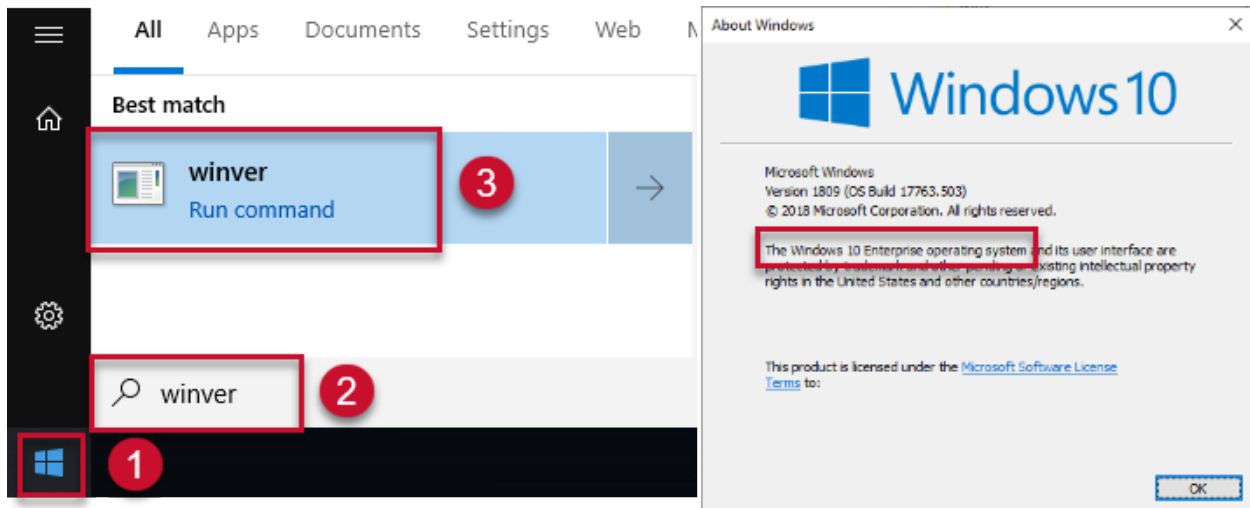


1. Verify Windows edition

Note: A free upgrade to Windows 10 Education can be obtained through [UMB's software sales page](#)

- Click "Start", type "Winver" and click "Enter"
- Verify the version of Windows (right screenshot). Proceed to step 2 if Pro, Education or Enterprise. Upgrade Windows license if using Windows 10 Home



2. Initialize BitLocker

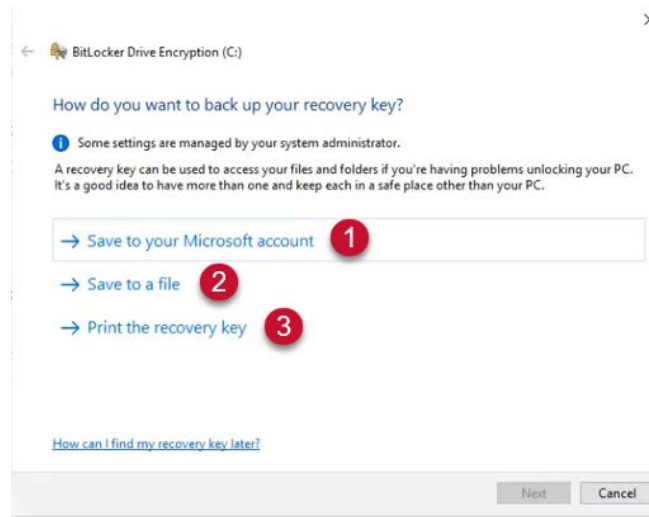
- Click "Start", type "Manage BitLocker" and click "Enter"
- Click "Turn on BitLocker" – Windows will verify the system is ready for encryption. If the TPM is turned off, it may require to be enabled through the system BIOS. Please refer to your PC manufacturer (Most PC's now have this turned on by default)
- Backup encryption key**



Note: This key is only needed in the event of hardware failure and will be necessary to pull any information off the hard drive in the event of system failure.

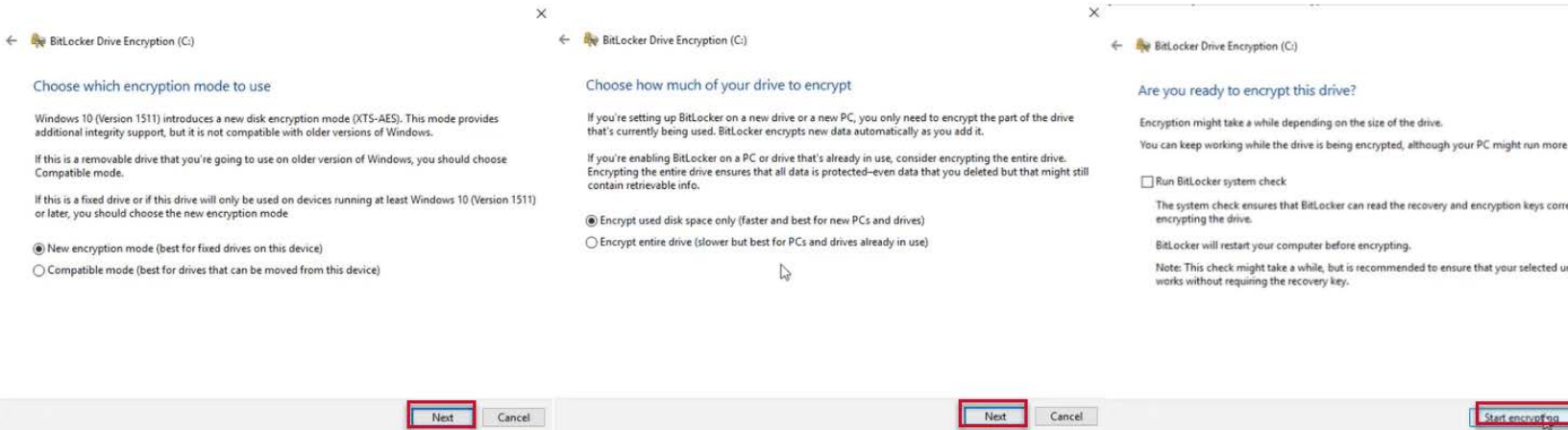
It is EXTREMELY important that this key is backed up in a safe location that you will have access to after graduation. If your backup key is lost during after a hardware failure, data recovery will not be possible.

School of Law IT recommends first using the Microsoft Account used to setup the laptop, and a 2nd means of storage (personal GDrive, OneDrive, DropBox). The key can also be printed or saved as a PDF to an **EXTERNAL** location. 2 or more methods of backup are highly recommended.



d. Follow the prompts to start encryption.

Note: Encryption can take a few minutes to a few hours. Keep device plugged in while encryption is completing in the background. You can return to normal tasks.



e. Encryption is completed when this prompt is received. Computer can be shutdown at this time.



3. Verify key via Microsoft account (Optional)

- a. If recovery is ever needed, it can be done through your Microsoft Account. Go to this link <https://account.microsoft.com/devices/recoverykey> and sign in. You'll be shown the device names, Key ID's and applicable Recovery Keys.

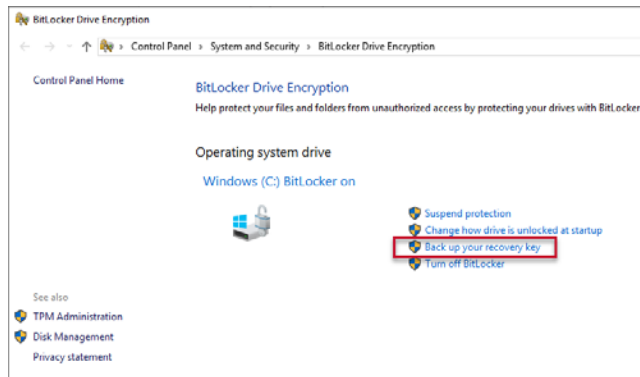
BitLocker recovery keys

Device Name	Key ID	Recovery Key	Drive	Key upload date	
				9/13/2018	Delete
				9/14/2018	Delete

Help with Microsoft account

4. Backup Key post-encryption (Optional) / Turning off BitLocker

- a. You can always backup your key by going to the "Manage BitLocker" window (step 2a) and click "**Back Up your Recovery Key**"



- b. Turning off BitLocker

Note: You are required to maintain an encrypted laptop while enrolled in the Clinical Law program. It is highly recommended you keep your laptop encrypted as it'll protect your data in the event of loss/theft. Turning off BitLocker can take quite some time. Please leave your device powered on during process.

