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0861 ISQUAR (0861 477827)

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Dear Bishops Parents and Students

We would like to bring to your attention the laptop exit process.

While your son is a scholar at Bishops he accesses the network each day and in doing so activates his student Windows 10 Enterprise license. This license unfortunately will expire when he leaves the College.

He therefore will need to install his own version of Windows 10 Home (purchased with the machine). We highly recommend doing a full back up of all data prior to reinstallation. We will happily assist should you have any questions regarding the reinstallation of the operating system.

The full step by step guide can be found at the following link:

<http://www.bishops.org.za/documents/college/HowtoreinstallwindowsOSStepbystep.v1.0.pdf>

Below is a summary of the steps that need to be followed.

Downloading Rufus

1. You need to download a program called "rufus", in order to turn a flash drive into a bootable flash drive. - <https://rufus.akeo.ie/>
2. Locate the serial number of the laptop, on a sticker beneath the laptop
3. Go to the link - <http://www.dell.com/support/home/za/en/zadhs1/Drivers/OSISO> enter the service tag and follow the steps to download the windows file.
- 4.1 Once Rufus and the Windows file have been downloaded, open Rufus and insert your Flash drive.
- 4.2 Change the File System to 'NTFS' and click on the CD Icon
- 4.3 Navigate to the windows file and select it.
- 4.4 Click start. Once the process is complete, insert the flash drive.

Reinstalling Windows OS

***Please remember to perform a backup of all data before commencing with this step. ***

1. Change the boot sequence to either USB
2. Insert USB into the machine and as soon as you see the windows start up screen, press F12



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3. Next choose where the installation package was placed and click 'Enter'.
4. Press any key to boot from the device.
5. Configure the settings to your preference and click 'Next'
6. Click 'Install now'
7. Once you have read through the license terms, click the box next to 'I accept the license terms' and click 'Next'
8. Since we are reinstalling Windows, choose 'Custom(advanced)'
9. We are now going to format both Partitions. Firstly, click on 'Drive Options'
10. Next, click on each partition and click 'Delete' and then click 'OK' on the pop up that appears.
11. After you had formatted each disk (hard drive) click on the 'Unallocated Space' disk and click 'Next'
12. Next the installation will start. Note your PC will restart several times during the installation.
13. Your PC will restart and it will allow you to log in as if it was a brand new PC so follow the prompts. Don't forget to copy you documents back onto the PC.

Activating Windows OS

Dell products, according to the following article ['http://www.dell.com/support/article'](http://www.dell.com/support/article) , do not come with a license key sticker anymore. The license key is injected into the motherboard.

1. So to activate the windows license, you need to right click on 'my computer' and select properties.
2. Scroll down to 'Windows Activation' and click 'Activate now'

The OS reinstallation is now complete.