

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

Encrypted with Bitlocker or Sophos Safeguard Windows 10 PC

The following instructions apply for Church Owned PCs that have been Enterprise Encrypted with Native Windows Bitlocker or Sophos Safeguard. If your machine is not encrypted, please encrypt it first with Native Windows Bitlocker and then follow the instructions.

1. Check that your PC is in fact encrypted with Native Bitlocker or Sophos Safeguard:

a. Native Bitlocker:

1. Open "This PC" and Right-Click on your C Drive and select "Manage BitLocker"



2. Bitlocker Drive Encryption Menu comes up and will display "Bitlocker On" if Encrypted

BitLocker Drive Encryption

Help protect your files and folders from unauthorized access by protecting your drives with BitLocker.

Operating system drive

Local Disk (C:) BitLocker on



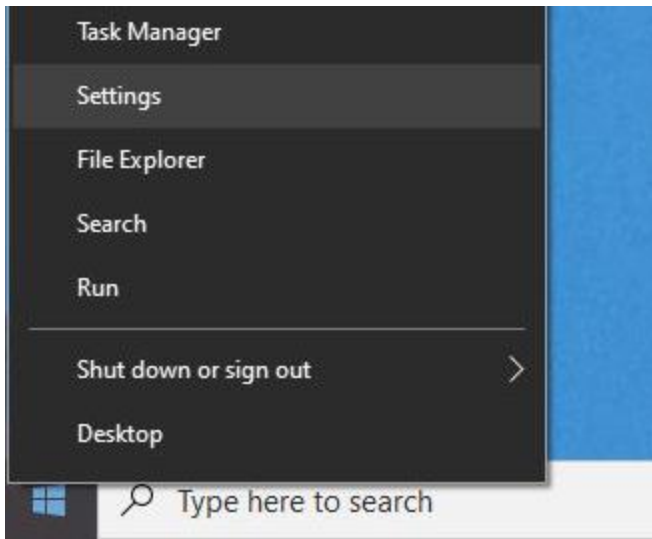
- Suspend protection
- Change how drive is unlocked at startup
- Back up your recovery key
- Turn off BitLocker

b. Sophos Safeguard:

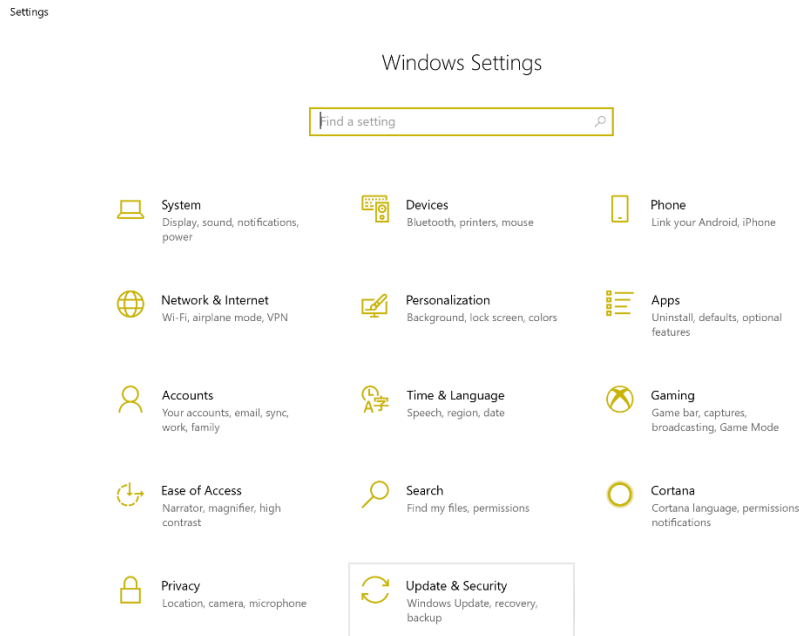
1. Look at the mini-icons, typically in the lower right of your taskbar by the clock for the Seafoam Green Sophos Safeguard icon. If you don't see all the icons, make sure to click the up arrow to expand:



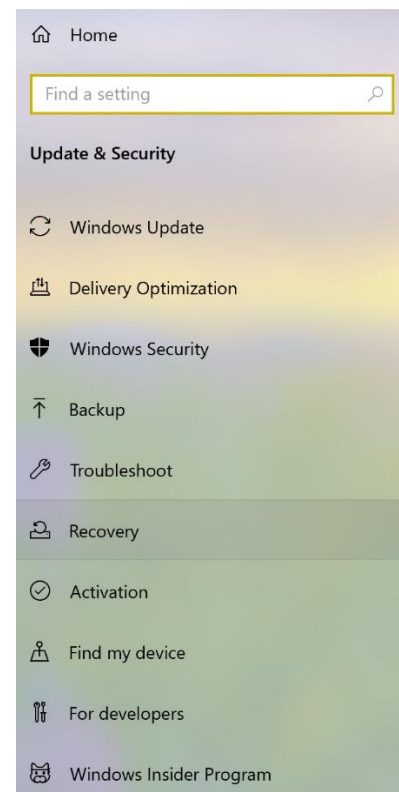
2. Once you verify that the machine is indeed encrypted, we can perform a "Reset this PC". The easiest way is within Windows.
3. Open "Settings" by right-clicking on your Start Menu and clicking on "Settings":



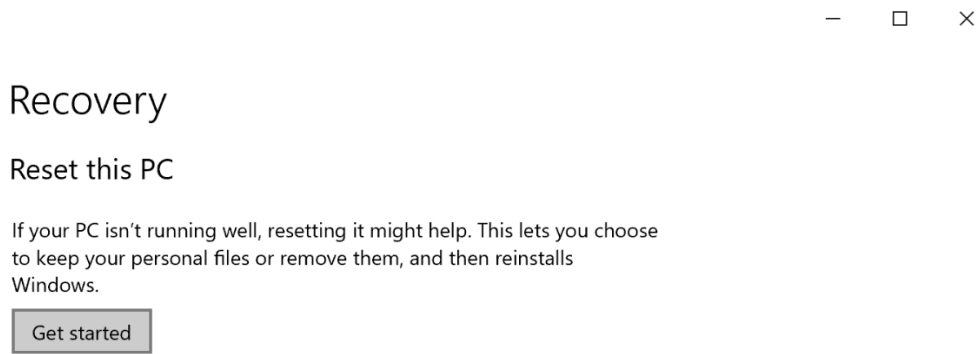
4. Inside 'Settings', click on "Update & Security":



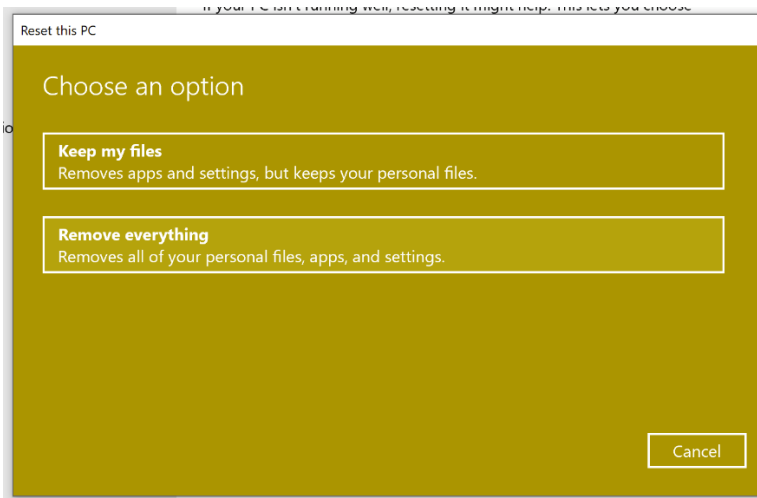
5. Then click "Recovery":



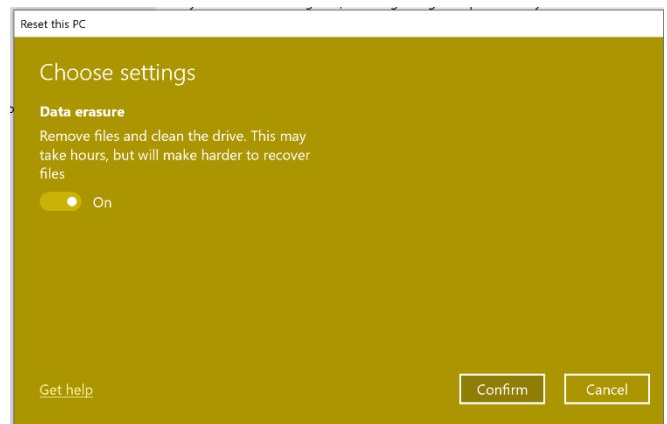
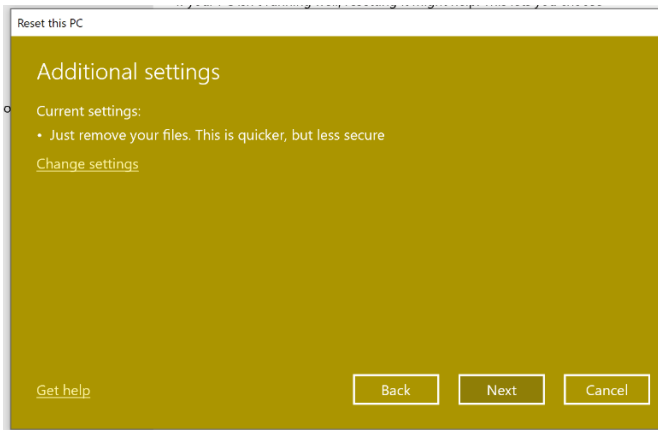
6. Once inside 'Recovery', click on "Get Started" under "RESET THIS PC":



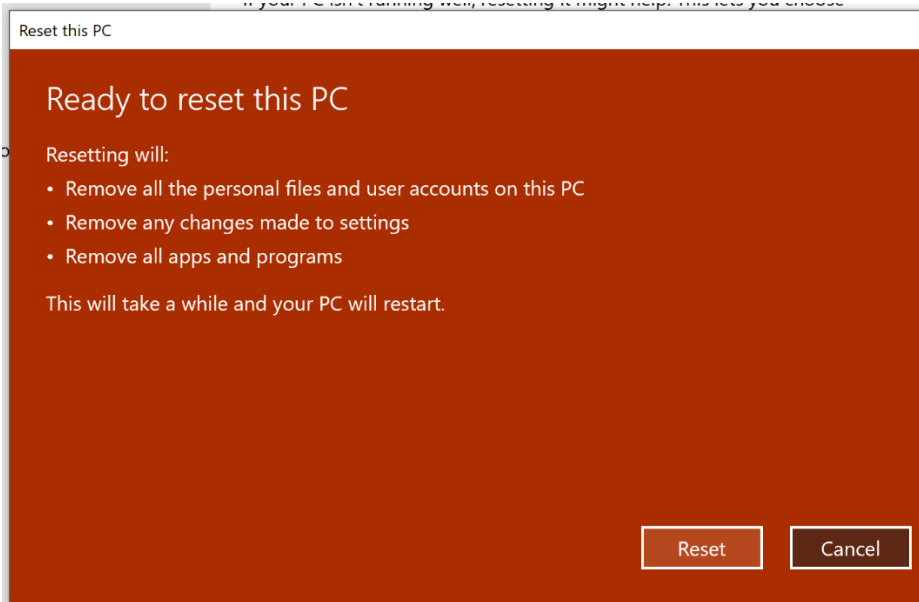
7. Select "Remove Everything":



8. If you are simply re-imaging for reuse, or repurposing the machine for additional Internal Church use, click NEXT. If you are surplusng the machine or shipping it off for disposal, click "Change Settings" and toggle the option to ON for Data Erasure and hit Confirm:



9. Once you hit next, you'll receive one final prompt that summarizes what you've requested and ask you to confirm. Hit 'Reset' to start the Reset process:



10. 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.

