

How to Securely Wipe Your Church Owned Apple Laptop for Surplus or Re-Assignment

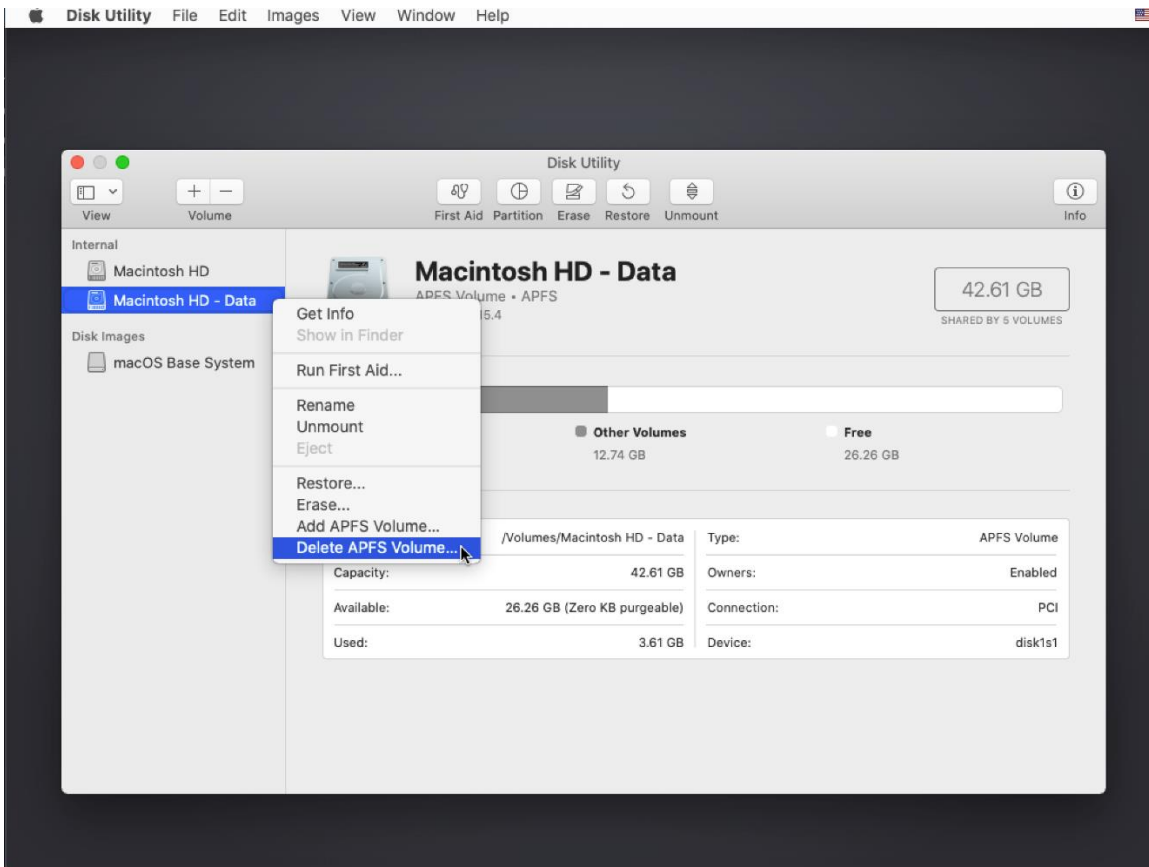
Encrypted with Native OS X FileVault

The following instructions apply for Church Owned Apple Laptops that have been Enterprise Encrypted with Native OS X FileVault. Please check in System Preferences>Security & Privacy>FileVault and verify that it states “FileVault is turned on” and “Recovery Key has been set”. If your machine is not encrypted, please encrypt it first with Native OS X FileVault and then follow the instructions.

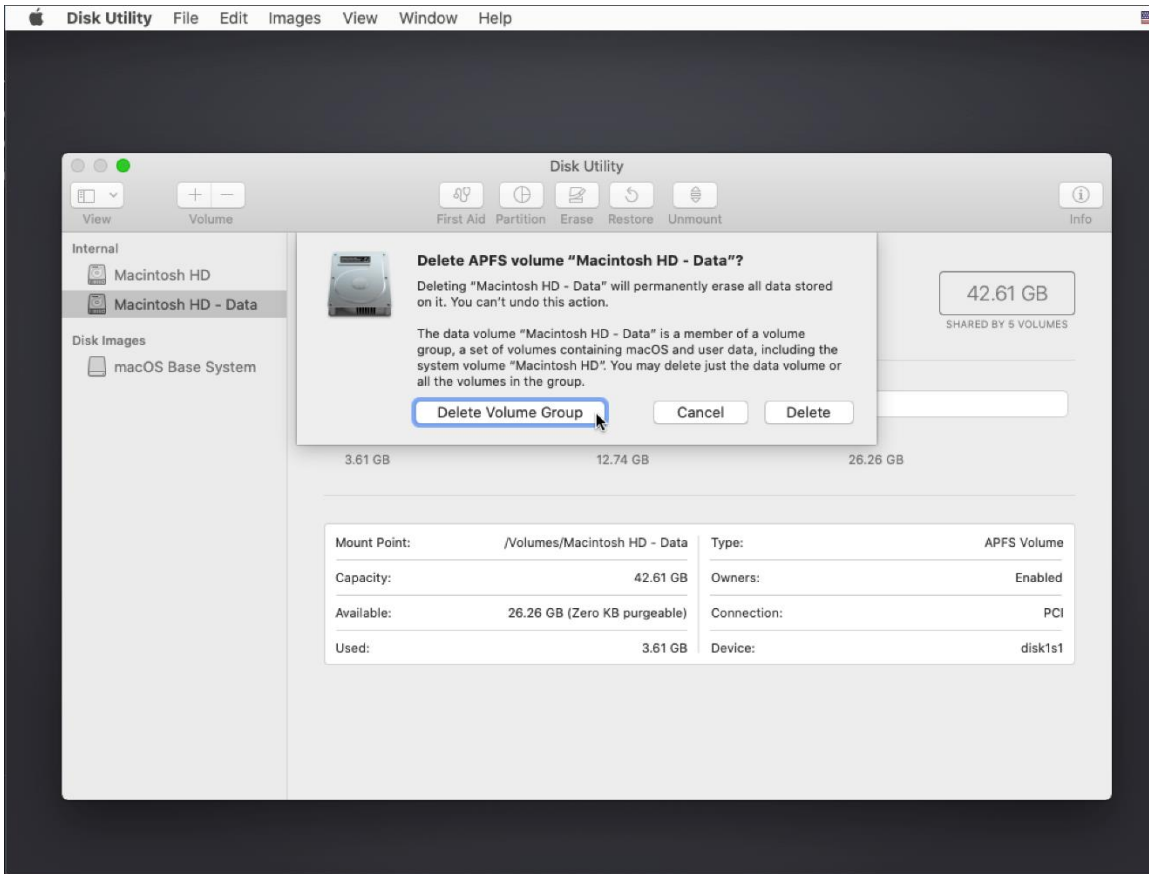
- 1 – Connect the Macbook to Ethernet (Wi-Fi will work also, but it’s not suggested, and you can’t connect to Wi-Fi until inside Recovery Mode in Step 2)
- 2 – Boot to Apple Internet Recovery by pressing the Power button and shortly thereafter holding down “Command+Option+R” on the keyboard until the spinning globe icon appears on the screen. This may take a few minutes to load based on your internet connection. (If you do not see a spinning globe and it’s asking which internet connection to connect to, your Ethernet connection either isn’t working, or this is the part where you need to connect to your Wi-Fi network.)
- 3 – Once Apple Internet Recovery is loaded, select and open “Disk Utility”:



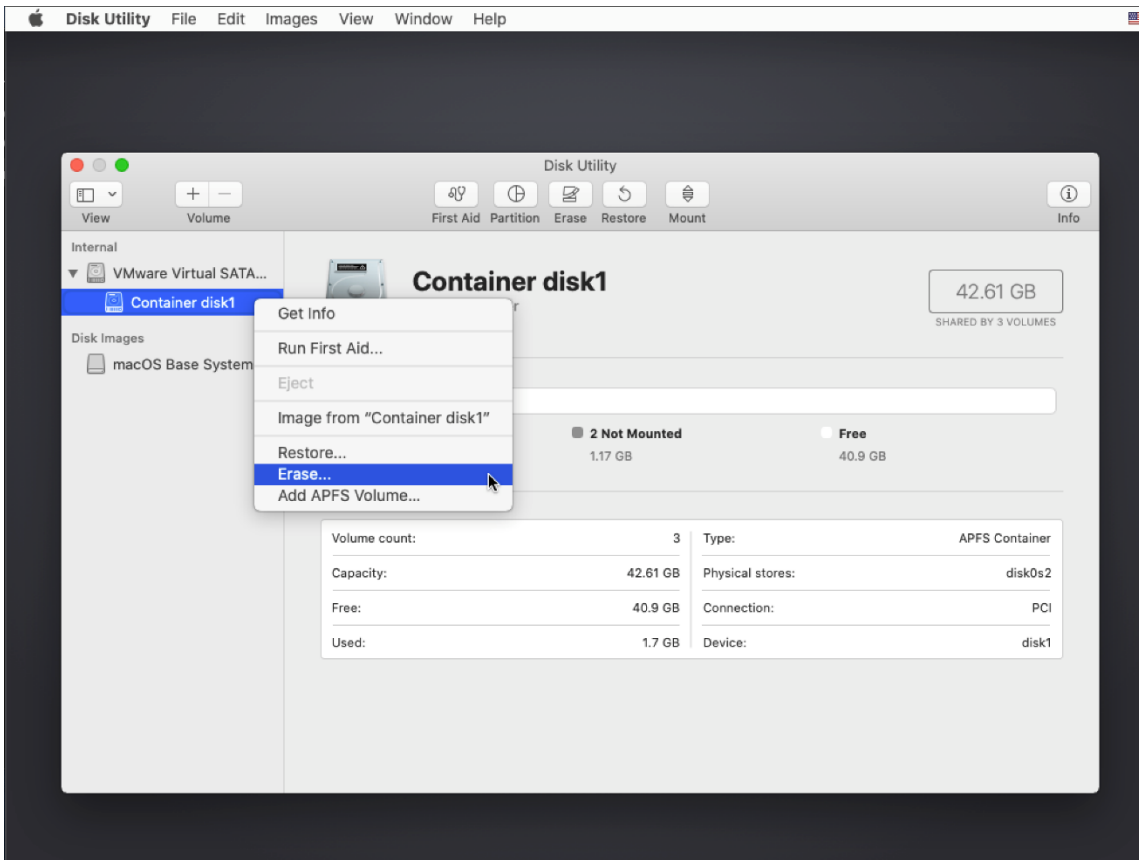
4 – Find your Internal Disk Drive and right-click on either partition and select “Delete APFS Volume”:



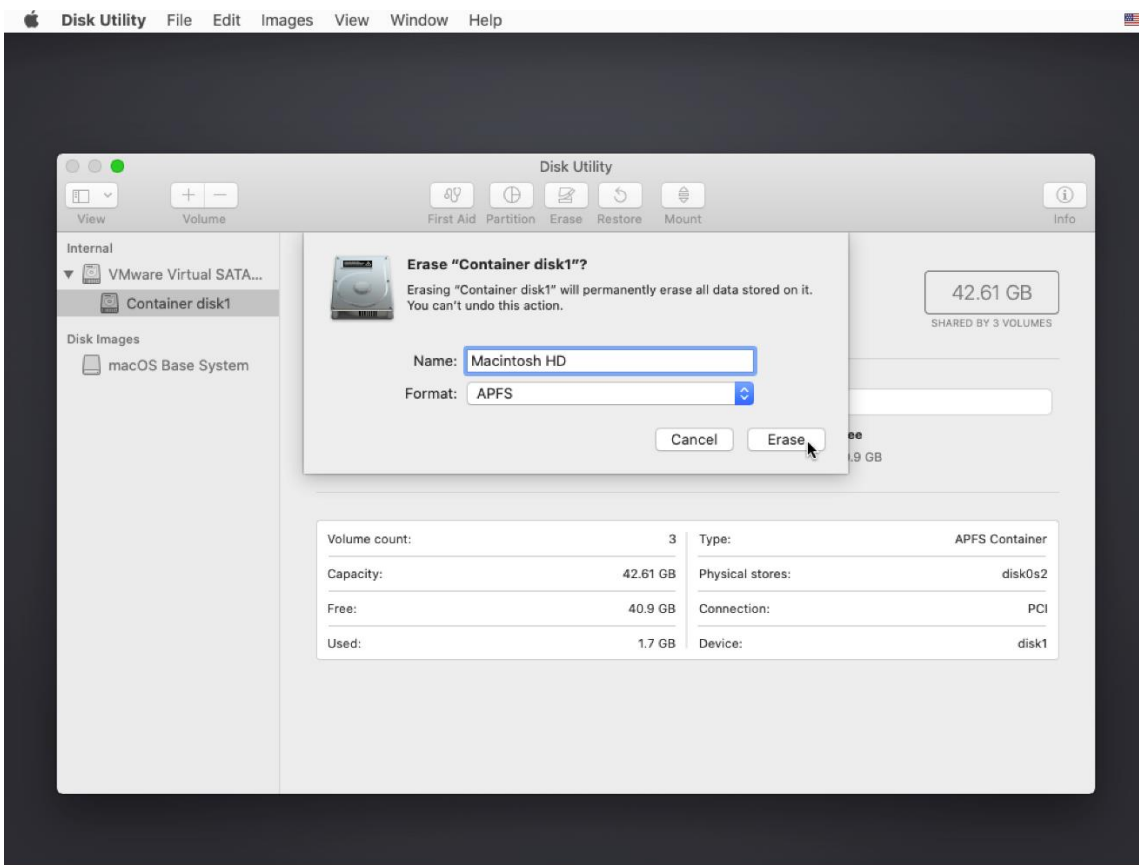
5 – Select “Delete Volume Group”



6 – Right Click on the Container Disk1 and select “Erase”:



7 – Name the Volume “Macintosh HD” and click “Erase”:



8 – Once the Hard drive has been erased and naming has been successful, go ahead and close “Disk Utility”

9 – If you are planning to surplus the machine, you are done at this point and can shut down the machine and mail it in for surplus. If you intend to re-use the machine, continue to follow the next additional setups below.

Click “Install MacOS” and hit “Continue”:



10 – Click “Continue” and “Agree” to the Software License Agreement

11 – Select “Macintosh HD” as the Install Destination Disk and click “Install”:



12 – Installation of Mac OS X Catalina will then begin. The duration of this process will depend on the hardware specs of whatever machine you’re installing it on. When installation has finished, you typically see “Welcome” and the Language Select Screen as seen on the next page. At this point, the computer is wiped and ready for re-use or surplus.