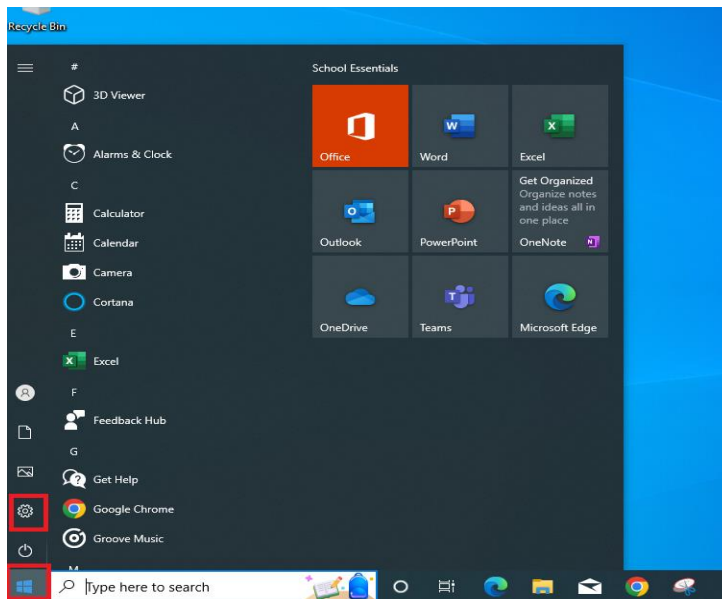
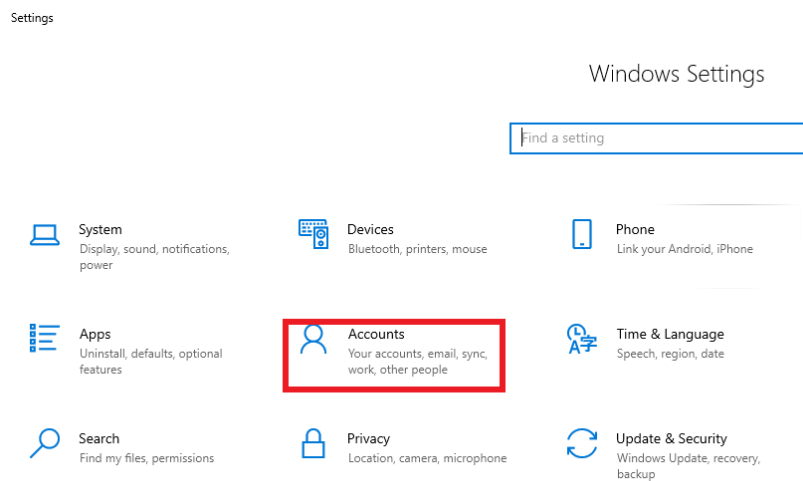


PART 1 – **MUST BE DONE WHILE ATTACHED TO SCHOOL WI-FI NETWORK.**

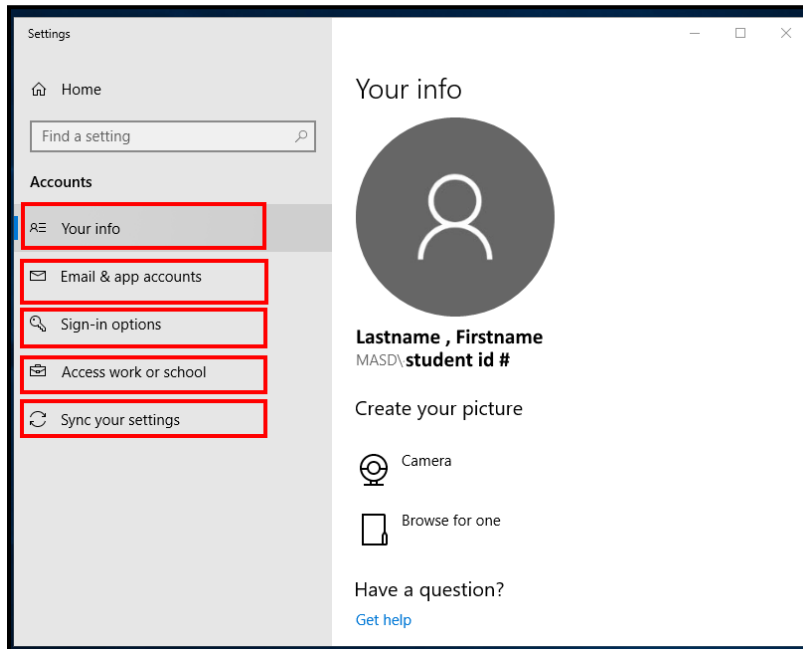
1. While in proximity to the school's wifi, connect and login to your senior device on moon's domain.
2. Once you are logged in, wait for teams to open, then close/exit out of teams. (This will allow some time for the new policy to update to the device)
3. Click the start/windows button in the bottom left, then click on **Settings** symbol.



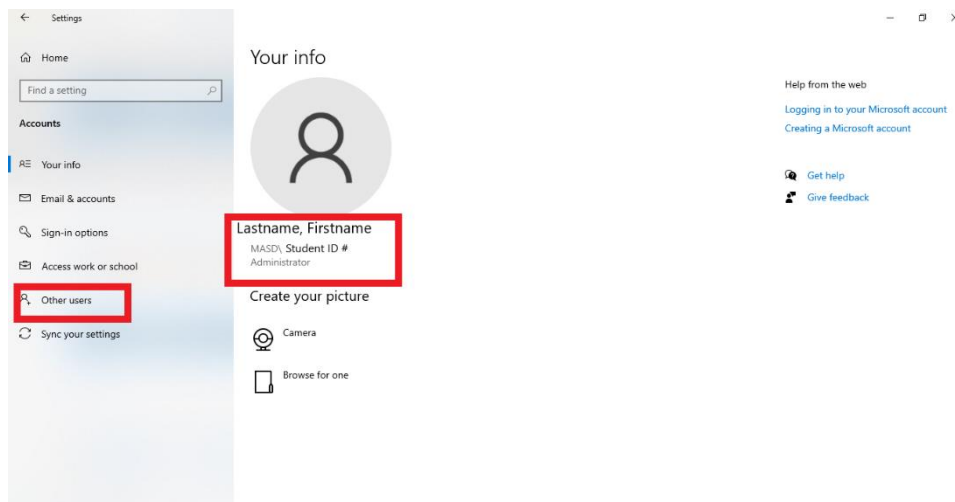
4. In the Windows Settings menu, click on **Accounts**.



5. Check to see if the **SENIOR** policy has been applied to your Senior Device.



If you see this picture, with only 5 settings along the left,
You will need to restart your PC and repeat the **PART 1** process until you see....



An info page with a 6th setting along the left called **OTHER USERS** and
under your student ID# you should now be an **ADMINISTRATOR** for your PC.

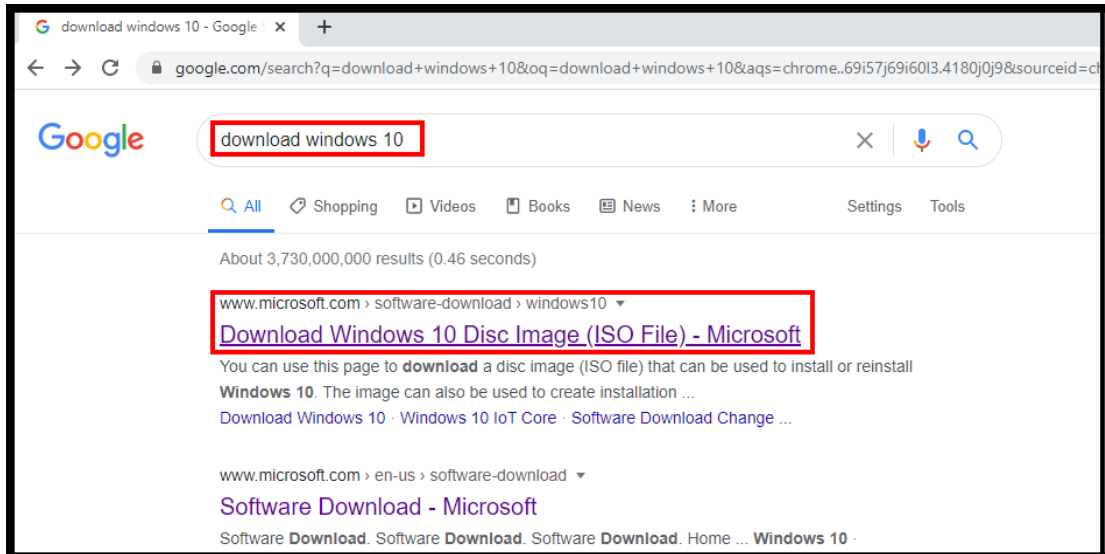
You now have **SENIOR** policy. You may now shut down your PC, drive home, and continue to **PART 2**.

PART 2 – Part 1 must have already been completed to proceed to this step.

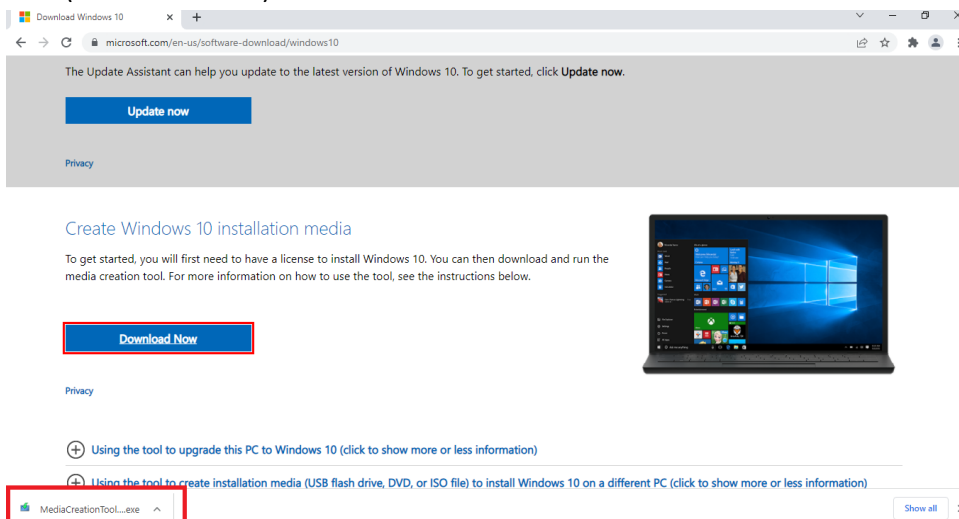
This part can be done anywhere, however you will need to have your laptop plugged into the charger, and the charger powered for the install to proceed. The download and install process over wifi can take 1-4 hours to complete, if you are able to plug your device directly into a networked cable, it could speed it up considerably.

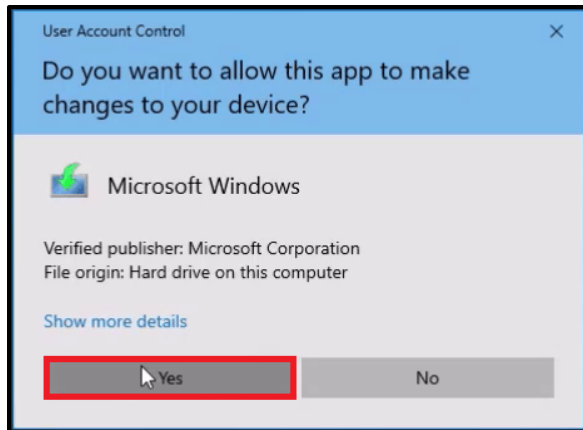
1. Turn on your device once you are at home and it is plugged in and charging.
2. Connect to your home WIFI or Direct network cable(preferred)
3. Login to your moon account as normal.
4. Run **GOOGLE CHROME** icon.

Type in a search: **DOWNLOAD WINDOWS 10** and select the
www.microsoft.com > software download > windows 10
Download Windows 10 Disc Image (ISO File) – Microsoft link.

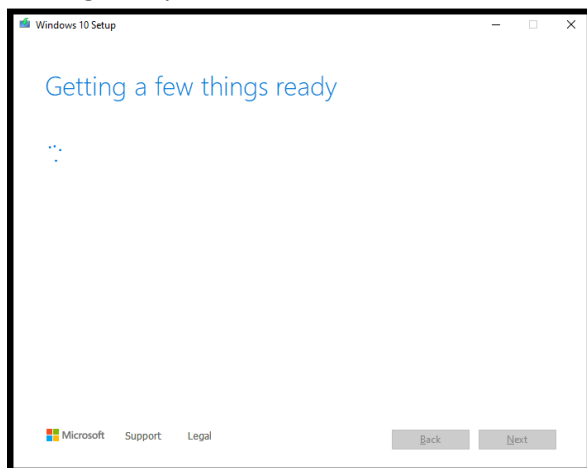


5. On the (www.microsoft.com/en-us/software-download/windows10) page, click (**Download Now**) blue box and then the **MediaCreationTool** once downloaded.

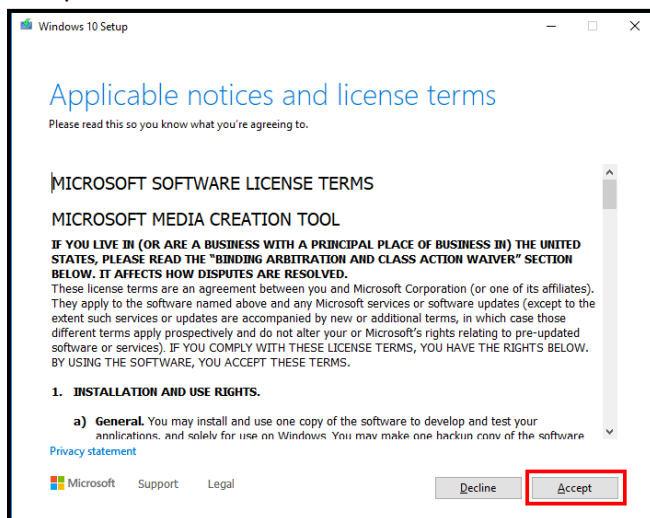




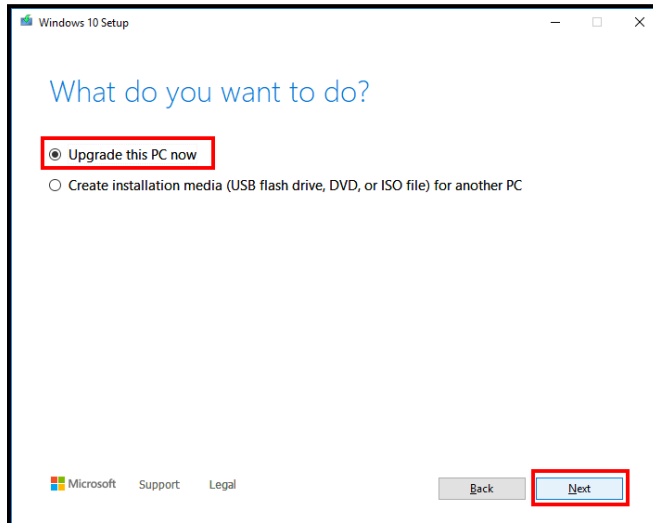
6. Getting Ready.



7. Accept Notices and License Terms. Click **ACCEPT** to continue.



8. What do you want to do? Checkbox **Upgrade this PC now**, click **NEXT**.



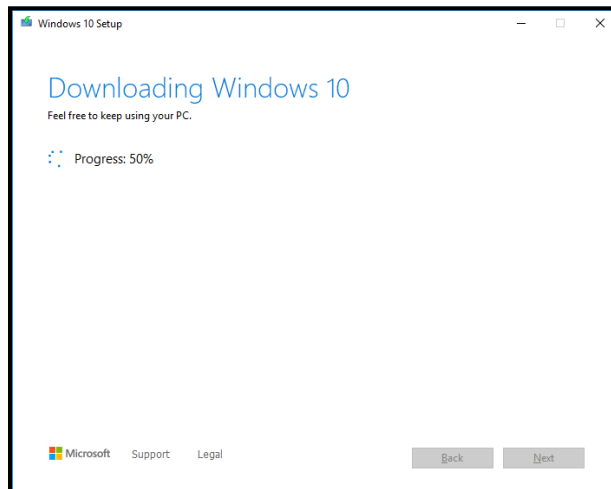
9. The Setup files will now download, this will take a while.

****THIS WOULD BE A GOOD TIME TO BACKUP ANY FILES YOU NEED**.**

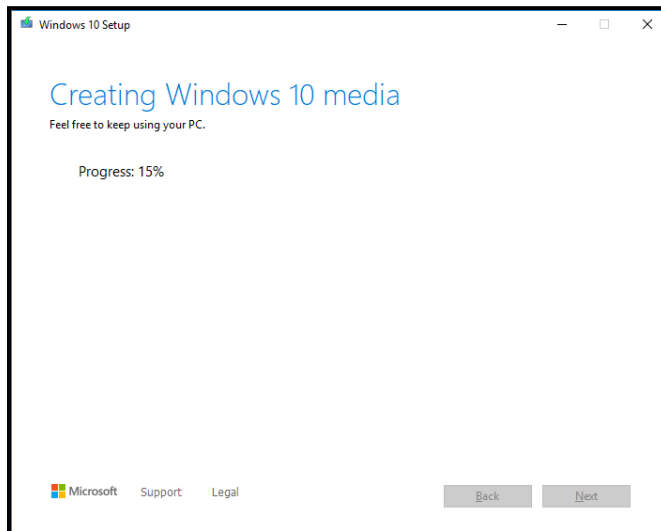
For temporary storage, you can copy all files from your PC to your ONEDRIVE.

(PLEASE NOTE-Your moon office365 account will be purged eventually, with it, your ONEDRIVE Access)

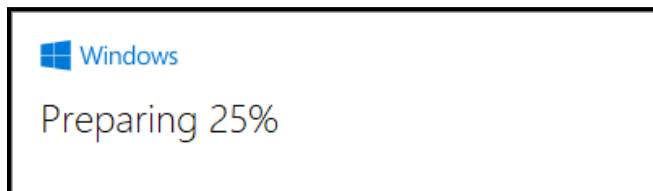
After the install, ALL FILES ON THE PC WILL BE PURGED / DELETED. You will need to sign in to your ONEDRIVE to retrieve any files from your ONEDRIVE to your new PC before the ONEDRIVE expires.



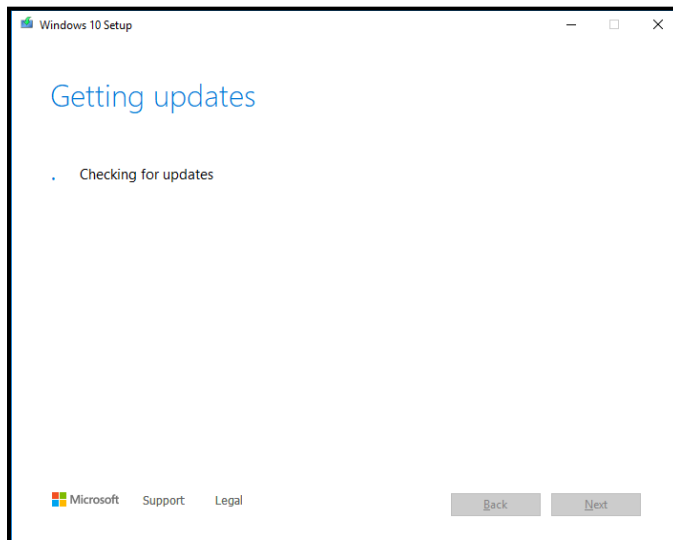
10. After the tool is done downloading the files, it then creates a media install.



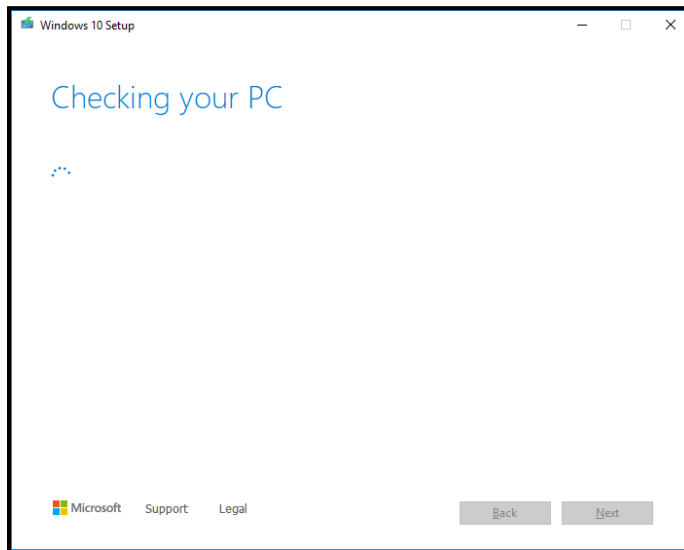
11. Then prepares itself for the install.



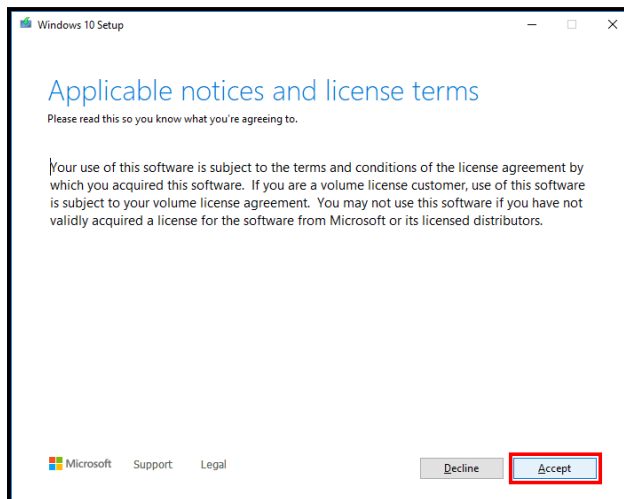
12. Then it checks for updates before it continues.



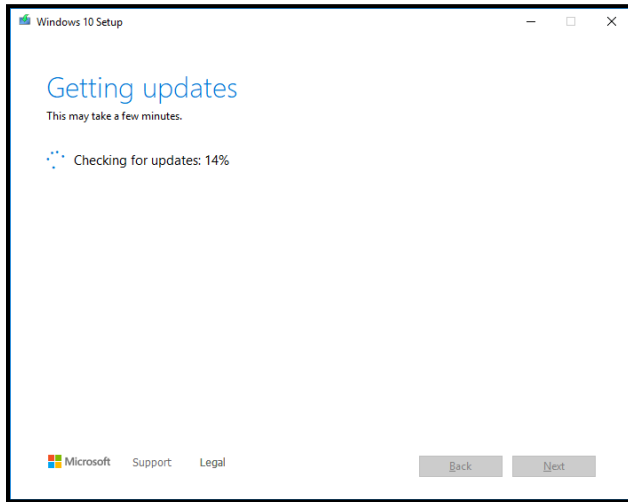
13. Then it checks the PC to make sure it meets requirements.



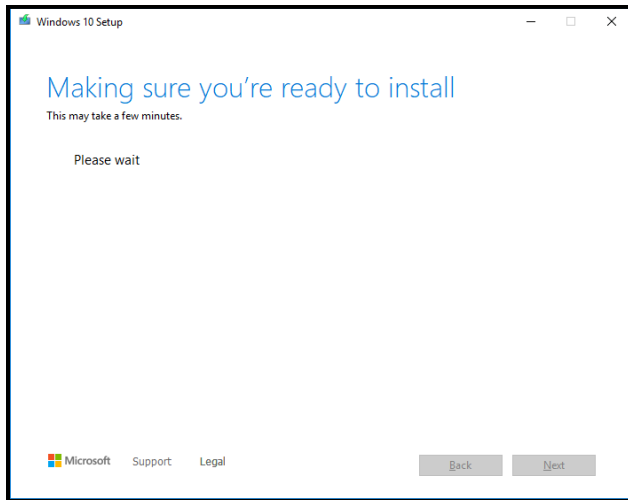
14. Accept Notices and License Terms 2018 update. Click **ACCEPT** to continue.



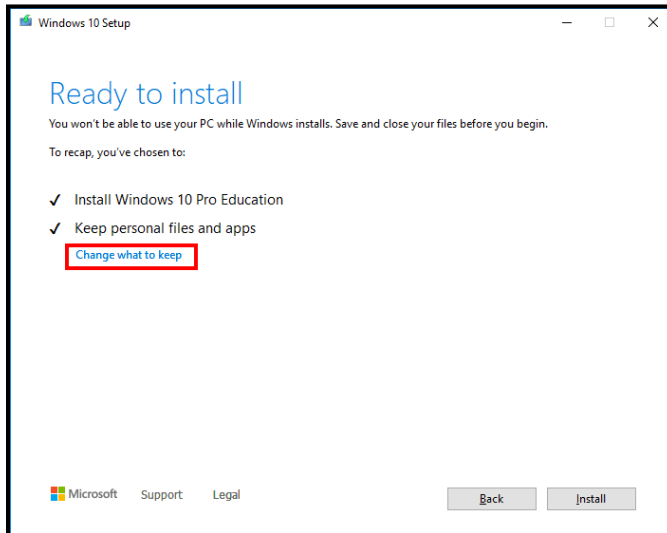
15. Choose what to keep...nope getting more updates first.



16. Making sure you're ready to install.

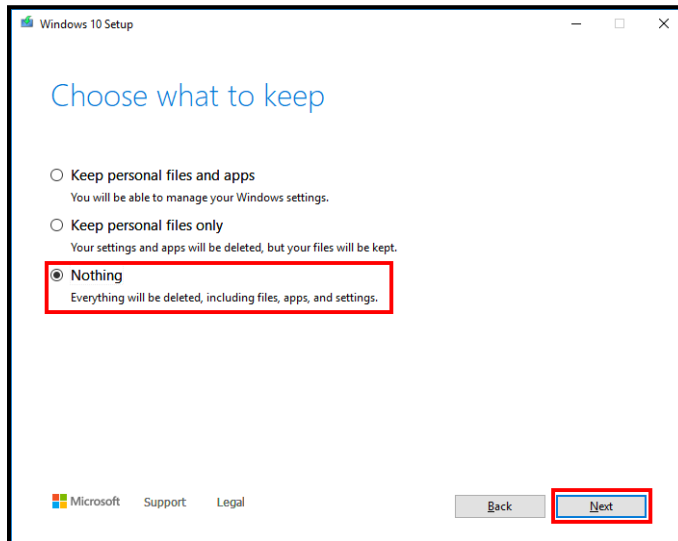


17. ****CHANGE WHAT TO KEEP**** - NOT ready to install (YET).

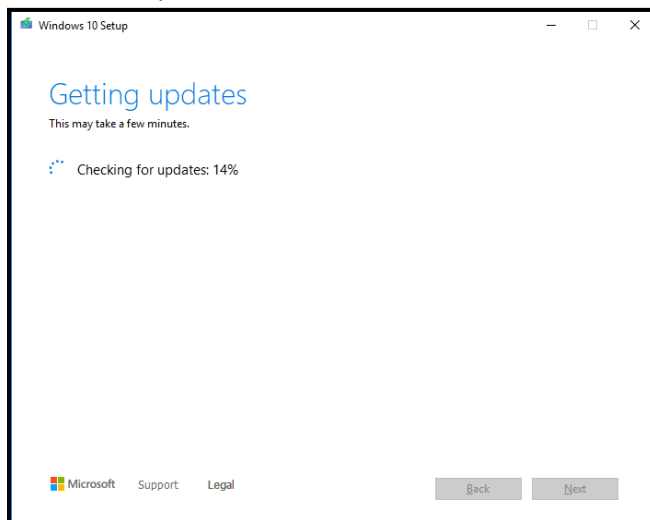


18. Choose what to Keep?

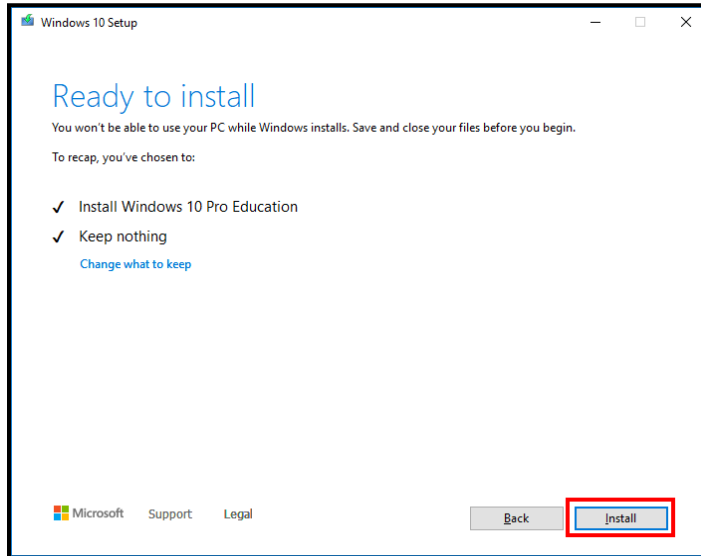
NOTHING(this is a factory reset to unlock your PC) then **NEXT**.



19. Even more updates.



20. *****POINT OF NO RETURN*****



This is the last step. ****MAKE SURE ALL FILES ARE SAVED FROM YOUR PC****.

Once you click **INSTALL** the PC will begin a fresh install of windows 10. It will reboot while installing. Once the install is completed, it will be as if it was store bought new. You will be prompted to create a new user account and setup a password if you desire, sign in to your wifi and wait for the new user profile to be created for you. From there, we recommend checking the time on the PC to make sure it is synced to the correct timezone and time. Running the windows updates will download sound drivers and video drivers to allow the PCs to perform better. Several reboots and windows updates may be required before the PC is finally ready to be fully used. The creation tool image is from Jan. 2022, so all updates made after that have to be applied via internet downloads after the window install completes.

--MOON AREA I.T. – May-2023