

Old Dominion University Computer Science Department Policies and Procedures

Title: Upgrading Desktop Computers

ID: CSD001

Revision: 1.0

Purpose

This procedure provides guidance for consultants regarding the upgrading of desktop computers.

Scope

This procedure pertains to all Computer Science Systems Group Consultants and effects all users with a department computer.

Notification

Before upgrading a desktop computer in the department, the user should be given notification and at least one week to reply. The user should be notified that anything stored on the local drives (not recommended) will need to be copied by them to network stores or else it will be lost. The user will be instructed to respond when the machine can be replaced.

Building

All machines will be built with one of the department's approved software images unless a special exception is made. These will be stored on the Remote Installation server and will be updated each semester.

Replacing

Once the user has agreed to replacement, the new machine will be installed. All privileges previously granted will be transferred to the new machine. The user will be notified of any IP changes and will be asked to verify that everything they need is present. Any non-standard software requests will need to go through rootmail and will be processed accordingly.

Definitions

N/A

Revision History

7/18/08 - Rev 1.0 Approved by Ajay Gupta, Director of Computing Resources