

Setting Up Your New Desktop Computer

Congratulations on your new windows desktop computer purchase!

USF IT has created the new Direct2u service that enables you to receive your new windows computer directly from the vendor. When you log in for the first time, the system will automatically configure and install the basic software you need to be up and running at USF.

The default installation will include:

- Windows 10 OS (Windows 11 coming soon!)
- Office 365 with Teams
- Microsoft Defender for Endpoint
- Box Drive client
- Google Chrome
- Single Sign On using your @usf.edu credentials.
- Always the latest updates and patches
- USF IT can assist with additional software or with creating application bundles for your department

To get started:

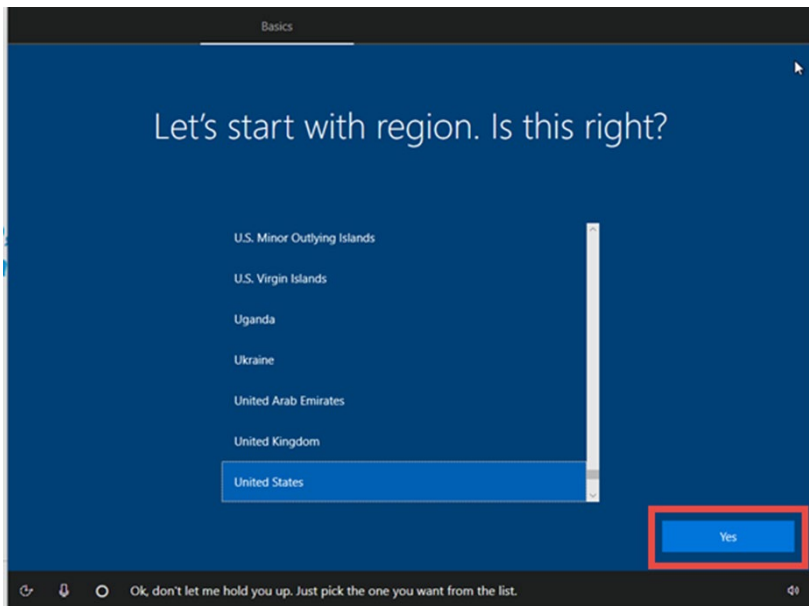
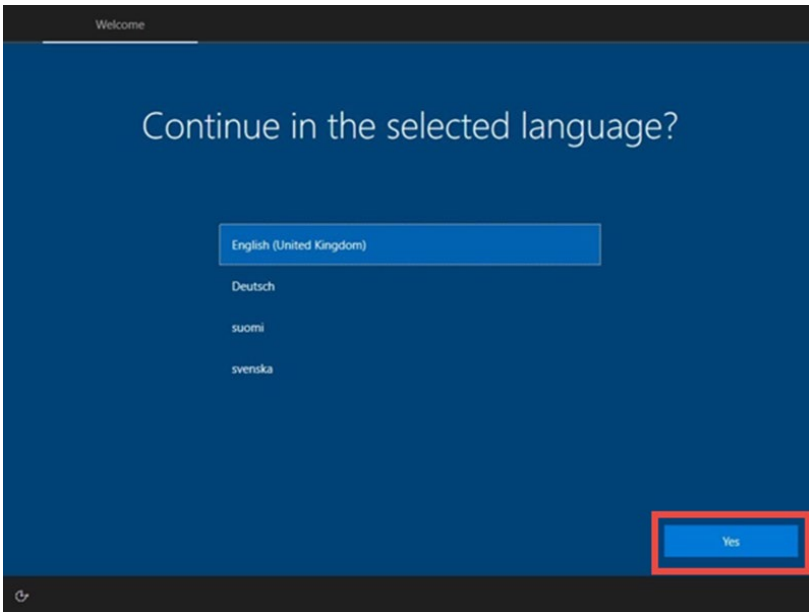
1. Ensure you have your MFA (Multi-Factor Authentication) device you use for logging into USF systems with you.
2. If you are upgrading from another USF computer, make sure you have backed up your files and settings from the old computer.
3. Then, simply log in and follow the on-screen prompts.

Below is an example of what you will see, although it may vary slightly depending on the computer you have purchased.

Need Assistance?

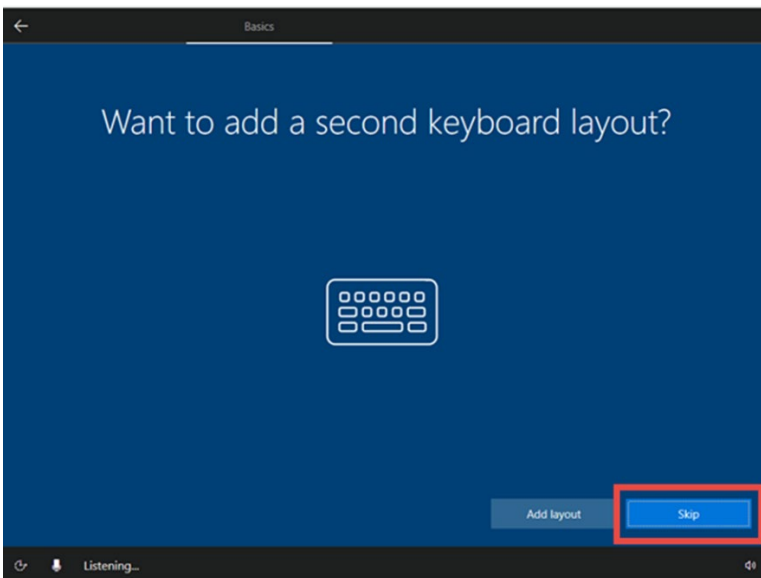
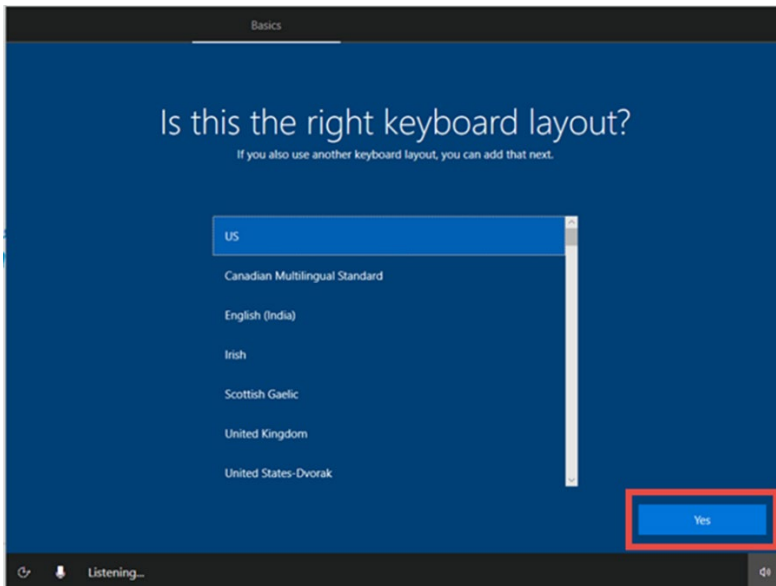
If you need any assistance, please feel free to reach out to the IT Service Desk by visiting <https://itchat.usf.edu> or by phone at 813-974-HELP(4357).

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Need Assistance?

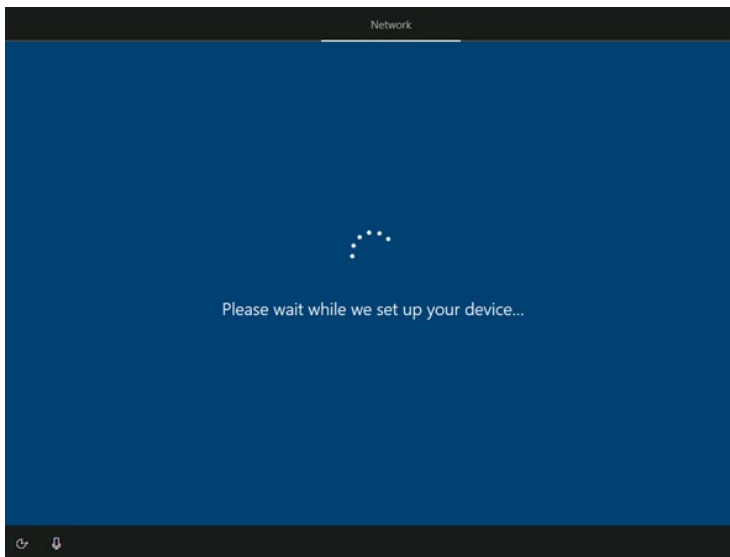
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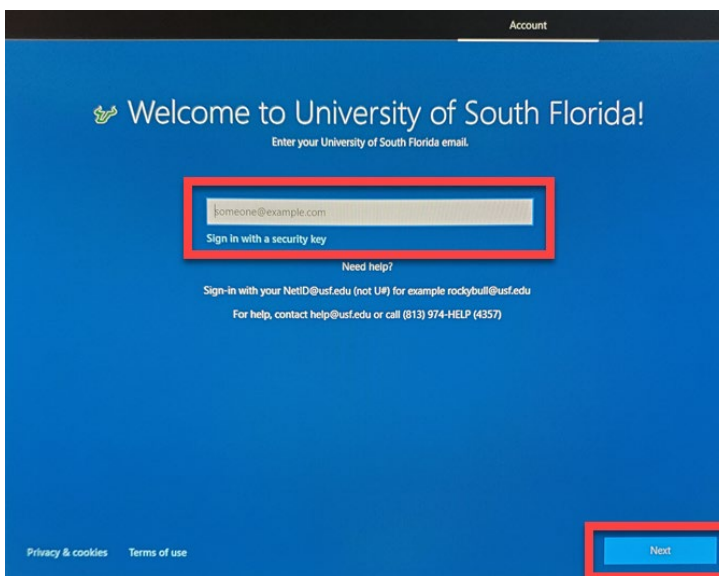
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5. Once the computer is turned on, you will see a message that your computer is being set up.



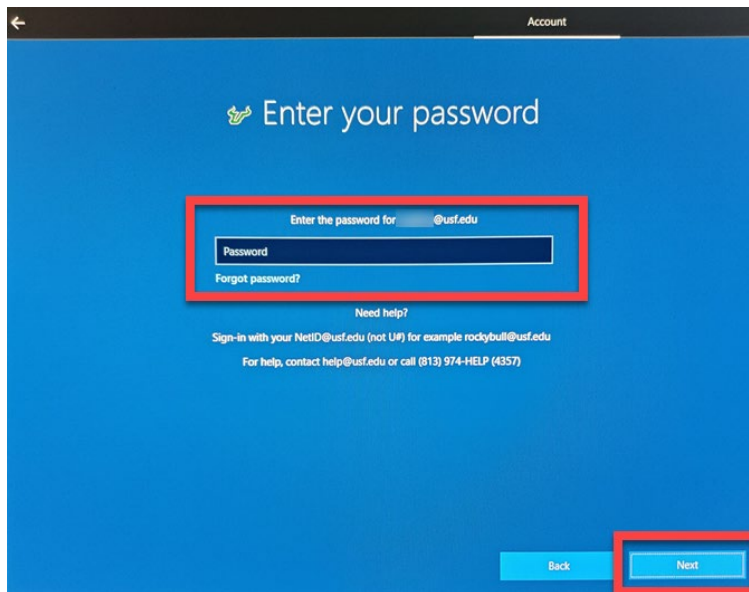
6. The computer will restart on its own.
7. Next, you will receive “Welcome to University of South Florida!” Enter your **USF Email Address** and Select **Next**



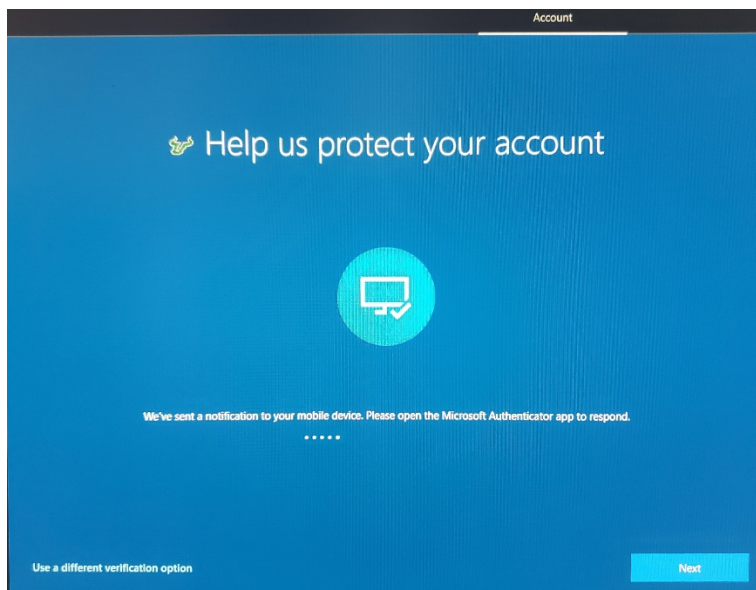
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8. Enter **USF password** and select **Next**



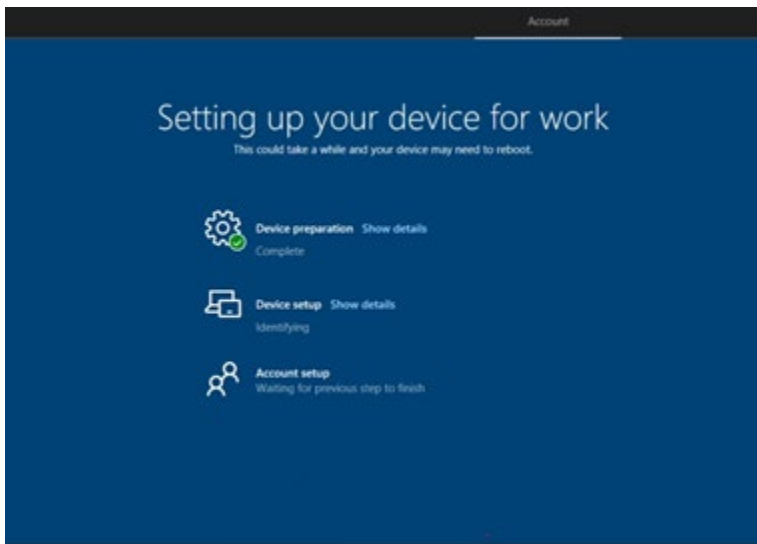
9. An MFA verification will be sent to your chosen device.



Need Assistance?

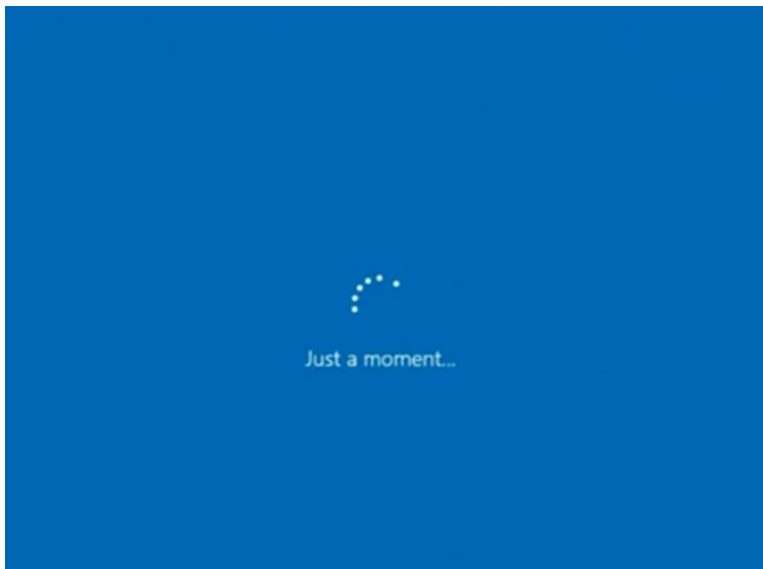
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10. Once MFA has been successfully completed, you will see the below screen as the computer continues to set everything up.



11. During this setup, the computer will perform a restart.

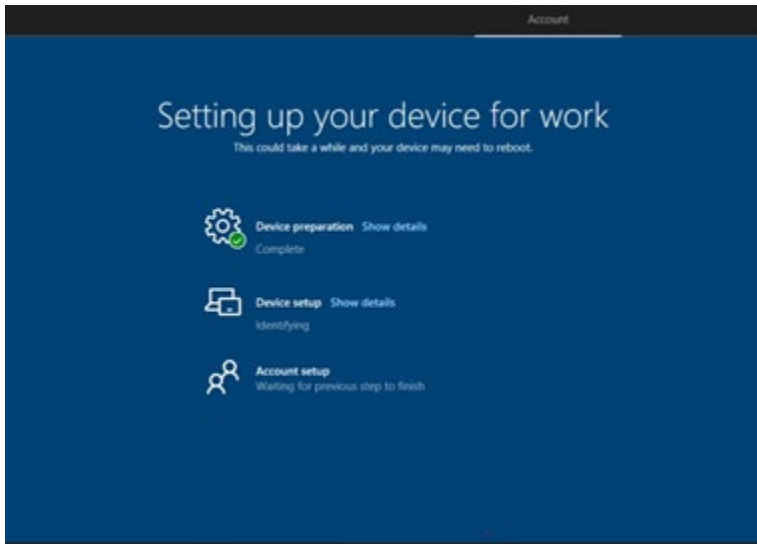
12. You will see a Windows screen stating "Just a Moment" with a spinning circle.



Need Assistance?

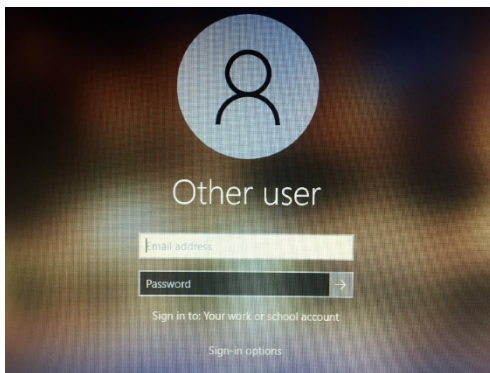
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13. "Setting up your device for work" will appear again for a few moments.



14. The Windows 10 lock screen will appear. Press CTRL+ALT+DEL as you would to sign in

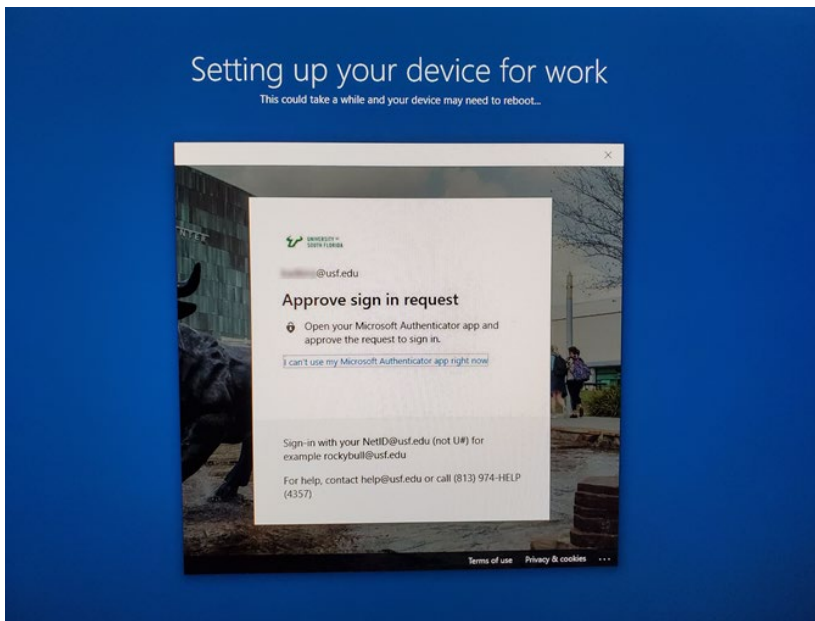
15. Sign in using your **USF Email Address** and **Password**.



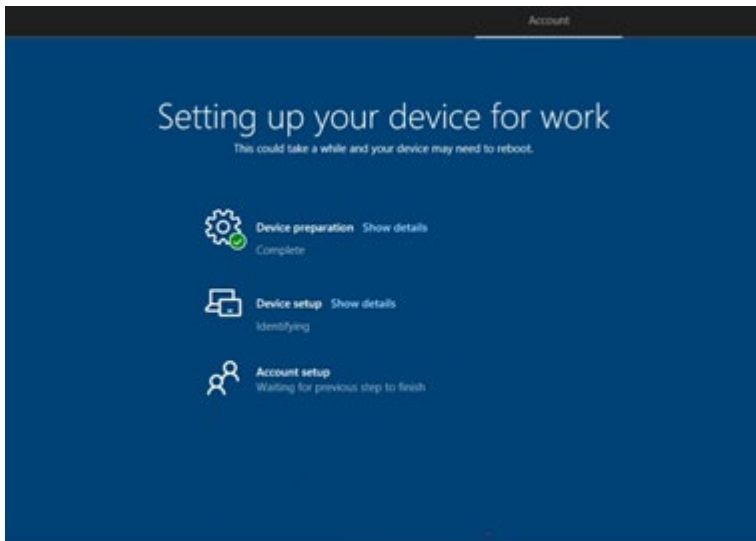
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16. An MFA verification will be sent to your chosen device. This will only occur once at this time.



17. "Setting up your device for work" will appear one final time.



Once completed, you will be log into your new computer.

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