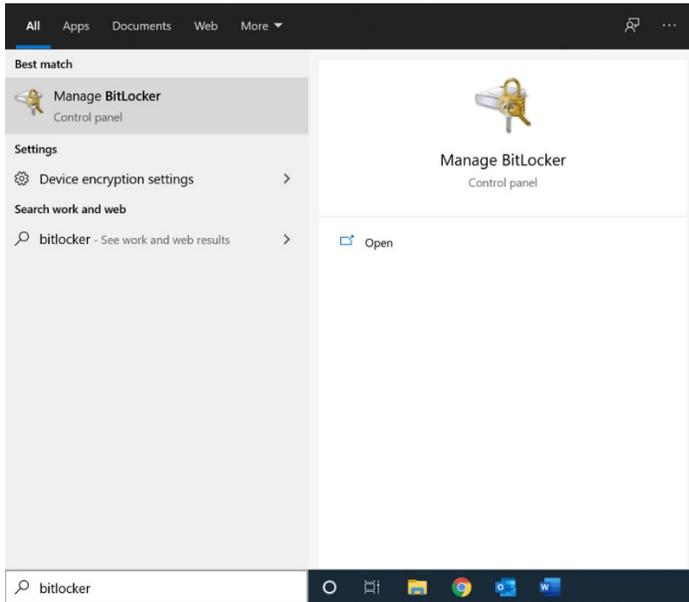


How to remove your computer from Azure domain from home

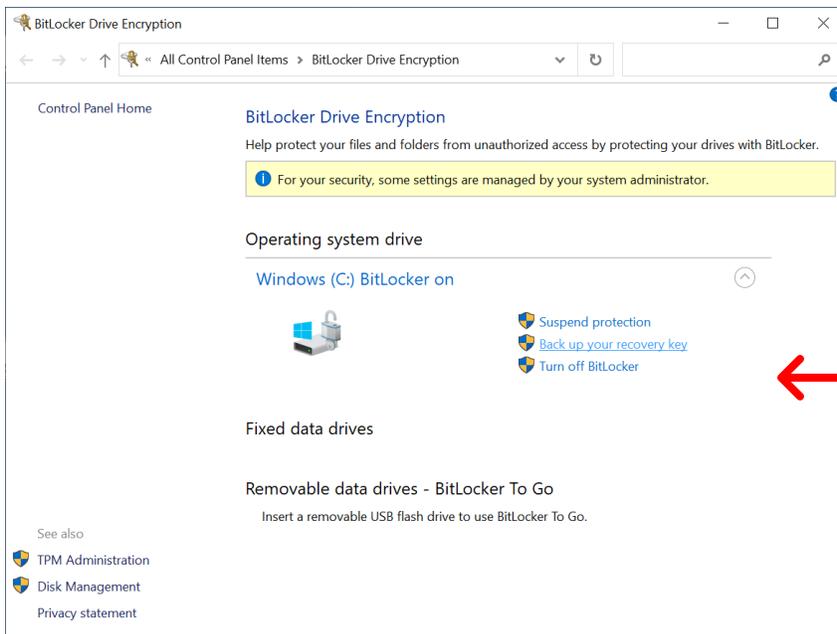
Please note: When performing the domain removal please ensure that you follow the instructions **exactly as written**. Failing to do so may result in loss of data and/or functionality of device.

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.



[If BitLocker is off on your machine, please skip this step](#), if BitLocker is **on**, Click **Back up your recovery key**.



Choose **Save to a file**.

BitLocker Drive Encryption (C:)

How do you want to back up your recovery key?

i 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.

→ Save to your [Azure AD account](#)

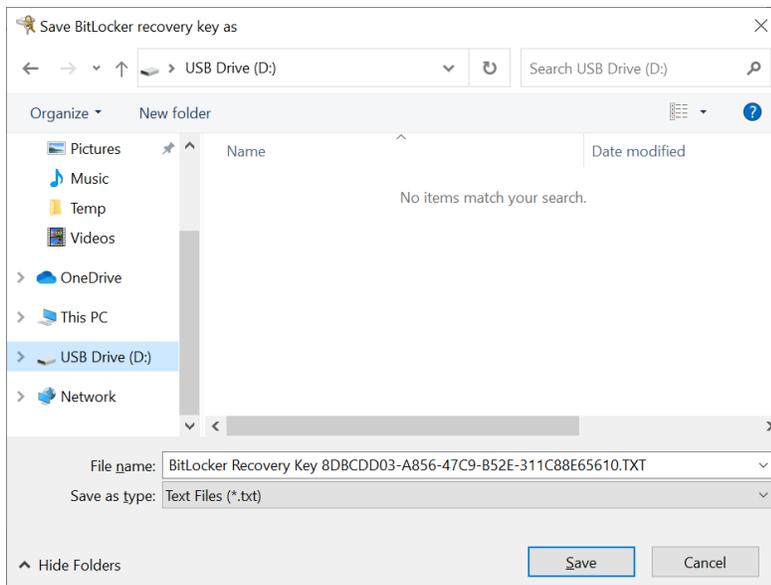
→ Save to a file ←

→ [Print the recovery key](#)

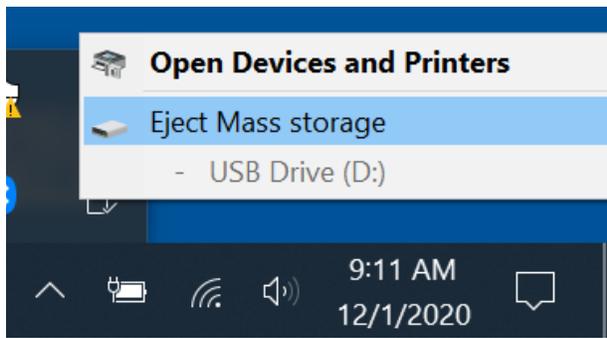
The BitLocker recovery key must be installed on a USB flash drive and cannot be saved to the local C drive since it is encrypted. If you attempt to save to the laptop's C Drive, you will see an error message.



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.

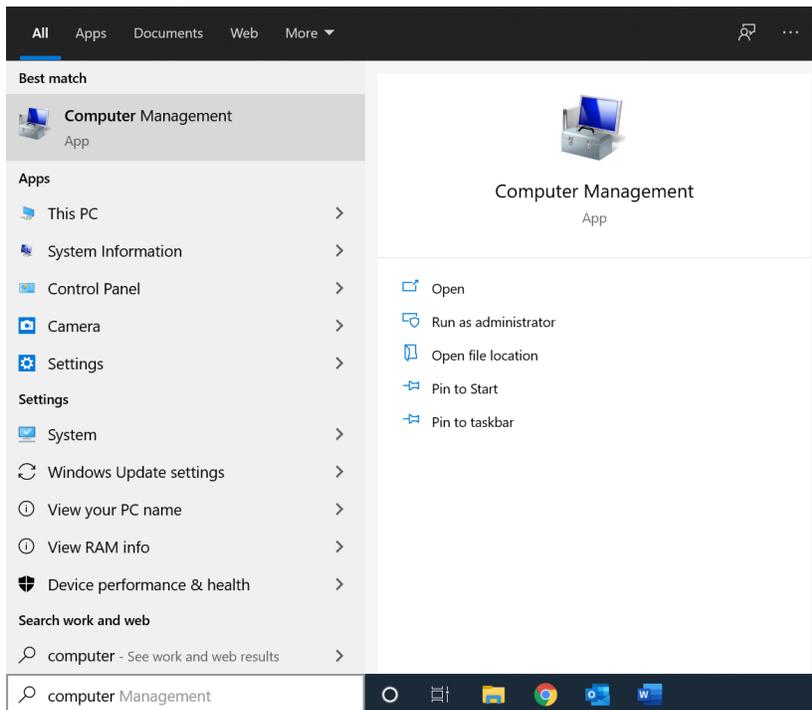


Keep the BitLocker recovery key in a safe place. Close the BitLocker Drive Encryption program. Eject and remove the USB Drive from the laptop.

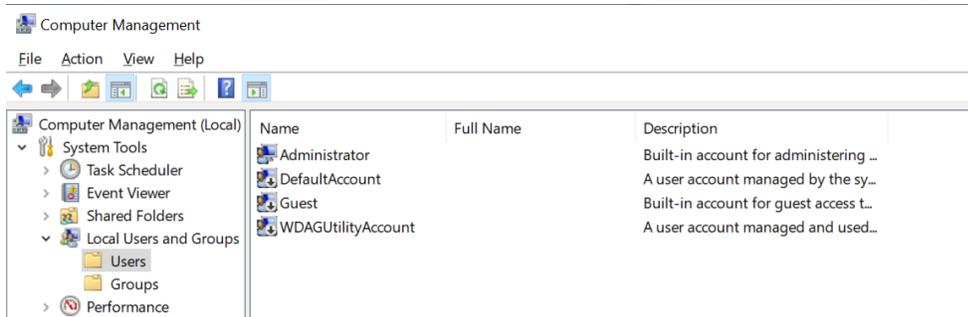


Updating machine password

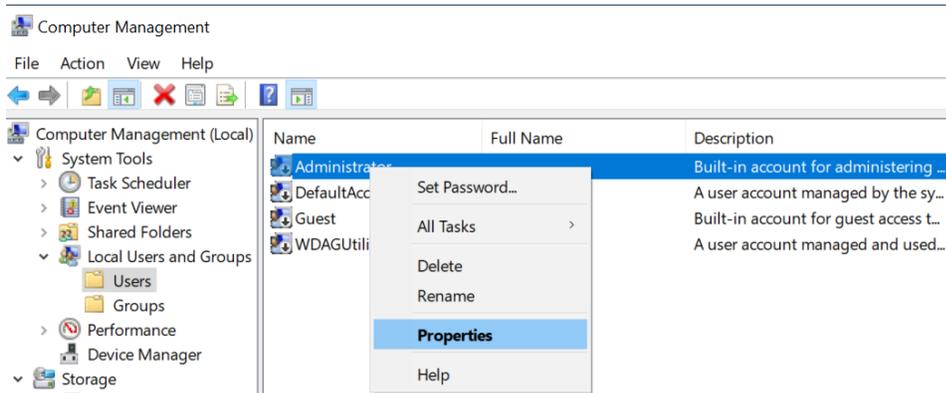
In the **Cortana** Search box, type **Computer Management** and then launch the program.



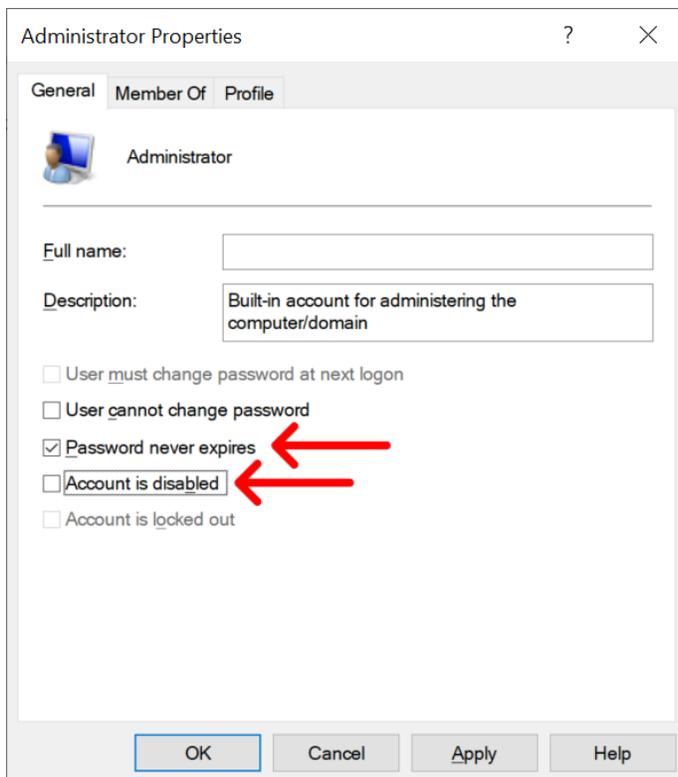
In the Computer Management screen, select **Local Users and Groups**, and then select **Users**.



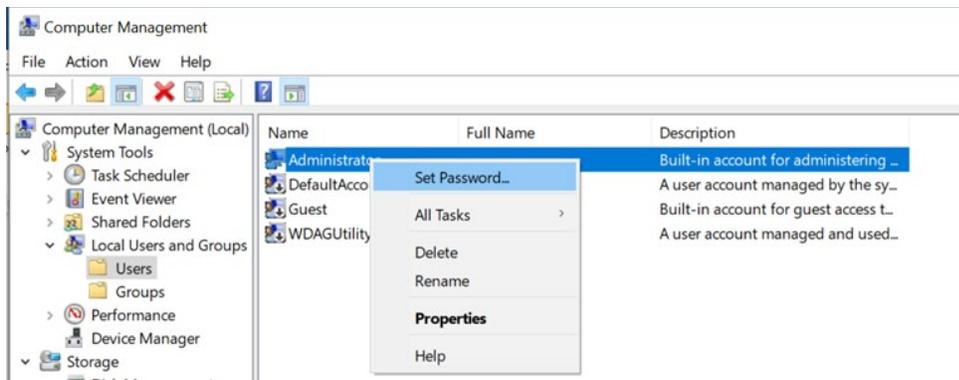
Right click *Administrator* and choose **Properties**.



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



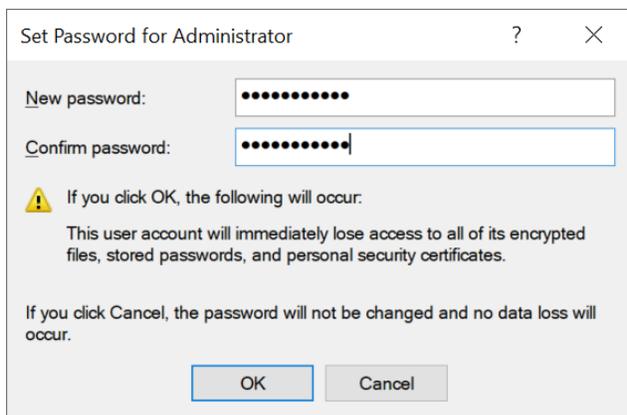
Right click *Administrator* and choose **Set Password**.



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



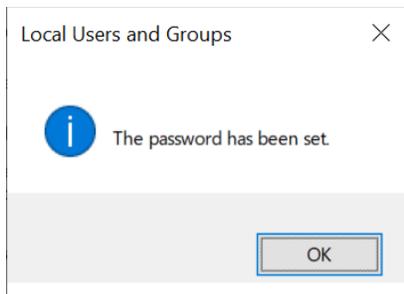
Enter the new password and click **OK**.



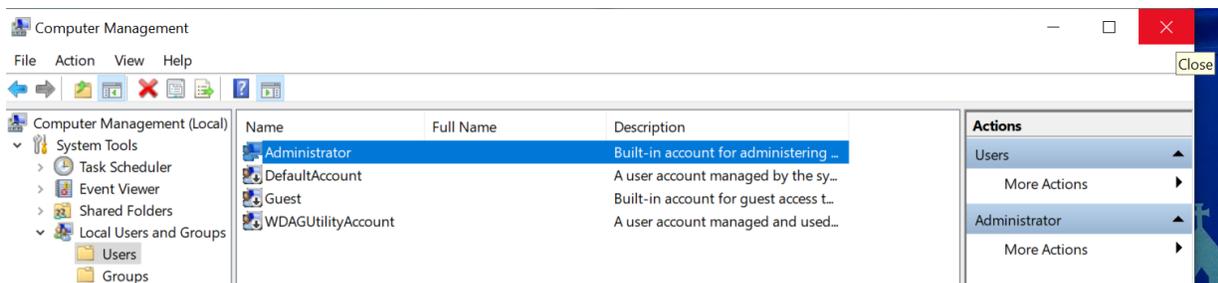
Please remember the password you have just selected for the administrator account.

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.

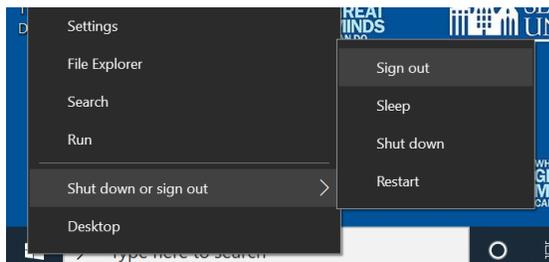
Once the new password has been set, select **OK**.



Close the *Computer Management* App.



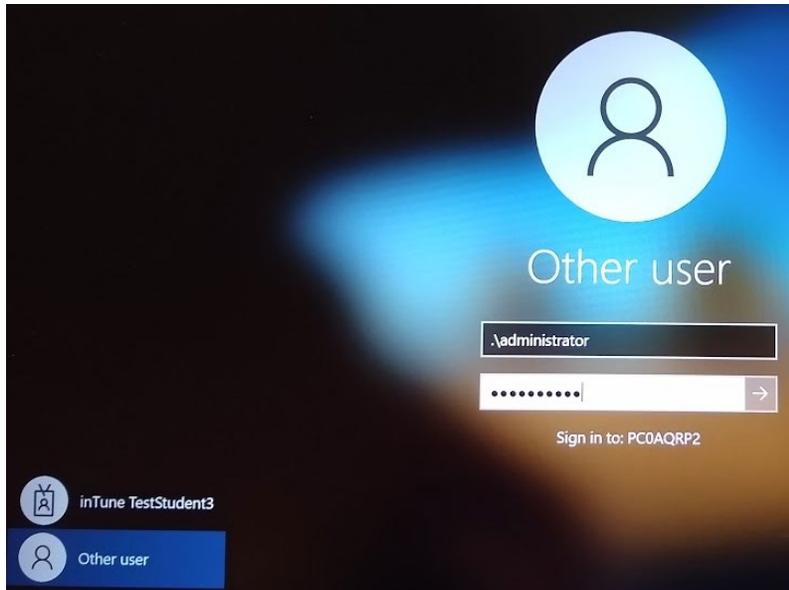
Sign out your computer.



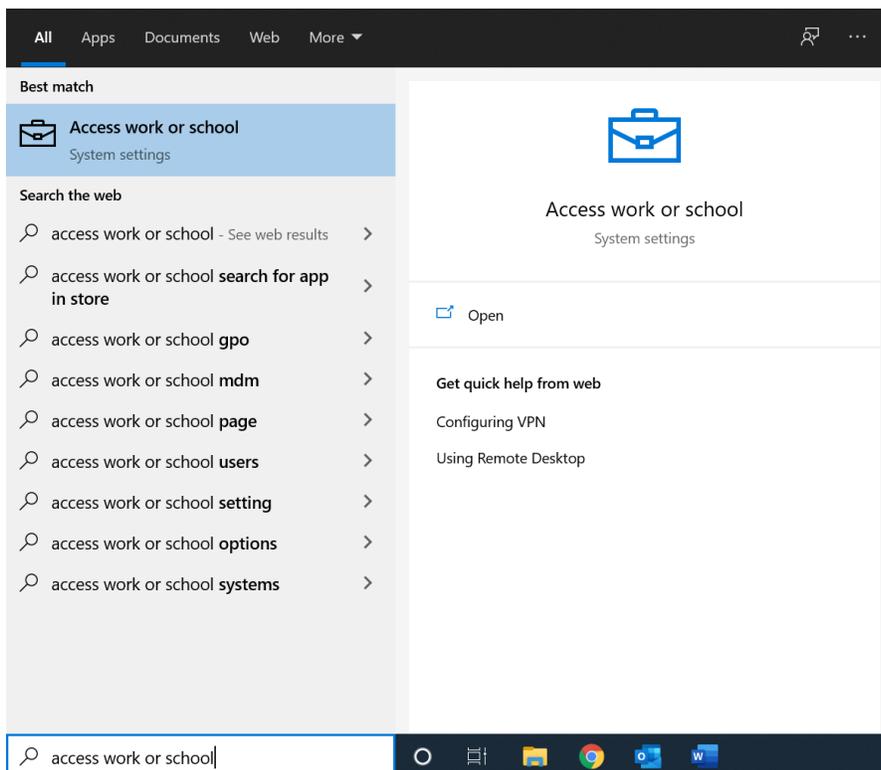
Remove device from domain

On the Windows Login screen, select **Other user**.

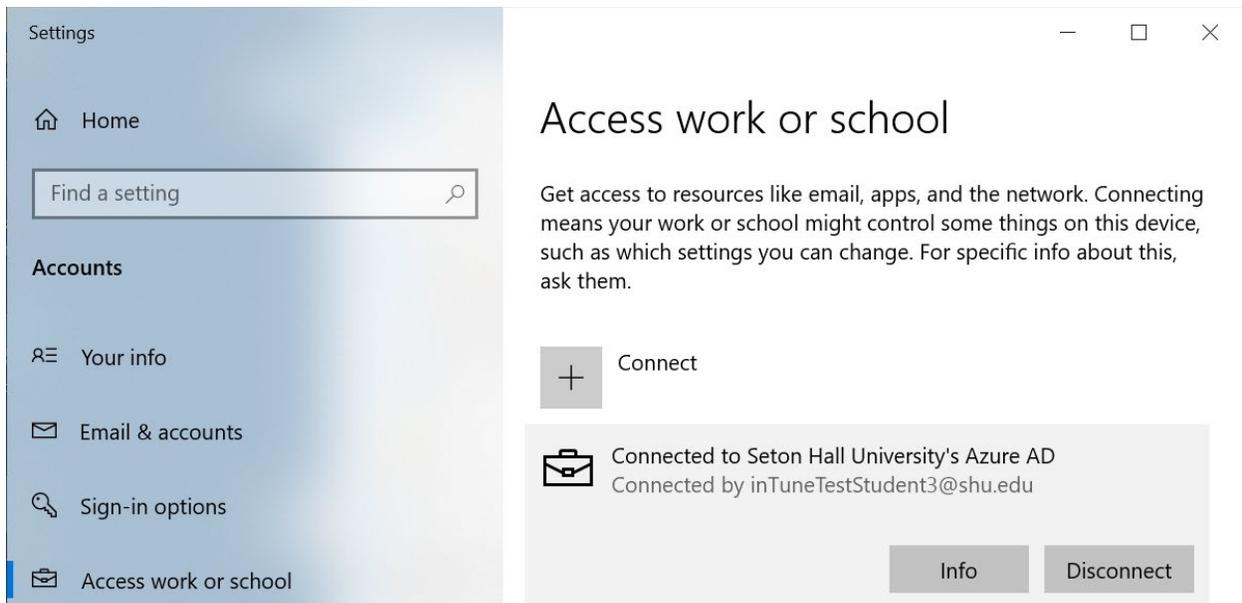
In the User name field, type **.\administrator** (including the “period” and “slash”) with the password you just created. Your computer name will display in Sign in to field. Hit **Enter** to log in.



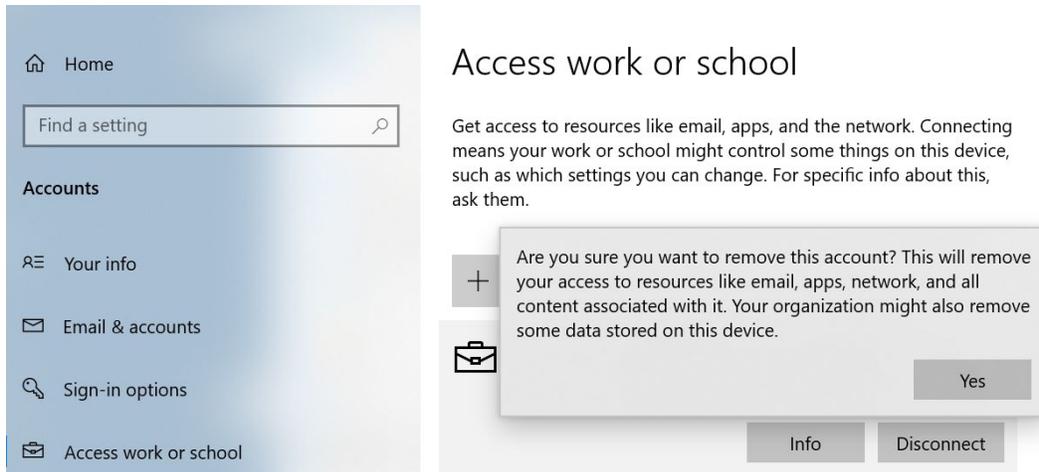
Now you are logged in as Administrator. In the Cortana Search box, type **“Access work or school”** then launch the program.



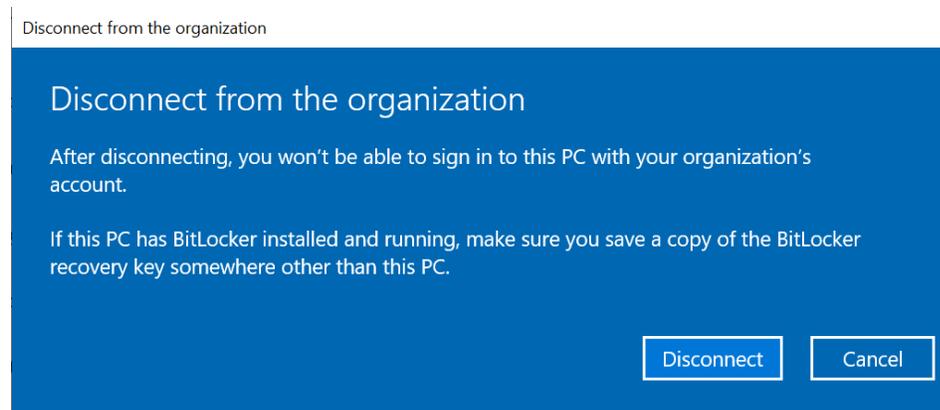
Click **Disconnect** on the Connected to Seton Hall University's Azure AD option.



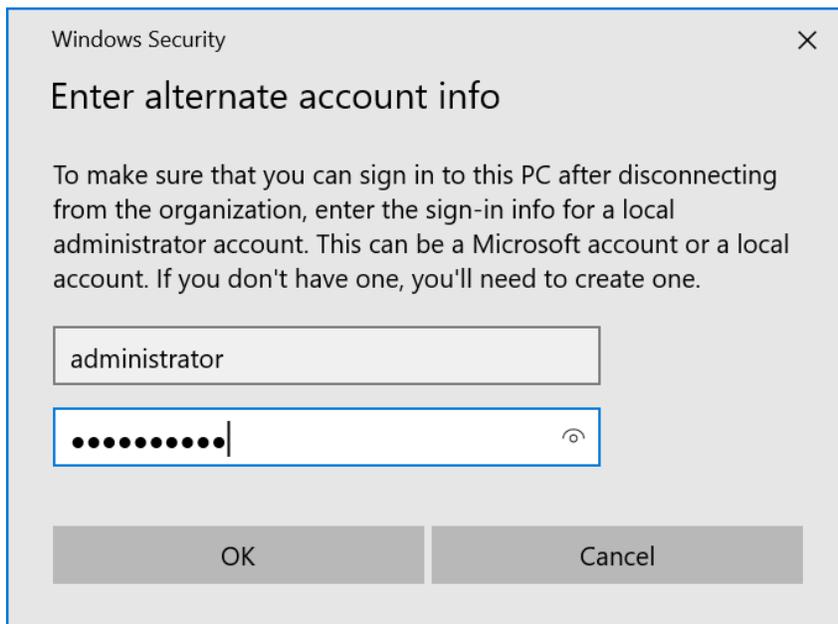
Click **Yes** to confirm you want to remove this account.



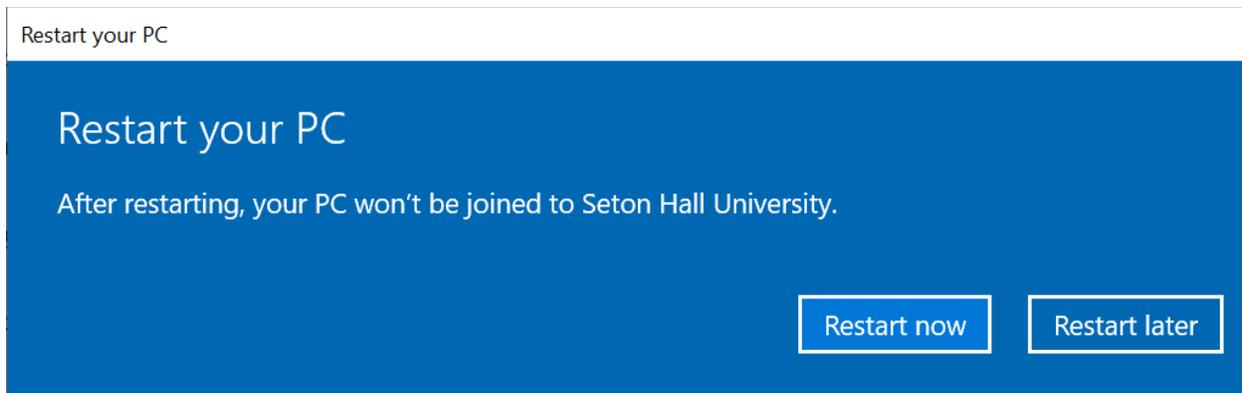
Click **Disconnect**.



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



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

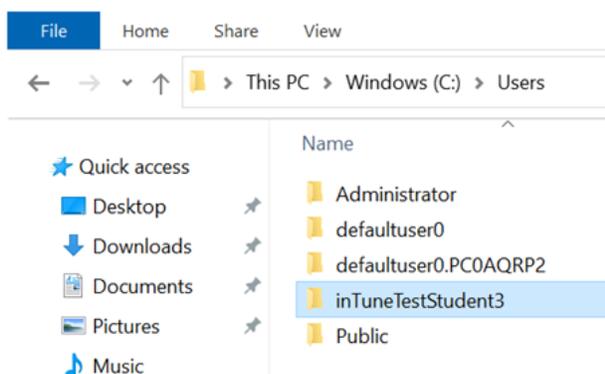


Access Local Files (on device)

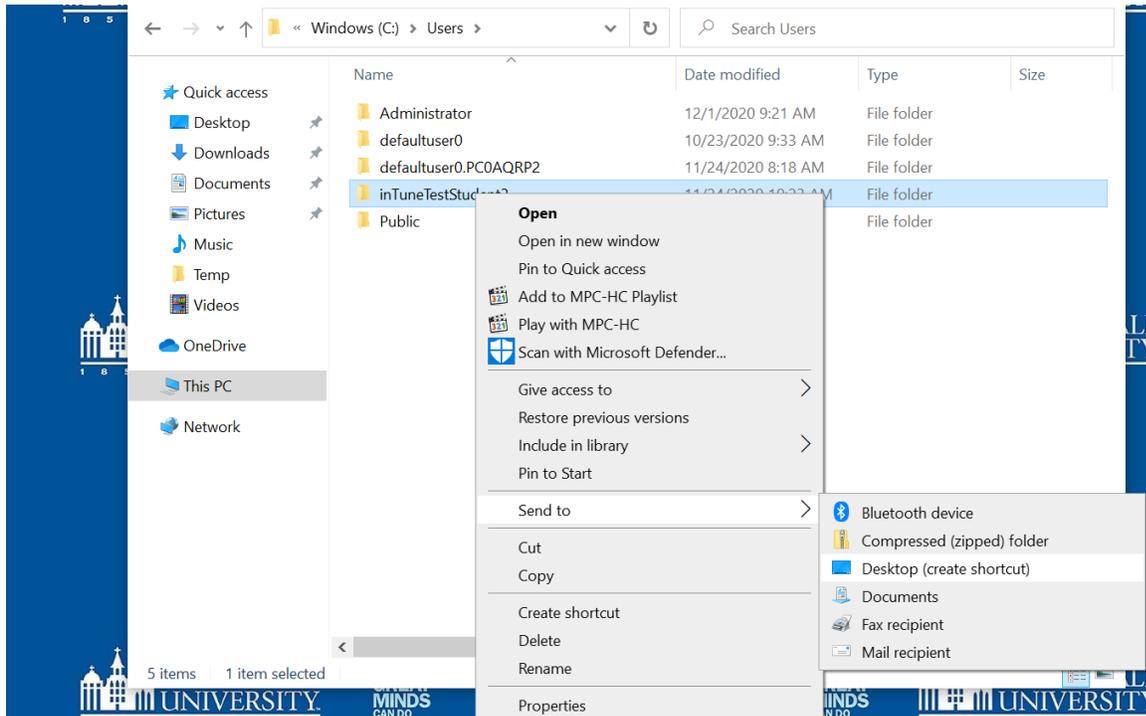
When machine reboots enter password you chose previous to log in Administrator account.



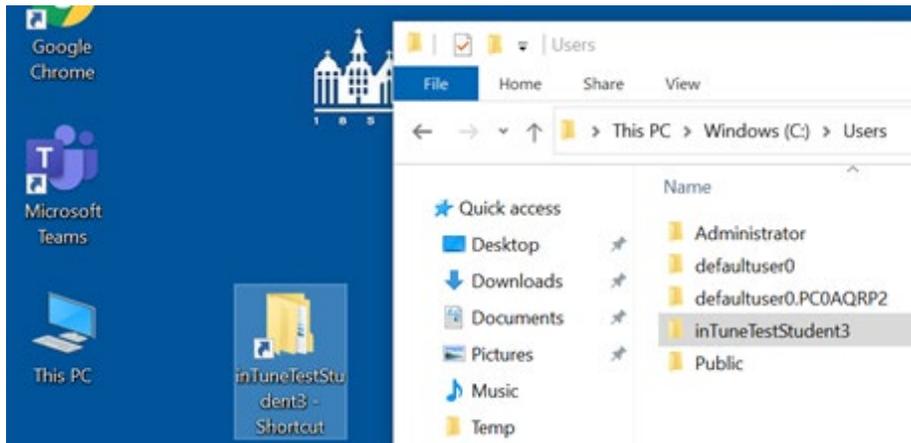
Go to **C:\Users** folder and look for your domain profile folder (your shortname).



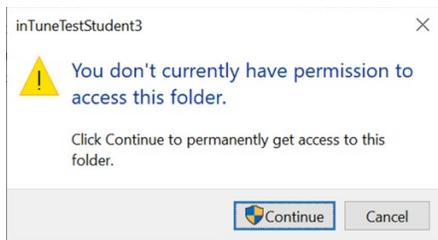
Right click your profile folder, choose **Send to - Desktop (create shortcut)**.



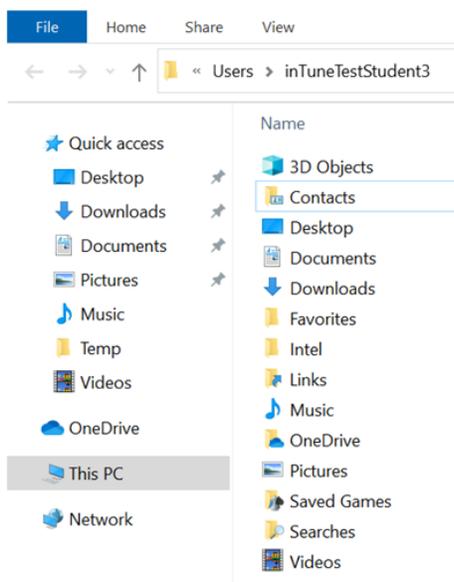
Your domain profile folder shortcut is now available on your new Desktop.



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.