# ChBE - Computer Build Sheet

Person Requesting Computer: _____ P.I.: _____

E-mail Address: _____

Do we need to save your data? ○ Yes ○ No

Computer Use: ○ Office Computer ○ Lab Computer

Username(s) of Administrators: (GT account) _____

Computer Name (7 characters): _____

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| Software | Requested | Computer Support Use Installed |
|---|---|---|
| Windows | ○ 7 ○ 10 | ☐ |
| Office | ☐ 2016 | ☐ |
| Adobe Acrobat DC | ☐ | ☐ |
| EndNote | ☐ | ☐ |
| MathType | ☐ | ☐ |
| MATLAB | ☐ | ☐ |
| Origin | ☐ | ☐ |

| Software | Requested | Computer Support Use Installed |
|---|---|---|
| Google Chrome | ☐ | ☐ |
| Mozilla Firefox | ☐ | ☐ |
| Software not listed: _____ | | ☐ |
| _____ | | ☐ |
| _____ | | ☐ |
| _____ | | ☐ |
| _____ | | ☐ |

ChemDraw: http://chbe.gatech.edu/internal/it/faq/chemdraw

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*Notes*

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*----------For Computer Support Use----------*

Install Windows OS ___
Install hardware drivers ___
Update Windows OS ___

Install SCCM ___
Install MalwareBytes ___
Install LANDesk ___
Install Express Metrix ___
Install Backup Agent ___

Activate Administrator Account ___
Delete Original Local Account User ___
Give Local Admin password ___
Add Machine to Domain ___
Make Requested People Admins ___

Remove all CD's ___

Updated: 2/29/2016