Get your computer Stuart Weitzman School of Design ready with our "DESIGNIFY" checklist!

☐	**Sign up for our Designify sessions –** We'll help get you completely ready for work at Design! We'll help you do the following on your computer: • Get you connected to our network (wireless and ethernet) • Review the process for installing our network printers • Review any software required for your classes • Scan for viruses/malware, check for software/hardware updates • Review user accounts: standard+administrator (details below) **Things to check beforehand –** Save time! Run a quick virus/malware scan. We can't Designify your machine if it's heavily infected.
☐	**Evaluation** – Are you bringing an old computer? Or are you purchasing a new machine? Some things to consider if you want to use an older computer: • Is your machine under warranty? • Can the specs of your machine support the current software Design uses? • Is your machine at risk of hardware failure? (hard drive, corrupt OS, etc) • Is your machine up to date? (OS, BIOS, hardware drivers)
☐	**Antivirus & Malware -** Check your machine for viruses+malware • **Symantec Antivirus** - Free antivirus software available through UPenn's website. • **MalwareBytes** - Free software to scan for malware/adware • If your computer is heavily infected with viruses or malware, refer to the Student Tech Center for consultation and possible operating system reinstallation. • FortiClient can also be used to run an initial scan.
☐	**Computer Accounts -** Create **standard and admin user accounts**. (standard user vs. administrator)
☐	**UPenn Accounts -** Verify you have **PennKey, Design, and Email/Office 365 Accounts**. **Note:** Your Design account will be created by us, and you will be notified via email once it's ready.
☐	**Two-Step Verification** – All incoming students must enroll in two-step.
☐	**Design Password Reset -** Enroll in **Self-Service Password option.**

☐	**Student Software –** Examples of different software used for courses: • **AutoDesk –** Free for students, download from their website. • **Microsoft Office 365** – Free for students, download available here. Can be installed up to 5 computers. • **Rhino 3D –** This software is available in our PC labs however, we recommend you buy a student license (to work from anywhere) for $95, via Penn Computer Connection. • **Adobe Creative Cloud** – Educational Licenses can be purchased from Adobe, use your school email for the student rate. **NOTE: Beginning FY 2020 – Students will be required to sign up for a free Adobe Account. Read more here.**

☐	**Networking and Connectivity**
	
	• **Wireless Internet at Penn –** Know how to connect to AirPennNet for laptop, mobile devices. Know the difference between using **wired vs. wireless.**
	• **Ethernet Connectivity –** Faster speeds+the only way to connect to Juno/Course Folders
	• Connect to Juno – student file server. \\juno.design.upenn.edu
	    • Design\Username
	    • DesignPassword

☐	**Remote Access** – Accessing files and course folders off Penn's campus. More info here
☐	**UPenn Data Storage Options** – Free cloud backup and storage options • UPenn Box Storage (Unlimited storage) • Microsoft O365 OneDrive Storage (1TB of storage)

☐	**Encryption** – Encryption protects your data if you hard drive is lost/stolen/tampered with, upon which 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 OS.
	    • 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's recommended to save the key to a personal Microsoft Account, or to an external drive. More Info here.
	    • macOS allows you to save your FileVault2 recovery key to a file, or use an iCloud account. It's recommended to use an iCloud Account. More Info here.

☐	**Printing and Plotting –** Printing+plotting info is available on PennDesign ITS website. **Note: You will have to take our Plotting Quiz for access to plotting in large formats**
☐	**Design IT Website –** Familiarize yourself with the Design IT Services website.
☐	**Email for Support –** For post Designify support, please contact Stuart Weitzman School of Design Information Technology Services via ithelp@design.upenn.edu.