

SUNY New Paltz Faculty/Staff Help Desk

Computer Setup Application Form

Please complete this form to the best of your ability before your new pc is setup and configured. It saves the help desk technicians time and allows them to have you up and running faster!

Name: _____

Department: _____

Office Location: _____

Novell LAN username and password: _____

Are there multiple users of this PC? YES NO



Is this new PC replacing an old one? YES NO

Please note that the help desk highly encourages you to back up as much data as you can before we go ahead with the PC setup. This can easily be done by copying the files to your F: drive whose purpose is to hold your personal data on our server. We cannot be responsible for any data that is lost in the transfer process. So please, **BACK UP YOUR DATA.

Name and location of files to be transferred:

Version of Windows on current PC (choose only one): Windows 2000, Windows XP

How do you access your email? NPMail Groupwise Thunderbird Outlook

What browser do you use to access the web? Internet Explorer  Mozilla Firefox 

Do you have special software installed on this PC? If so, please list them below:

Any questions or special requests regarding this form please contact the help desk at x3449