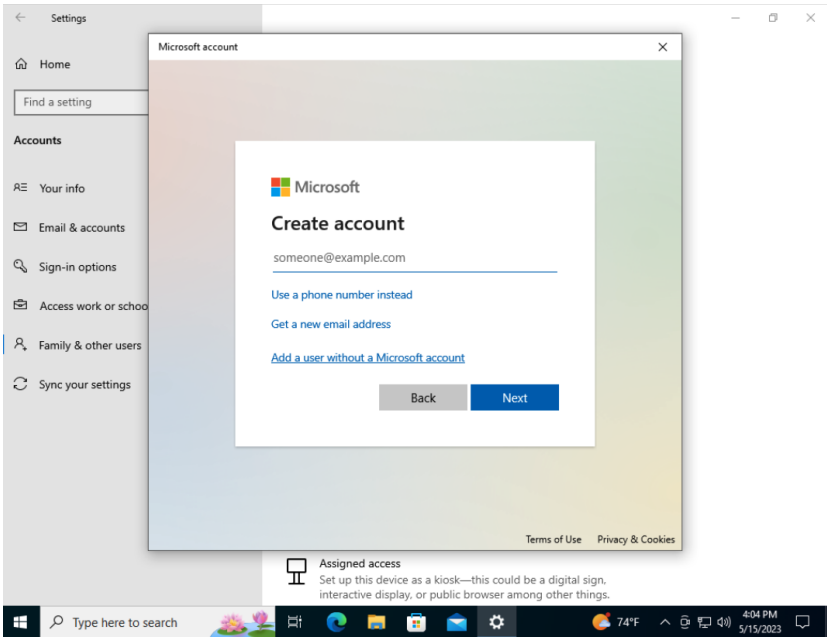



5. Install the necessary software and applications required by the organization, including a web browser, Microsoft Office Suite, and any other necessary software.
6. Add additional users by navigating to ‘Settings’ then to ‘Accounts’.




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.


Settings
Home
Find a setting
Accounts
Your info
Email & accounts
Sign-in options
Access work or school
Family & other users
Sync your settings
Family & other users
Your family
Sign in with a Microsoft account
Other users
Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.
Add someone else to this PC
GCI-WindowsUser1
Local account
GCI-WindowsUser2
Local account
Set up a kiosk
Assigned access
Set up this device as a kiosk—this could be a digital sign, interactive display, or public browser among other things.
Type here to search
74°F
4:04 PM
5/15/2023


Settings
Home
Find a setting
Accounts
Your info
Email & accounts
Sign-in options
Access work or schoo
Family & other users
Sync your settings
Microsoft account
Microsoft
Create account
someone@example.com
Use a phone number instead
Get a new email address
Add a user without a Microsoft account
Back
Next
Terms of Use
Privacy & Cookies
Assigned access
Set up this device as a kiosk—this could be a digital sign, interactive display, or public browser among other things.
Type here to search
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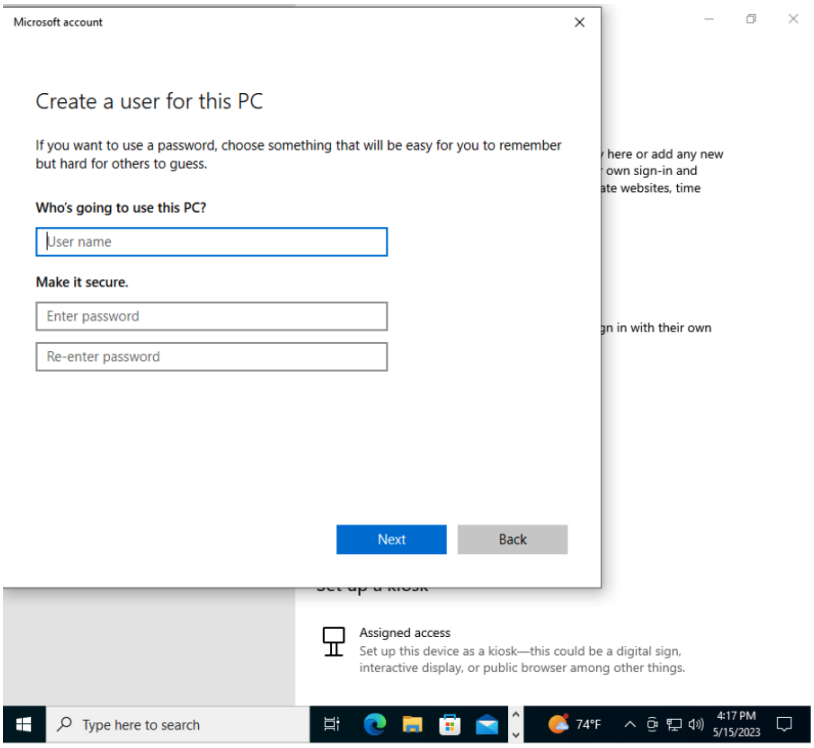


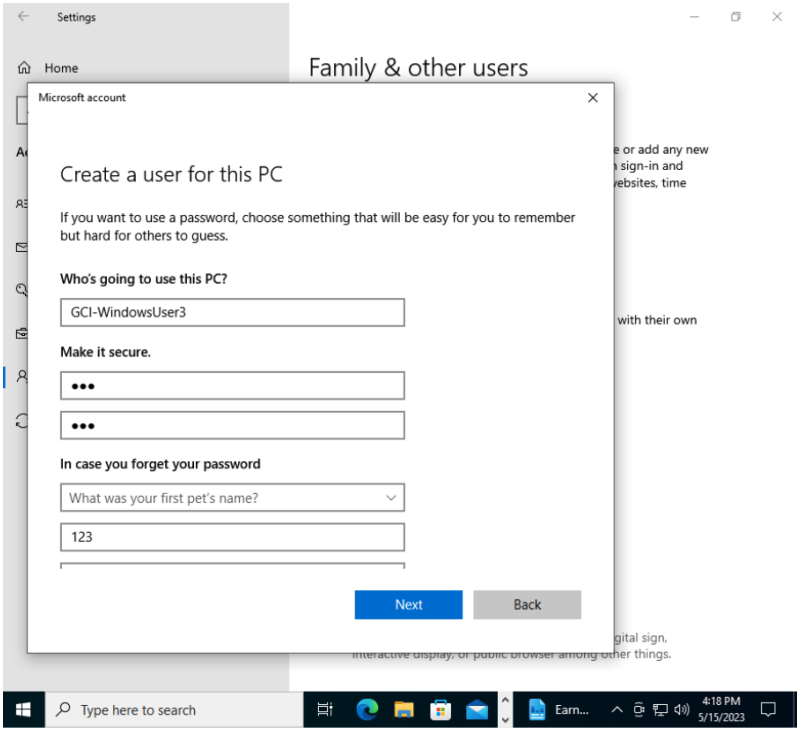


7. Document the setup process and any issues encountered during the setup in the organization's knowledge base.
8. Notify the user that their new computer is ready for use and provide them with the necessary login credentials.

## 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: