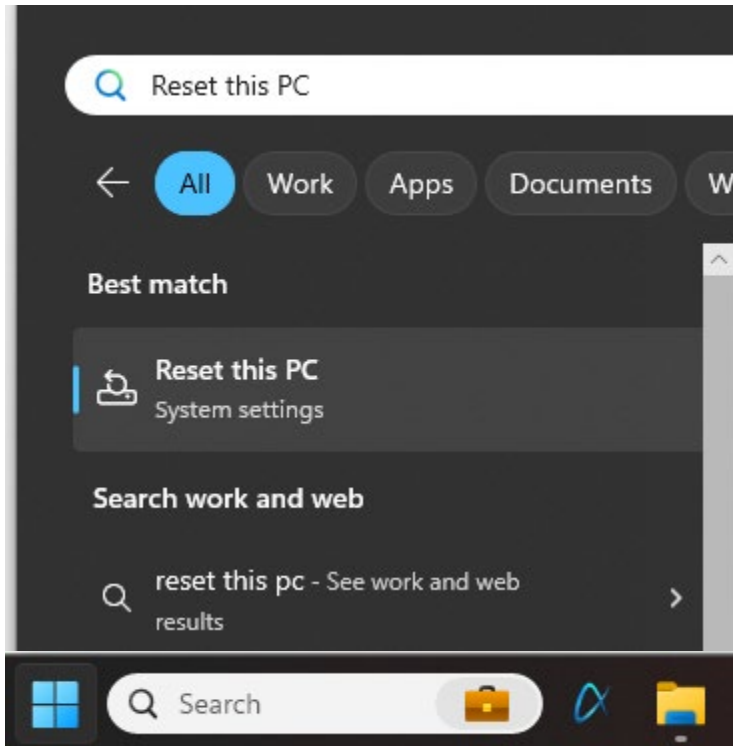
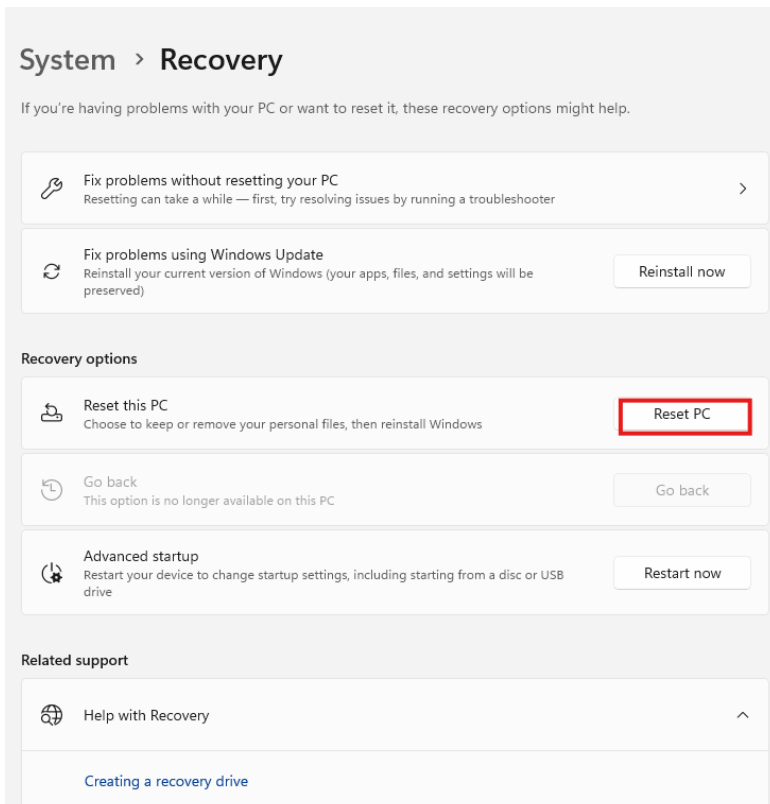


How to Securely Wipe Your Church Owned PC for Surplus or Re-Assignment

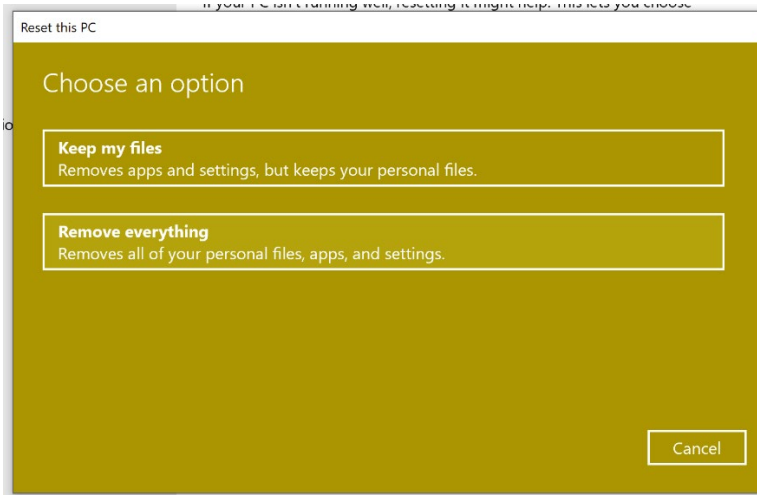
1. Click on the Start button and search for “Reset this PC”. Select the option from System settings (as shown below)



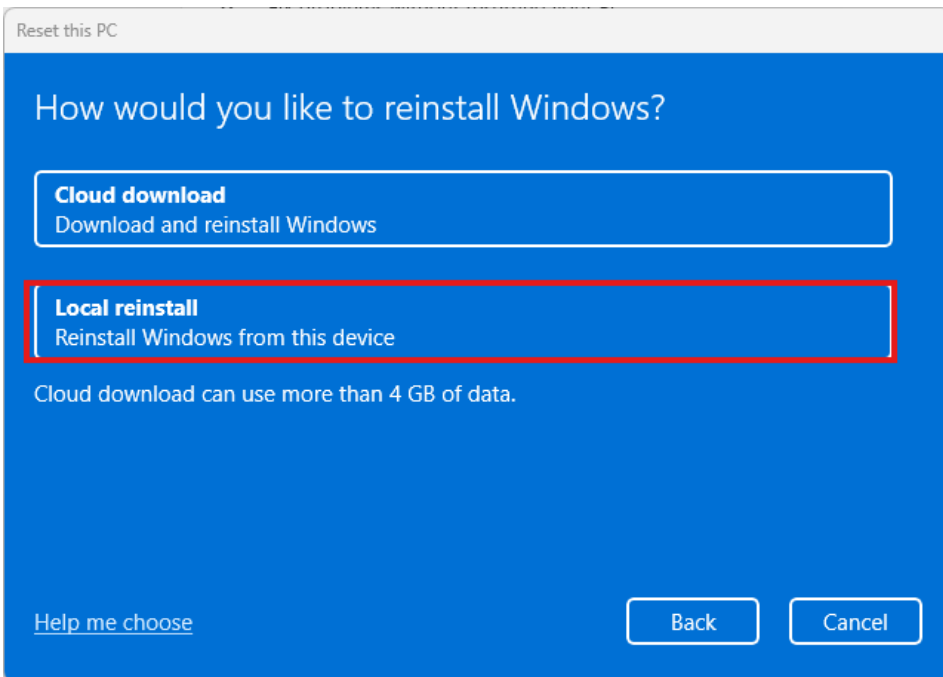
2. In “System > Recovery” window, select “Reset PC”. If you see a prompt about authorizing an elevated command, click Yes.



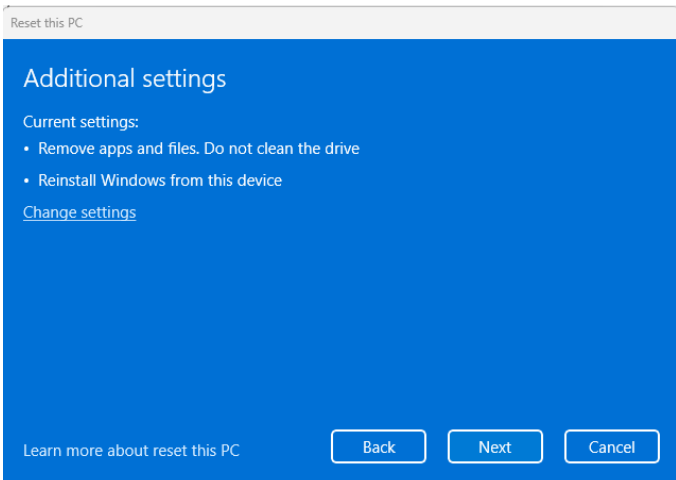
3. Select "Remove Everything":



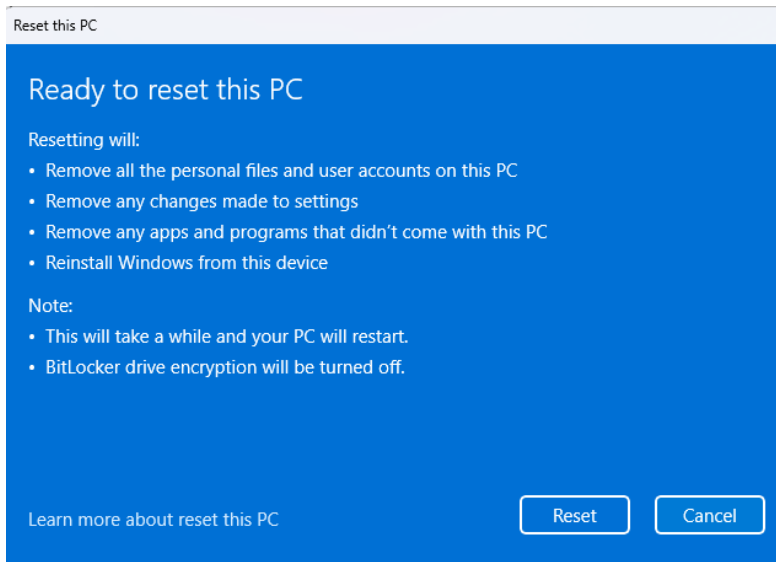
4. Choose to reinstall Windows with the Local reinstall option:



5. Click Next



6. You will receive one final prompt summarizing your request. Click 'Reset' to start the Reset process:



7. After you confirm and hit 'Reset', it will say "Preparing to reset. Preparing to reset this PC. It will restart automatically" and you'll see a percentage number. Once the PC has finished preparing and reached 100%, it will reboot the machine and start the reset process. The Reset process can take anywhere from 25 minutes to a few hours depending on the options you've chosen. You should see a progress percentage upon reboot; once it reaches 100%, the reset is complete and the computer is wiped and ready for re-use or surplus.

