Get your computer PennDesign Ready with our "DESIGNIFY" checklist!

- ☐ **Malware -** Check your machine for Malware with free software MalwareBytes.
  - If your computer is heavily infected with viruses or malware, refer to UPenn Student Tech Center for consultation and possible operating system reinstallation.
  - FortiClient may be used to run an initial scan - https://www.design.upenn.edu/remoteaccess

- ☐ **Computer Updates -** Check if **Drivers and BIOS** are up to date.
  - If computer is severely out of date, run hardware and software updates before Designify process.

- ☐ **Computer Accounts -** Create **Standard user account**. (standard user vs. administrator)

- ☐ **UPenn Accounts -** Verify you have **PennKey, PennDesign, and Email/Office 365 Accounts**.

- ☐ **Two-Step Verification** – All incoming students **must enroll in Two-Step**.

- ☐ **PennDesign Password Reset -** Enroll in **Self-Service Password option**.

- ☐ **PennDesign IT Website** – Familiarize yourself with the PennDesign IT Services website www.design.upenn.edu/it-services (make sure to bookmark it!)

- ☐ **Student Software** – Examples of different software required for courses:
  - **AutoDesk** – Free for students, download from their website.
  - **Microsoft Office 365** – Free for students, download from their website. Can be installed up to 5 computers.
  - **Rhino 3D** – Software available in PC labs, paid student license (to work from home) available via Penn Computer Connection.
  - **Adobe Creative Cloud** – Educational Licenses can be purchased directly from Adobe, use your school email for the student rate. https://www.adobe.com/creativecloud/buy/students.html

- ☐ **Symantec Antivirus** - Free antivirus software available through UPenn's website.

- ☐ **Wireless Internet at Penn** – Know how to connect to AirPennNet for laptop, mobile devices.

- ☐ **PennDesign Network Connectivity –** Know how to access Juno, Course Folders, etc.
  - Connect to Juno – student file server. \\juno.design.upenn.edu

    Design\Username

    DesignPassword
  - Know the difference between using **wired vs. wireless** regarding access

- ☐ **Printing and Plotting –** Printing and plotting knowledgebase available on PennDesign ITS website.
  - **Take Plotting Quiz for access to plotting in large formats**

- ☐ **Remote Access** – Accessing files and course folders off Penn's campus.
  - Remote Access setup and tutorial

- ☐ **UPenn Data Storage Options** – Free cloud backup and storage options
  - UPenn Box Storage
  - Microsoft O365 OneDrive Storage

- ☐ **Email for Support –** For post Designify support, please contact PennDesign Information Technology Services via ithelp@design.upenn.edu.

- ☐ **Encryption –** Encryption protects your data in the event that your machine or hard drive is lost/stolen or tampered with, in which case a recovery key is needed to unlock the drive. If you lose your recovery key and become locked out of your computer, there is no way to access/recover data – you must re-install your Operating System in this case. Windows includes BitLocker encryption; macOS includes FileVault2 for encryption.
  - Windows allows you to save your BitLocker recovery key to a file or a Microsoft account. **Students *must not* use their PennO365 Microsoft Account for this purpose.** It is recommended to save the key to a personal Microsoft Account or to an external hard drive/USB drive, or print the key and store it in a secure location.
    - i. More Information from Microsoft on BitLocker
  - macOS allows you to save your FileVault2 recovery key to a file, or use an iCloud account. It is recommended to use an iCloud Account.
    - i. More Information from Apple on FileVault2