Preparing Your Loaner Laptop for Return

Before your computer is returned to the college you will want to use the Reset this PC feature in Windows 10 to remove your personal data from the computer.

Please note that once this process has been run on the laptop that all of your data will be unrecoverable by the college. Please make sure to back up any personal files to an external storage device or a cloud storage service (ie. Georgian College OneDrive) before you begin.

Before you begin, make sure that you have the provided power supply connected to the computer.

1. Click on the Windows icon in the lower-right corner of the desktop. In the search bar, Type Reset this PC and click on the Reset this PC option from the list.
2. From the next screen, click on the **Get Started** button.

3. From the next menu, you will want to select the **Remove everything** option to ensure all of your personal files are removed from the computer.
4. Select **Change Settings** from the next menu.

5. Set the **Data Erasure option to on** to perform a clean on the drive. This will ensure your files are securely removed. Select **Confirm** to proceed.
6. On the next window, select **Next** to continue.

   ![Reset this PC](image)

   **Additional settings**

   Current settings:
   - Remove files and clean the drive. This may take hours, but will make harder to recover files

   ![Change settings](image)

   ![Back](image) ![Next](image) ![Cancel](image)

7. This is the final prompt. Ensure you have absolutely everything you need from the computer at this point. Select **Reset** to begin the process.

   ![Reset this PC](image)

   **Ready to reset this PC**

   Resetting will:
   - Remove all the personal files and user accounts on this PC
   - Remove any changes made to settings
   - Remove all apps and programs

   This will take a while and your PC will restart.

   ![Reset](image) ![Cancel](image)

The process is fully automated from this point. Windows will clean the drive and reinstall Windows. When finished, Windows will boot into the initial setup screen. At this point the computer is ready to be returned to the college.