

Migrating User Profile

Summary

To minimize the possibility of losing data, please complete the following procedure. If it is not done, there is the potential of losing access to your data and the computer.

If you have any issues, questions, or concerns with this process, please email us at helpdesk@bcomnm.org and for help.

Prerequisites

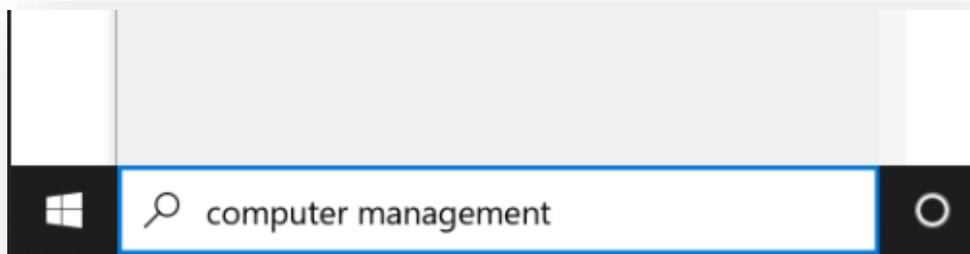
- Local files backed up and synced to OneDrive
- An internet connection

Notes:

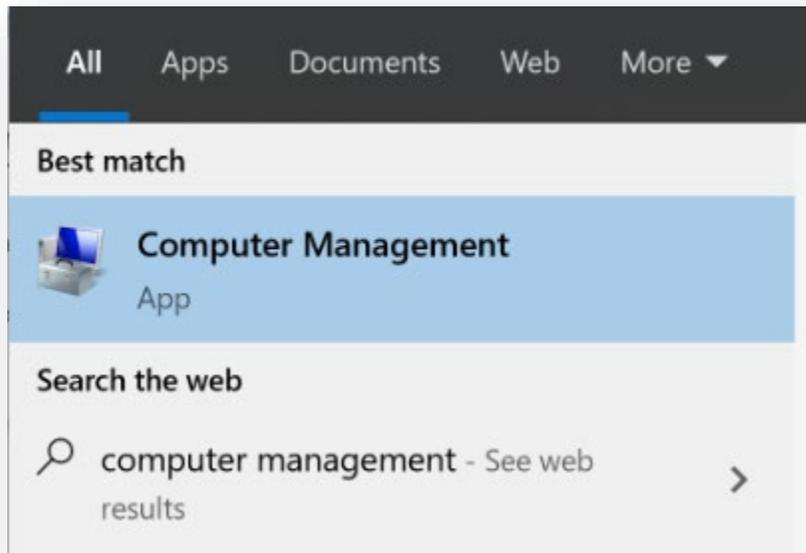
- This process will include restarting your computer so please save all files and close any unnecessary programs before you begin.
- Once you have completed the migration, there will no need to keep the application which will be downloaded. This can be removed by deleting the installer **Profwiz**.

Create local account

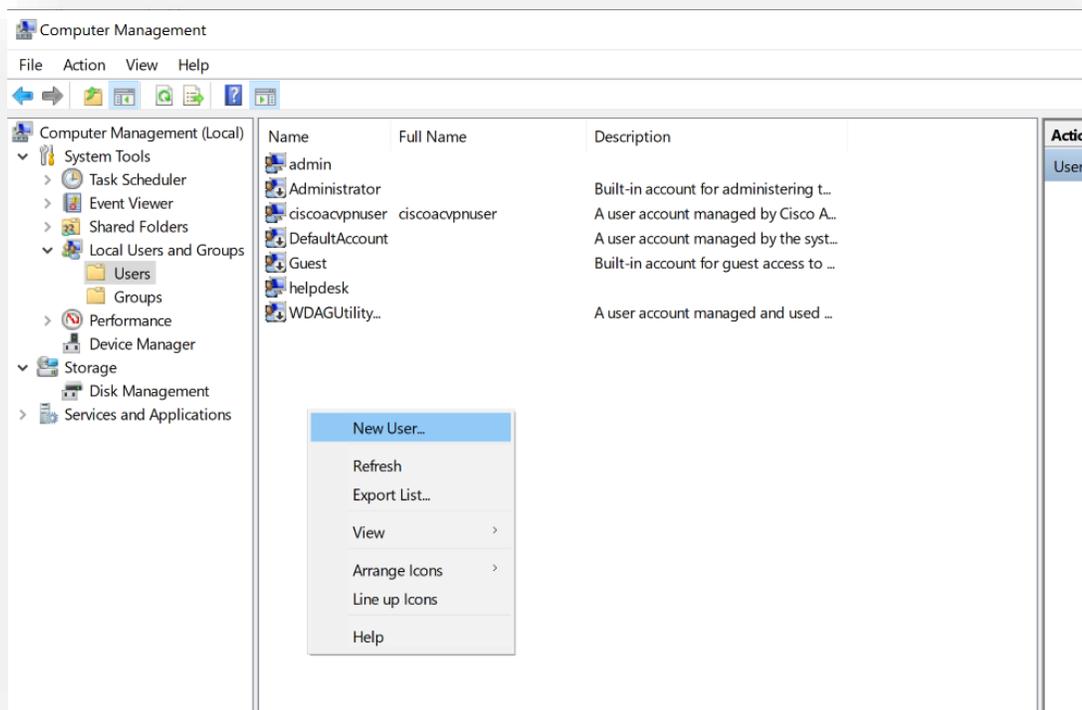
1. In the Windows 10 Cortana search box on your taskbar, type **computer management**. If you don't see the search box, simply click on the magnifying glass on the left side of your taskbar.



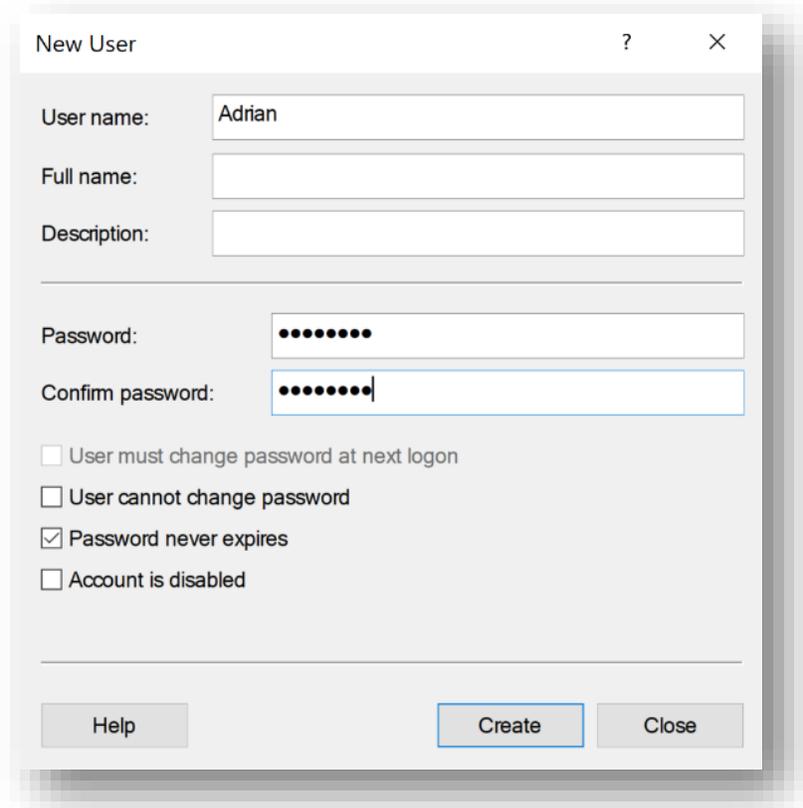
2. In the search results, click the **Computer Management** application. This will open a new window named **Computer Management**.



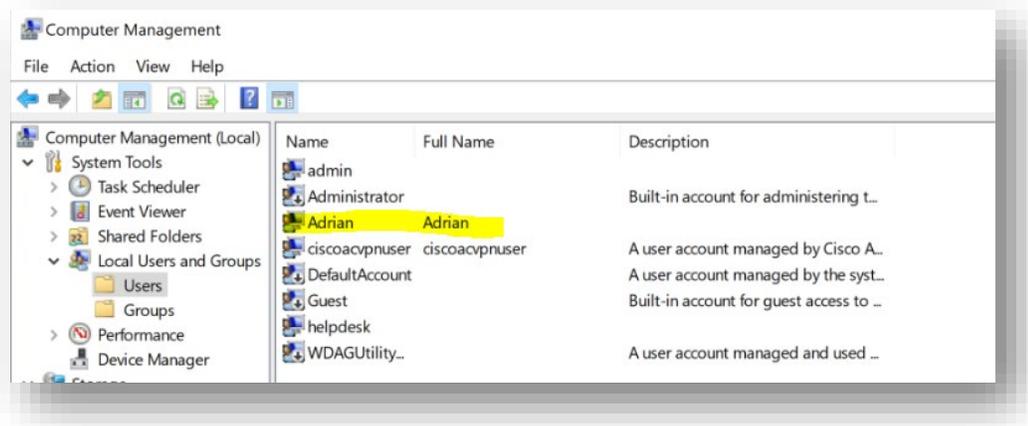
3. In the left panel of the new window, click **Local Users and Groups**, right-click on the **Users** folder, and click **New User**.



4. Enter the following information into the **New User** window:
 - a. **User name** – you may want this to be unique from your current username.
 - b. **Password & Confirm password** – the password must follow complexity requirements. It must be at least 8 characters and include three of the four following requirements:
 - i. Lowercase letters
 - ii. Uppercase letters
 - iii. Numbers
 - iv. Special Characters (symbols)
 - c. Uncheck all checkboxes except for **Password never expires**.

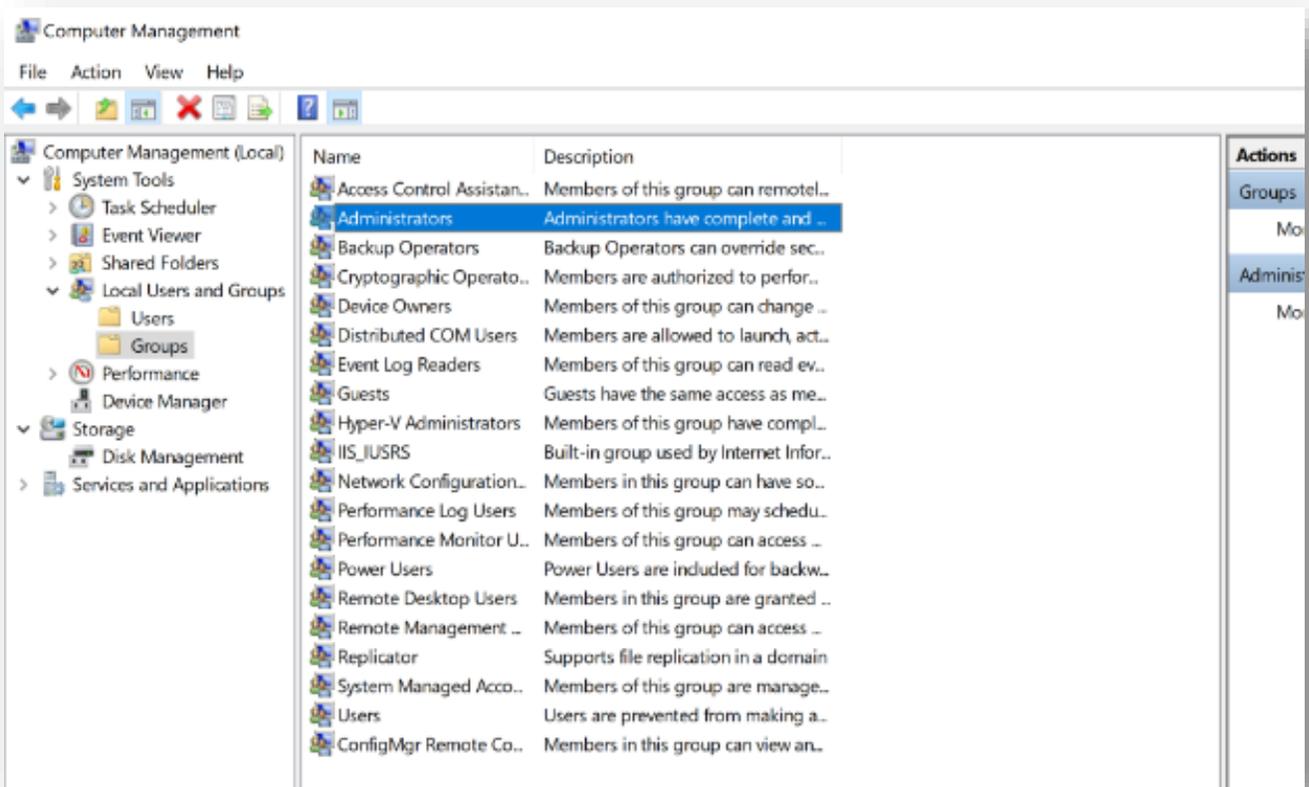


5. Look in the **Computer Management** window to confirm the new account has been created.

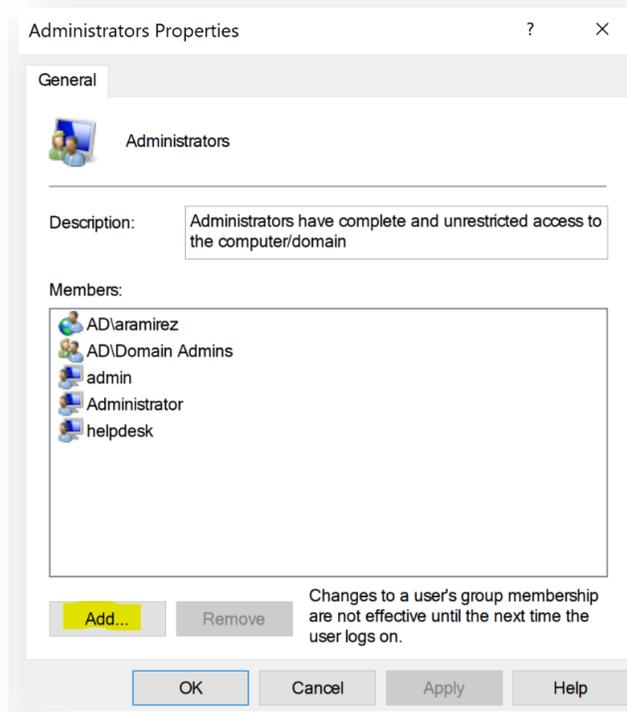


Giving The New Account Administrative Rights

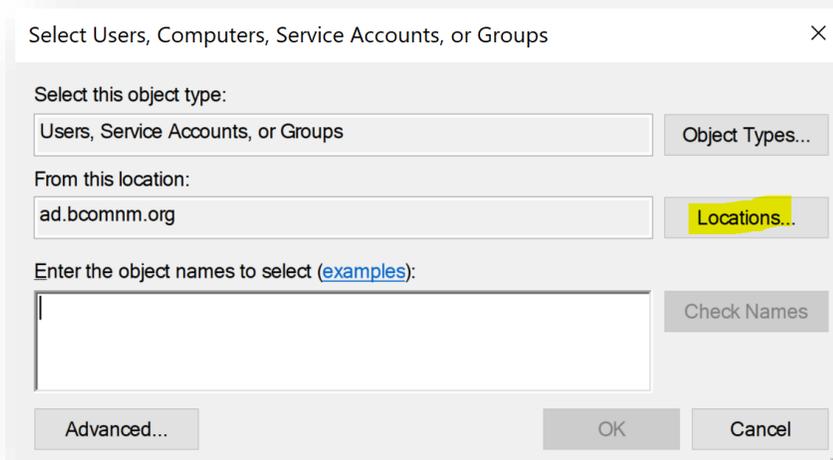
1. If you closed the **Computer Management** window, reopen it by using steps 1 & 2 in the previous section.
2. In the **Computer Management** window, click **Local Users and Groups**, double-click **Groups**, and double-click **Administrators**. A new window should appear called **Administrators Properties**.



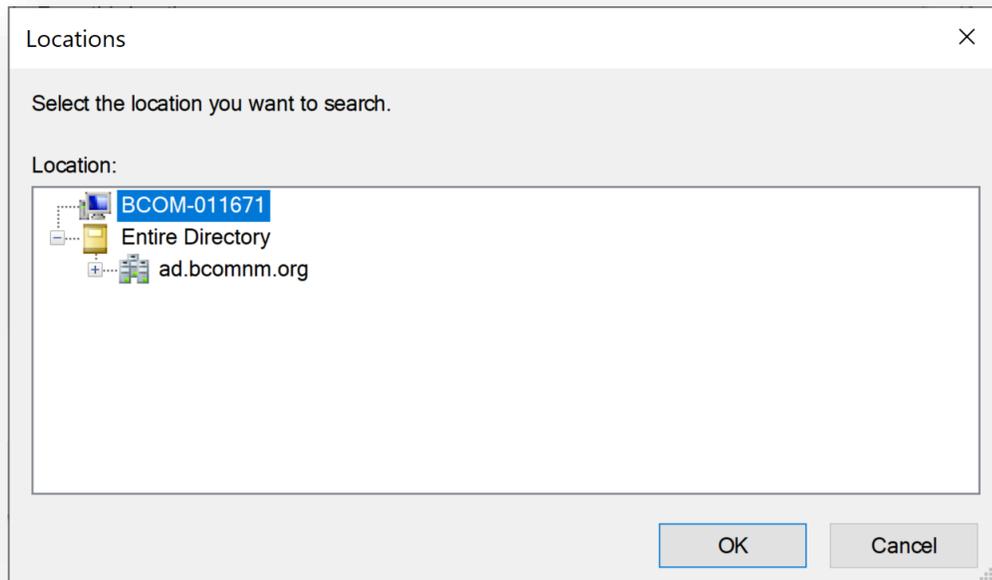
3. In the Administrators Properties window click **Add...** A new window should appear called **Select Users**.



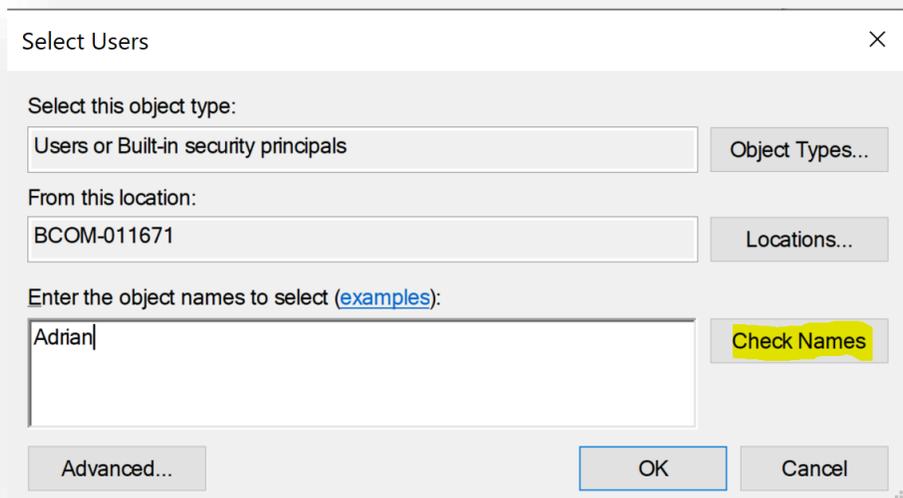
4. In the **Select Users, Computers, Service Account, or Groups** window click **Locations...**



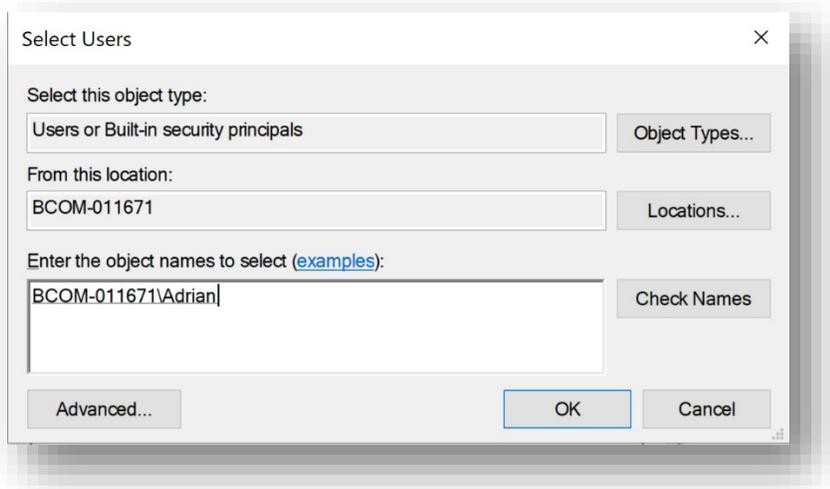
5. The **Locations** window will appear. In the **Locations** window, select the computer's name. It will be the first option on the list and will have a little computer icon next to it. Click **OK**.



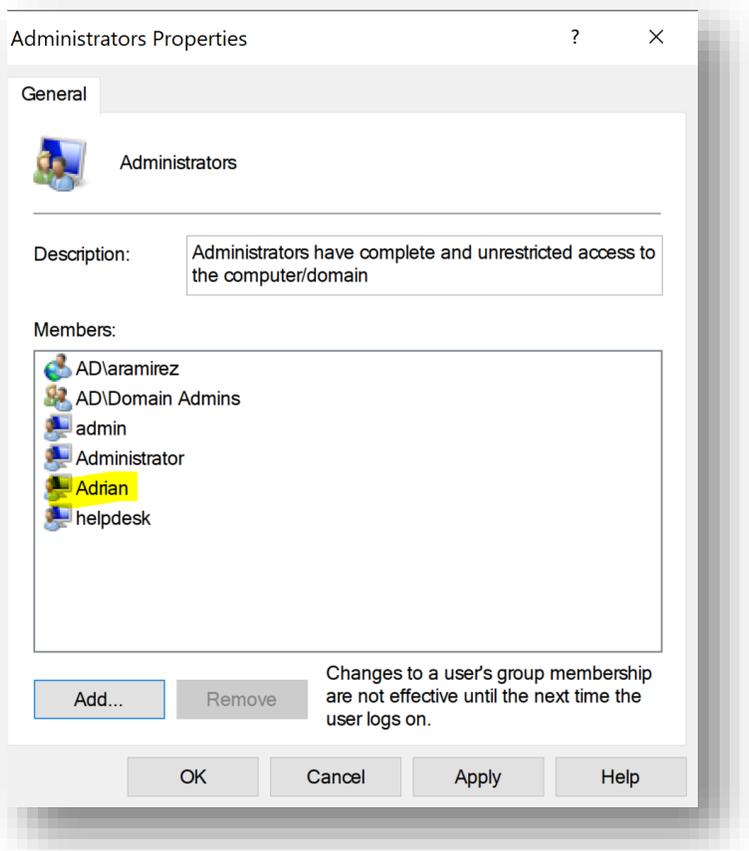
6. In the **Select Users** window enter in the **EXACT** username of the new account created earlier. If you don't, it will not be able to find the account. Click **Check Names**.



7. If the username was entered correctly, it will list it in the box directly below **Enter the object names to select (examples):** as shown below. Click **OK**.

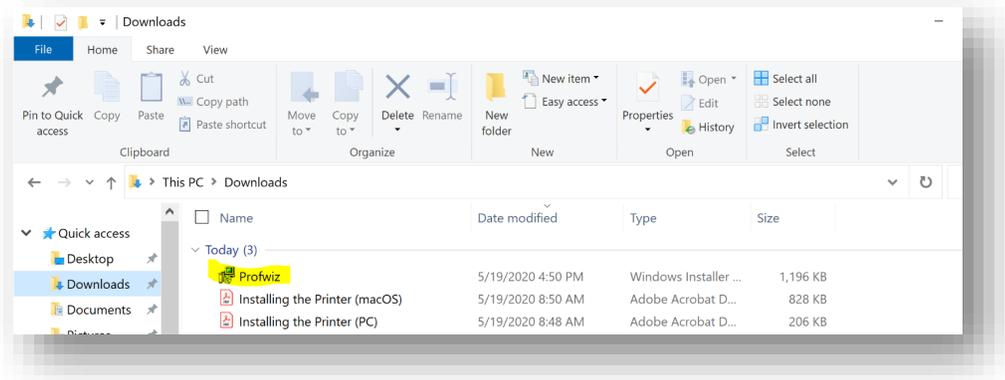


8. Verify the account has been added to the Administrators members list in the **Administrators Properties** window. Click **OK**.

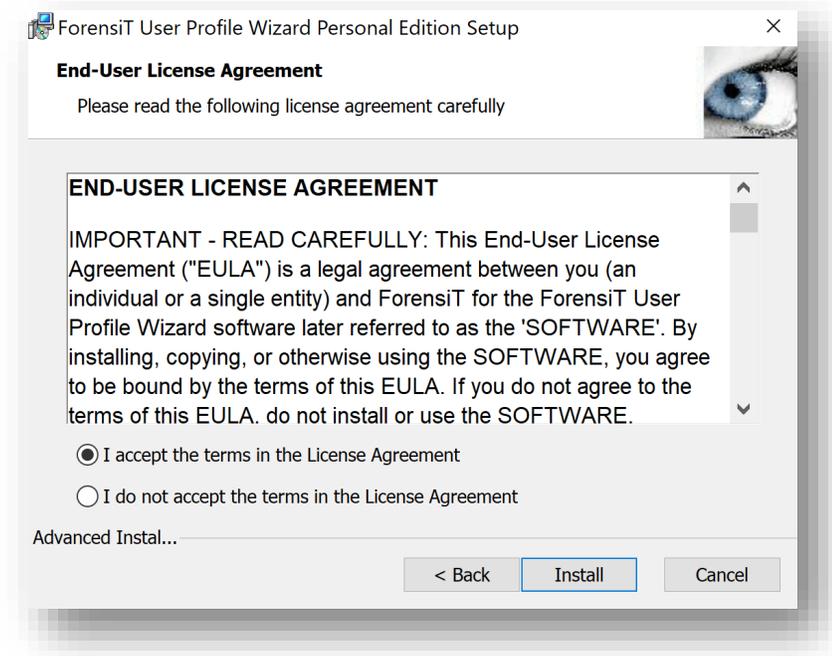


Download/Install ForensiT User Profile Wizard

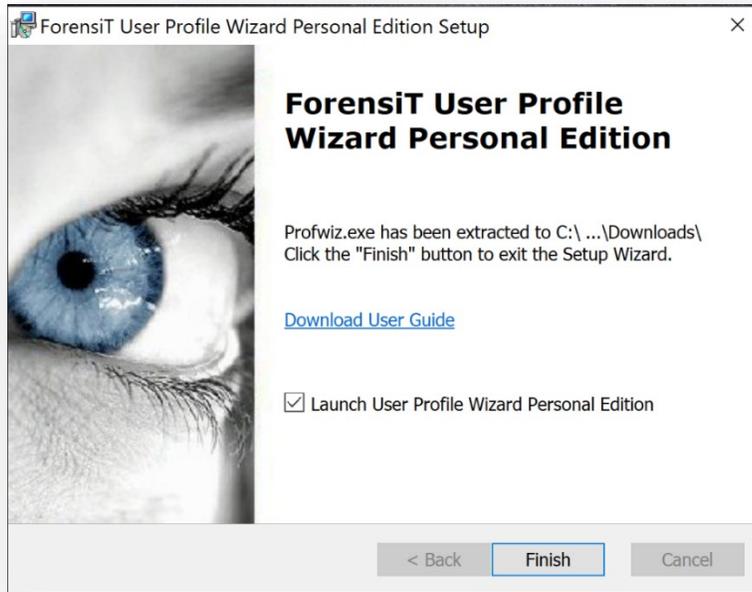
1. Click on this link to download the program:
<https://www.forensit.com/Downloads/Profwiz.msi>
2. Once the file is downloaded, run the installer **Profwiz**. If you did not configure your web browser to put it somewhere else, it should be in your **Downloads** folder.



3. Click on the radial button, which corresponds with **I accept the terms in the License Agreement** and then click on **Install**.



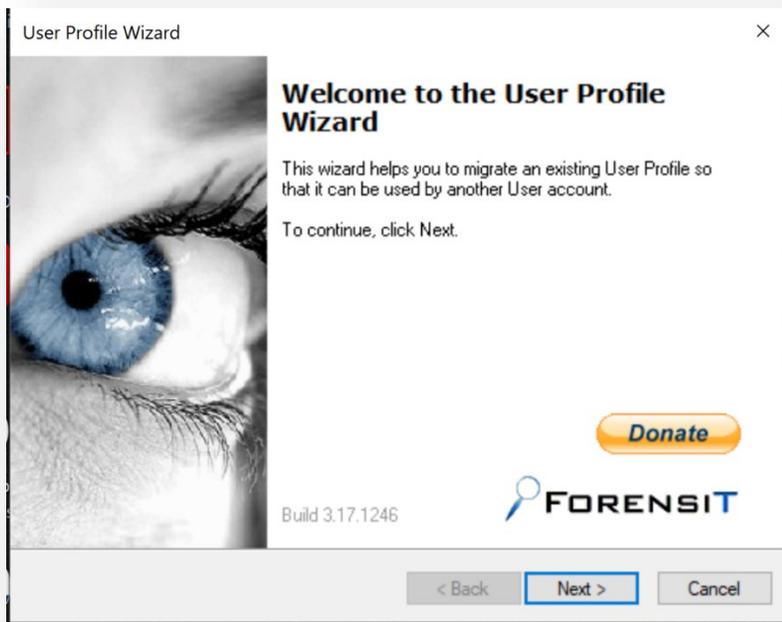
4. Make sure the **Launch User Profile Wizard Personal Edition** checkbox is checked and click **Finish**.



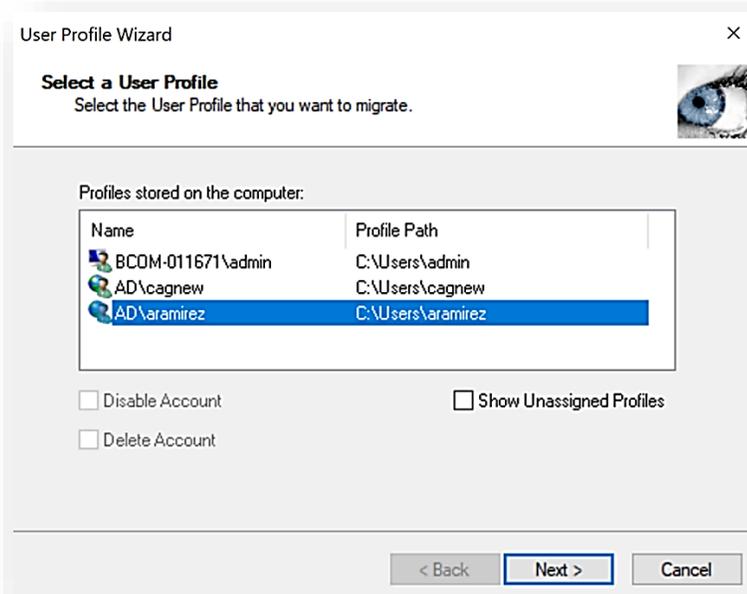
5. A **User Account Control** windows may appear asking if you want to allow ForensiT to make changes to your device. Click **Yes**.



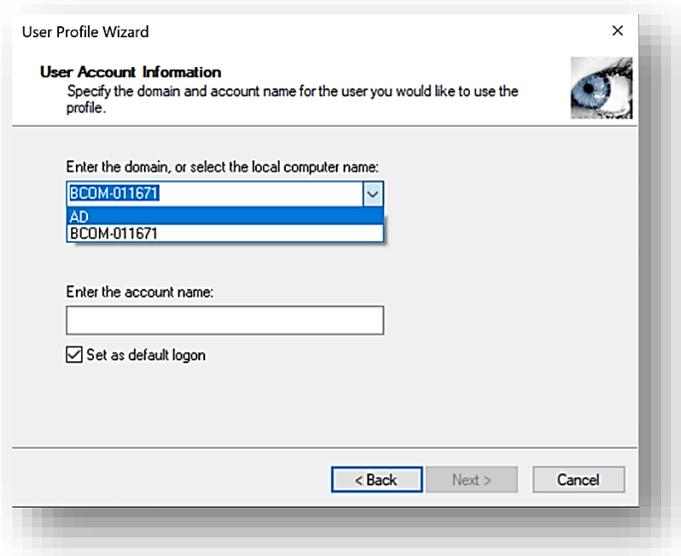
6. On the **Welcome to the User Profile Wizard**, click **Next**.



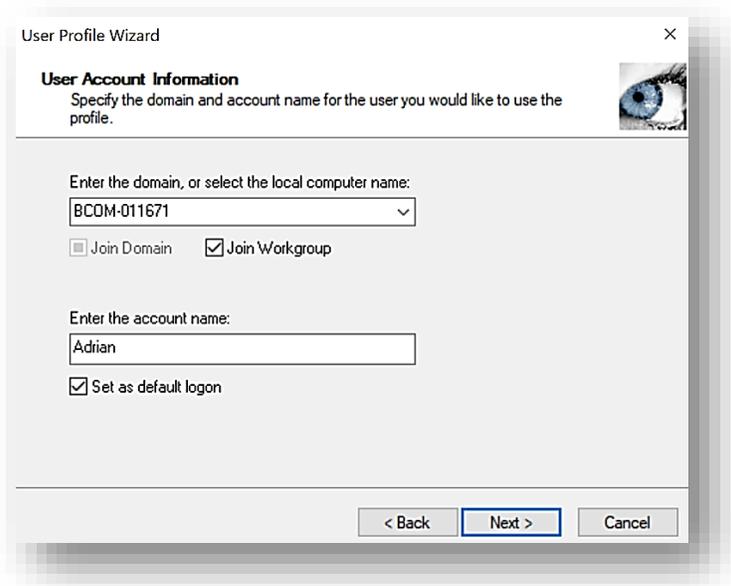
7. Select your BCOM account (AD\firstname.lastname) and click **Next**.



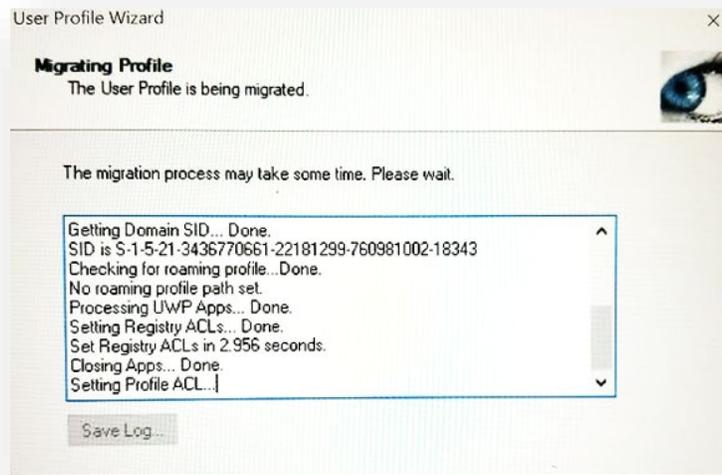
- Click the drop-down arrow and select your computer's name. You should have two choices and the AD choice is NOT the correct one.



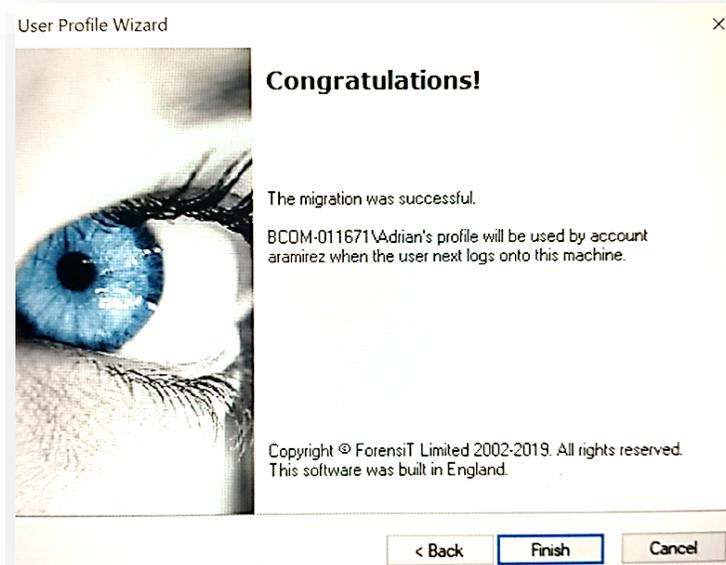
- Enter in the **EXACT** username of the new account created earlier otherwise the program will not work. Make sure the following checkboxes are checked and then click **Next**.
 - Join Workgroup**
 - Set as default logon**



10. The migrating process will begin and may take a bit of time depending on the amount of data in your profile. Click on **Next** when it becomes available.



11. Once migration is complete, click **Finish**. Your computer should ask you to restart shortly after.



12. Once the machine finishes restarting, log into to the newly created account. All your data should have transferred over.