

LAPTOP RESET INSTRUCTIONS

Follow these instructions to remove all personal data from the loan laptop before returning it.


It is your responsibility to ensure that you have removed personal data from the laptop before returning it to the University. The steps below will simplify that process.

The University is not responsible for any GDPR, Data breach or Data Privacy issue that may arise through failure to follow these instructions to remove your data.

Be sure you have taken a copy of any data you wish to keep before following these instructions as all data and programmes will be fully erased during this process. You can copy the files you want to keep to USB key or to your student [OneDrive](#) account

To reset your computer to a factory image as it was originally shipped, follow these steps:

FINAL WARNING: This process formats the laptop hard drive and removes all data. Be sure you have [backed up your files](#) before beginning this task!

1. Click **Start** , then type "reset."
2. Select **Reset this PC (System Setting)**.
3. Under Advanced Startup, select **Restart now**.
4. At the Choose an option screen, select **Troubleshoot**.
5. Select **reset this PC**
6. **Select the option that will wipe your personal files.**
7. Follow the on-screen instructions to complete the reset process. This takes some time. When complete the laptop will restart.
8. Power off the laptop and pack it up for return. Be sure to include a completed Laptop Return Form.