How to remove your computer from Azure domain from home

Please note: When performing the domain removal please ensure that you follow the instructions **exactly as written**. Failing to do so may result in loss of data and/or functionality of device.

Save BitLocker encryption key

On the laptop, log in as your domain account with <your shortname>@shu.edu. In the **Cortana** Search box, type **bitlocker** and then launch the **Manage BitLocker** program.



<u>If BitLocker is off on your machine, please skip this step</u>, if Bitlocker is **on**, Click **Back up your recovery key**.



Choose Save to a file.

RitLocker Drive Encryption (C:)

How do you want to back up your recovery key?

() Some settings are managed by your system administrator.

A recovery key can be used to access your files and folders if you're having problems unlocking your PC. It's a good idea to have more than one and keep each in a safe place other than your PC.

\rightarrow Save to your <u>A</u> zure AD account			
\rightarrow Save to a <u>file</u>			
\rightarrow Print the recovery key			

The BitLocker recovery key must be installed on a USB flash drive and cannot be saved to the local C drive since it is encrypted. If you attempt to save to the laptop's C Drive, you will see an error message.

BitLock	er Drive Encryption error	×
\bigotimes	This location can't be used.	
	Your recovery key can't be saved to an encrypted drive. Choose a different location.	
	ОК	

Plug in a USB key on your laptop and save the BitLocker recovery key to the USB (D) drive. The recovery key will be different on each machine.

Rave BitLocker rec	overy	key as							×
$\leftarrow \rightarrow \ \bullet \ \bullet \ \bullet$	» > U	SB Drive (D:)		~	U	Search U	JSB Drive (D:)		Q
Organize 🔹 Ne	ew fold	ler					[?
Pictures Music Temp Videos OneDrive This PC USB Drive (D:) Network	* ^	Name		∧ No items r	natch y	our search	Date modifie	ed	
~	~	<							2
File <u>n</u> ame: Save as <u>t</u> ype:	BitLo	ocker Recovery Files (*.txt)	Key 8DBCDD03	-A856-47C	9-B52E-	-311C88E6	5610.TXT		~
▲ Hide Folders						<u>S</u> a	ve	Cancel	

Keep the BitLocker recovery key in a safe place. Close the BitLocker Drive Encryption program. Eject and remove the USB Drive from the laptop.



Updating machine password

In the Cortana Search box, type Computer Management and then launch the program.



In the Computer Management screen, select Local Users and Groups, and then select Users.



Right click Administrator and choose Properties.

🛃 Computer Management			
File Action View Help	?		
Computer Management (Local)	Name	Full Name	Description
 Vistem Tools Task Scheduler Vistem Viewer Vistem Folders Shared Folders Local Users and Groups Users Groups 	Administrator DefaultAcc Guest WDAGUtili	Set Password All Tasks > Delete Rename	Built-in account for administering A user account managed by the sy Built-in account for guest access t A user account managed and used
> 🔊 Performance		Properties	
 Device Manager Storage 		Help	

UNCHECK the **Account is disabled** option and make sure the **Password never expires** option has been actively checked. Click **OK** to exit the dialog.

Administrator Properties ?				
General Member Of	Profile			
Administrator				
<u>F</u> ull name:				
Description:	Built-in account for administering the computer/domain			
User must change password at next logon				
User cannot change	User cannot change password			
✓ Password never expires				
Account is locked out				
OK	Cancel <u>Apply</u>	He	lp	

Right click Administrator and choose Set Password.



You will receive an alert message about changing the password. Select Proceed.



Enter the new password and click OK.



Please remember the password you have just selected for the administrator account.

Important: After removing your device from the Seton Hall University domain, the Technology Service Desk will NOT be able to reset the password for you.

Once the new password has been set, select OK.



Close the Computer Management App.



Sign out your computer.



Remove device from domain

On the Windows Login screen, select Other user.

In the User name field, type .\administrator (including the "period" and "slash") with the password you just created. Your computer name will display in Sign in to field. Hit Enter to log in.



Now you are logged in as Administrator. In the Cortana Search box, type "Access work or school" then launch the program.



Click **Disconnect** on the Connected to Seton Hall University's Azure AD option.



Click **Yes** to confirm you want to remove this account.

යි Home	Access work or school
Find a setting	Get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.
RΞ Your info	Are you sure you want to remove this account? This will remove your access to resources like email, apps, network, and all content associated with it. Your organization might also remove some data stored on this device.
🔍 Sign-in options	Yes
Access work or school	Info Disconnect

Click Disconnect.

Disconnect from the organization



Type Administrator and the password you have created. Hit **OK**.

Windows Security				
Enter alternate account info				
To make sure that you can sign in to this PC after disconnecting from the organization, enter the sign-in info for a local administrator account. This can be a Microsoft account or a local account. If you don't have one, you'll need to create one.				
administrator				
•••••	୕			
ОК	Cancel			

Click **Restart now** to restart the machine.



Access Local Files (on device)

When machine reboots enter password you chose previous to log in Administrator account.



Go to C:\Users folder and look for your domain profile folder (your shortname).





Right click your profile folder, choose Send to - Desktop (create shortcut).

Your domain profile folder shortcut is now available on your new Desktop.



Double click the domain profile shortcut and **Continue**.



Now you have successfully removed the machine from Azure domain. You can access your previous data and files from the shortcut on your Desktop.



Please remember the password you have previously selected.

After removing your device from the Seton Hall University domain, the Technology Service Desk will NOT be able to reset the password for you.