

Purchasing Listserv – 12/08/2021

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**purchased desktops and laptops to be ready for you or your colleagues to use.**

means that USF employees will now have their new computer shipped

[Join the Purchasing Listserv](#)

2. [Back up](#) documents and settings from your old machine that you wish to keep
3. Sign in to your new [desktop](#) or [laptop](#) and follow the prompts

***Points for purchasers to keep in mind:***

- This process only applies to new windows laptops and desktops purchased through the USF Computer Store at the Bulls Marketplace on or after January 10, 2022.
- If you are ordering computers for someone else, the new owner should be the first person to log in
- If the computer will be used for more than one person, the person who logs in first should be the person you want to be the administrator
- We encourage you to purchase IT-recommended bundles to make sure your new computer comes with the right cables and to ensure compatibility with monitors, docking stations, etc.

***How can I get help?***

USF IT will have team members available to assist with any questions or issues. Call us at (813) 974-HELP or send a chat message at [itchat.usf.edu](https://itchat.usf.edu) for help.

Sincerely,  
USF Information Technology