# How to remove computer from SHU 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.
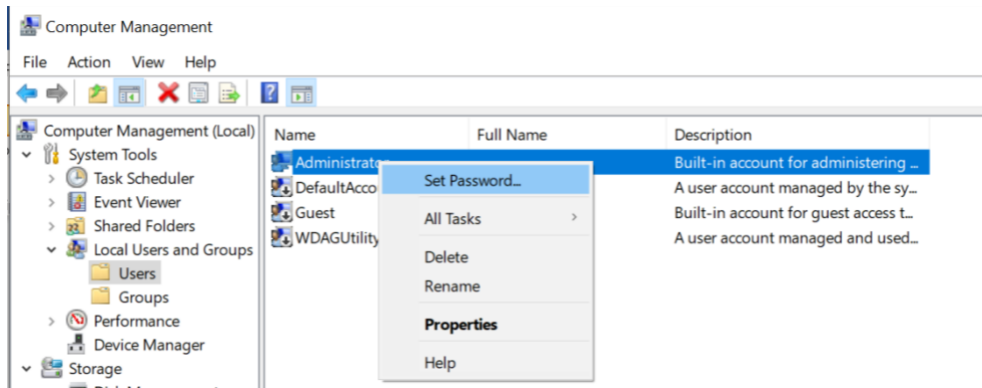
Updating machine password

On the laptop, log in as your domain account. In the **Cortana** Search box, type **Computer Management** and then launch the program.
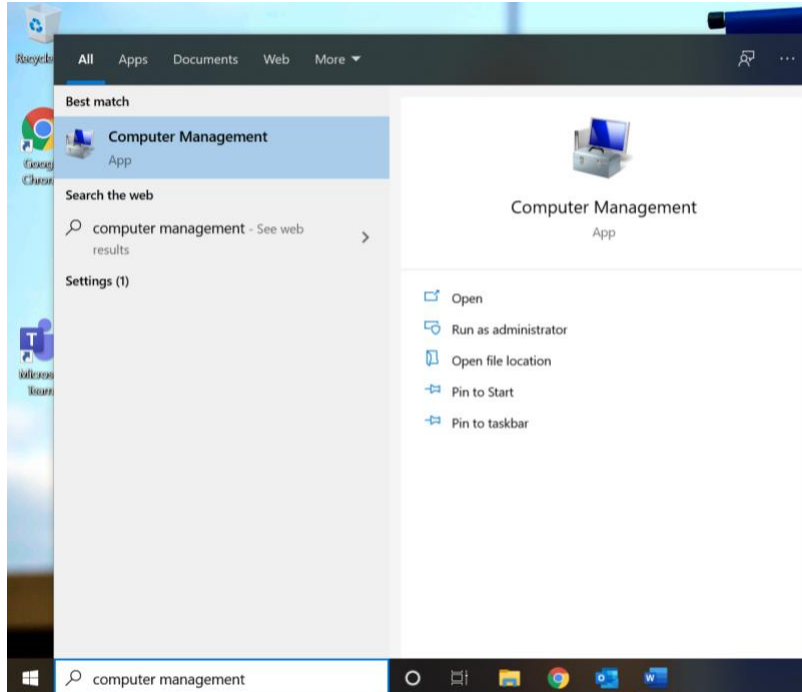
In the Computer Management screen, select **Local Users and Groups**, and then select **Users**.
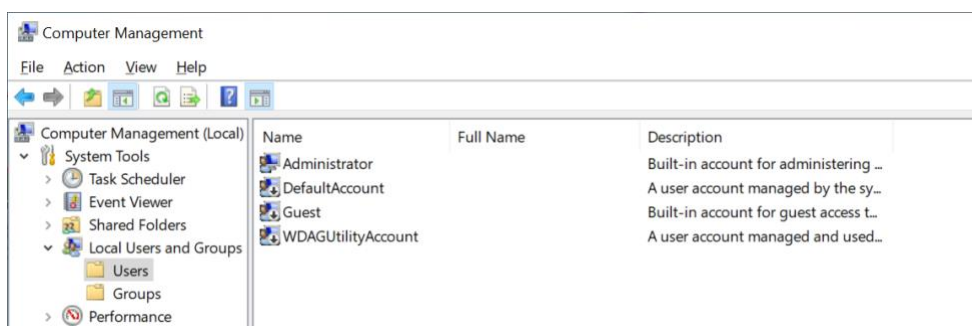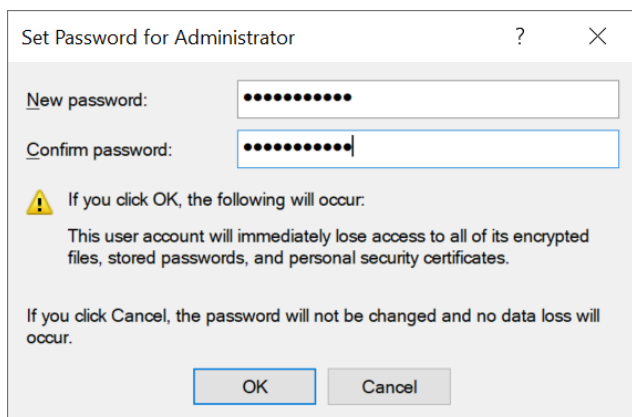
Right click *Administrator* and choose **Set Password**.

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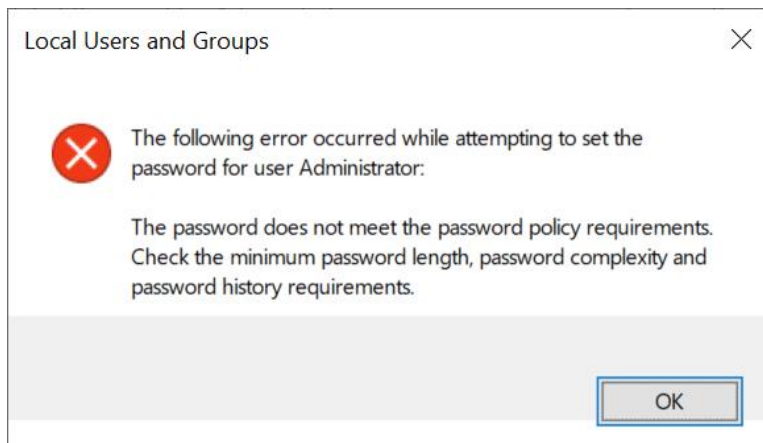

Enter the new password and click **OK**. The password has to **meet** the university's domain password complexity requirements.


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.
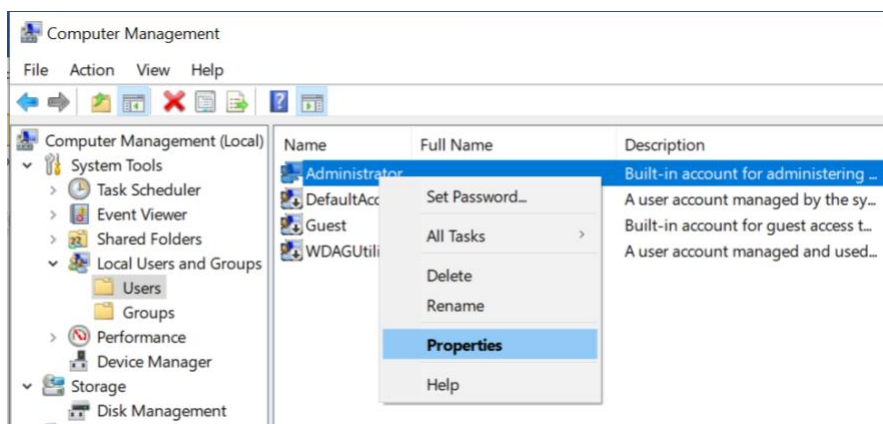
If the password does not meet our domain password policy requirements, you will see an error message like this. Click **OK** and enter a new password that does meet those requirements.
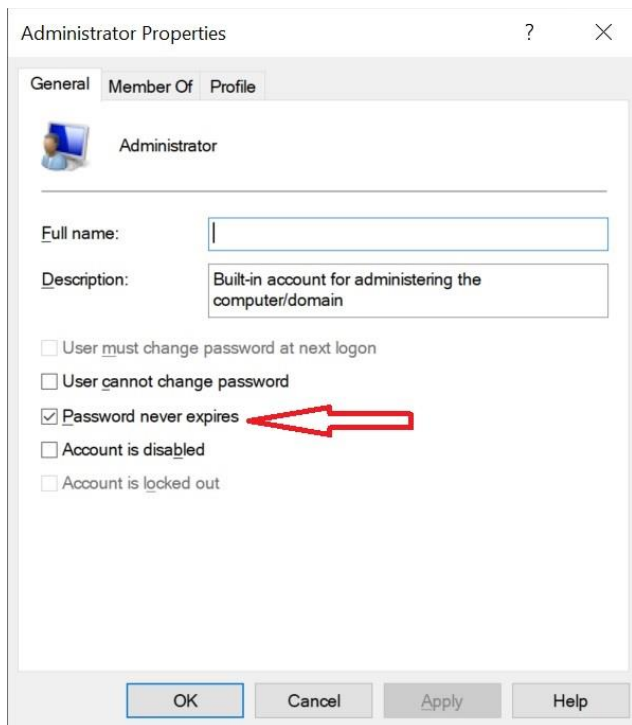

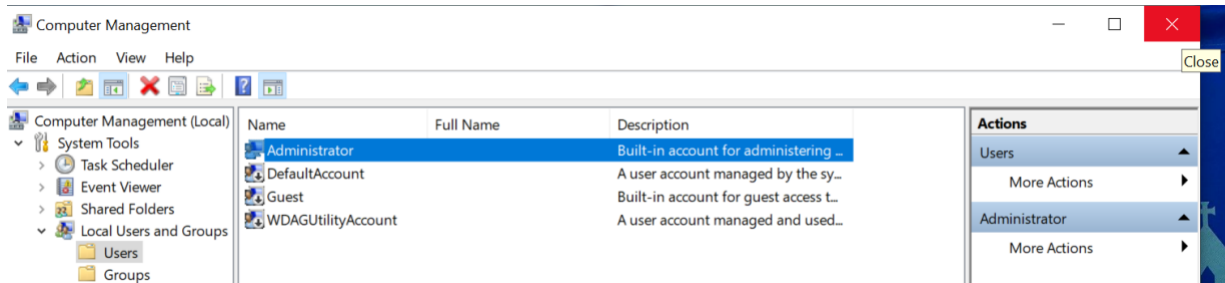Once the new password has been set, select **OK**.
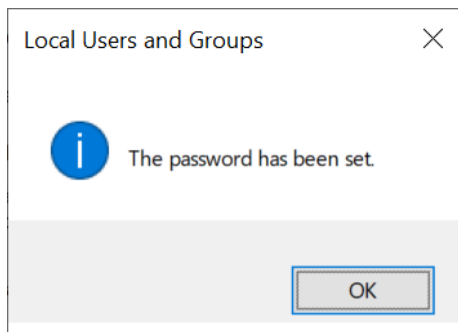
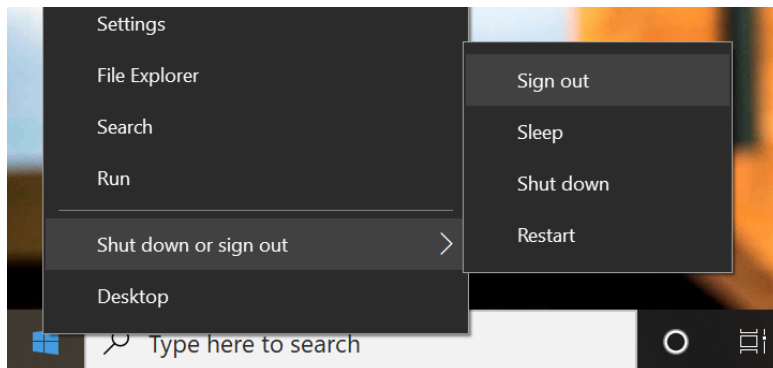Right click *Administrator* and select **Properties**.

Make sure the **Password never expires** option has been actively checked. Click **OK** to exit the dialog.

Close the *Computer Management* App.
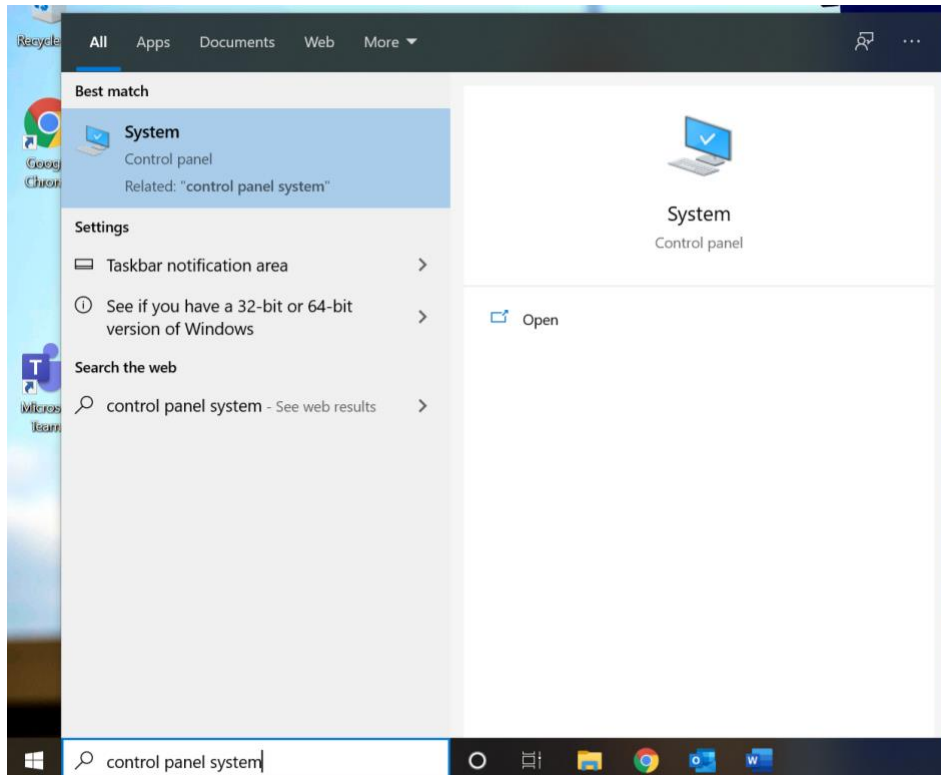

Sign out your computer.

Remove device from domain
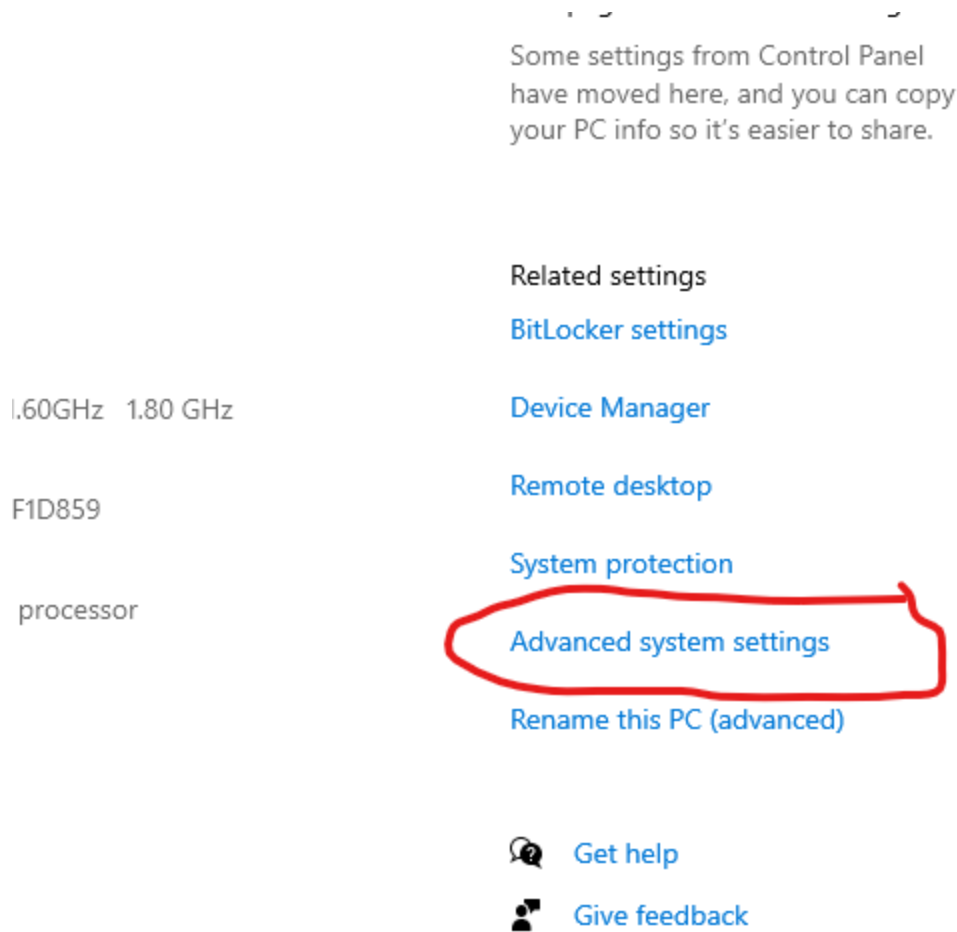
On the Windows Login screen, select **Other user**.

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.
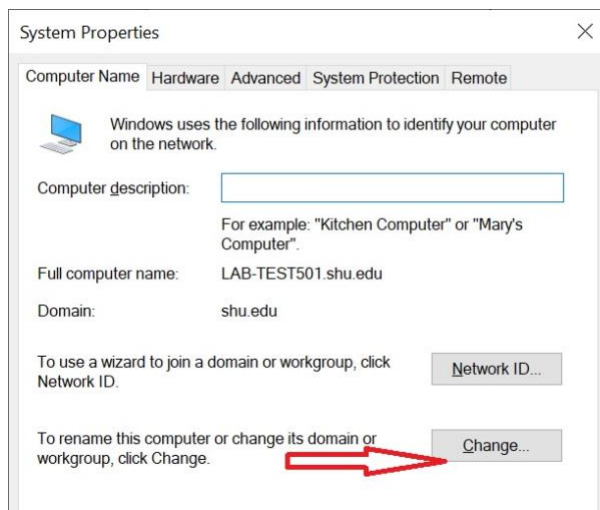

Now you are logged in as Administrator. In the Cortana Search box, type "**Control Panel System**" then launch the program.
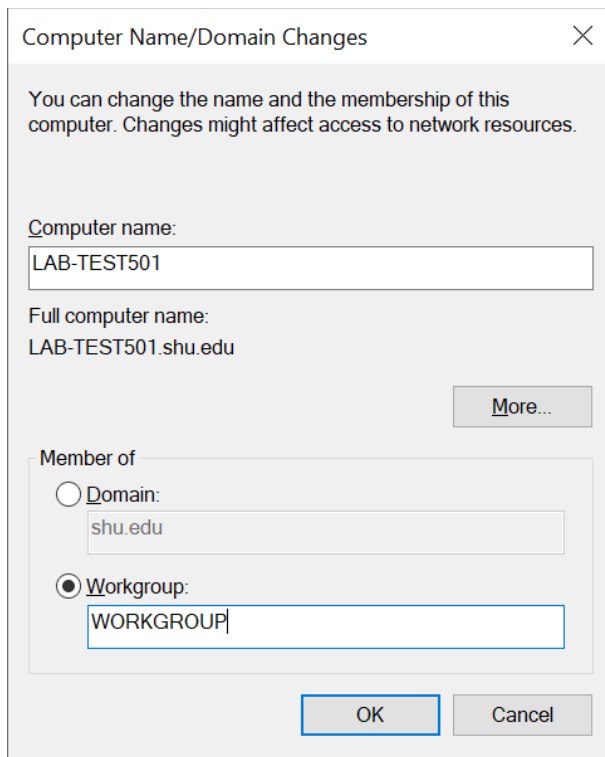
Select **Advanced system settings**.

Some settings from Control Panel have moved here, and you can copy your PC info so it's easier to share.

Related settings

BitLocker settings

.60GHz   1.80 GHz

Device Manager

Remote desktop

F1D859

System protection

processor

Advanced system settings

Rename this PC (advanced)

Get help

Give feedback

Select the **Computer Name** tab and select **Change**.

System Properties   ×

Computer Name | Hardware | Advanced | System Protection | Remote

Windows uses the following information to identify your computer on the network.

Computer description:

For example: "Kitchen Computer" or "Mary's Computer".

Full computer name: LAB-TEST501.shu.edu
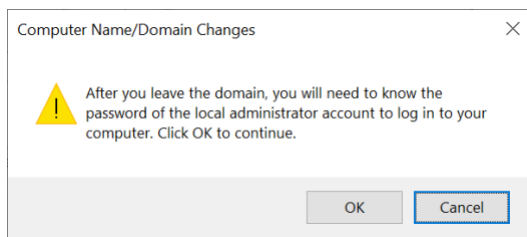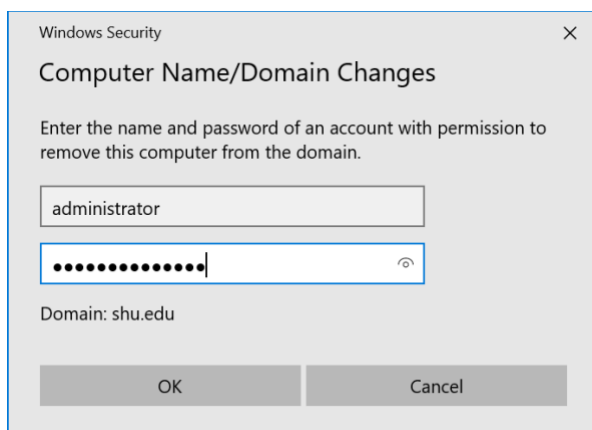
Domain: shu.edu

To use a wizard to join a domain or workgroup, click Network ID.   Network ID...

To rename this computer or change its domain or workgroup, click Change.   Change...

Select **Workgroup**, type *WORKGROUP* and hit **OK**.

Select **OK**.

Type Administrator and the password you have created. Hit **OK**.
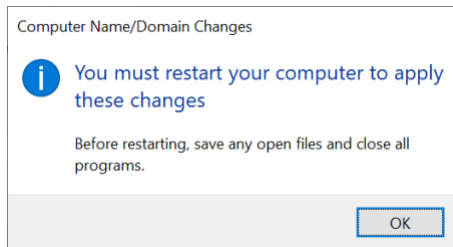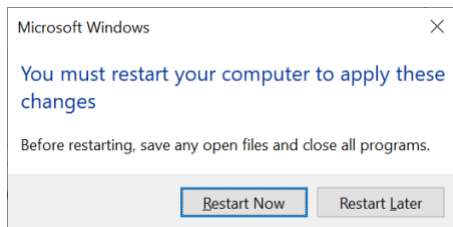
Wait for a couple of seconds then click **OK** on the welcome to the WORKGROUP message.
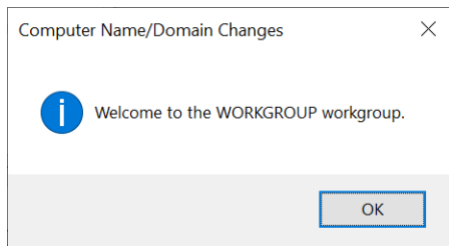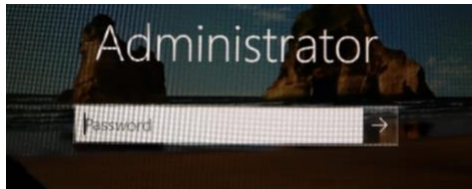

Select **OK** to restart the computer.

Save any documents that may be open and then select **Restart Now**.
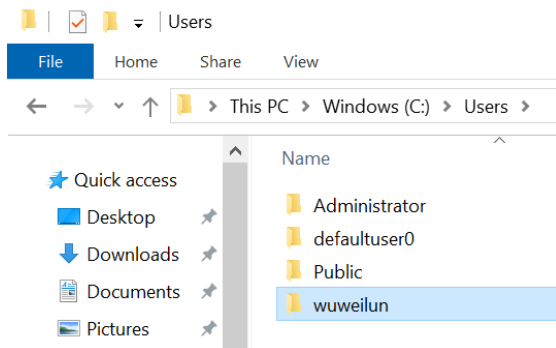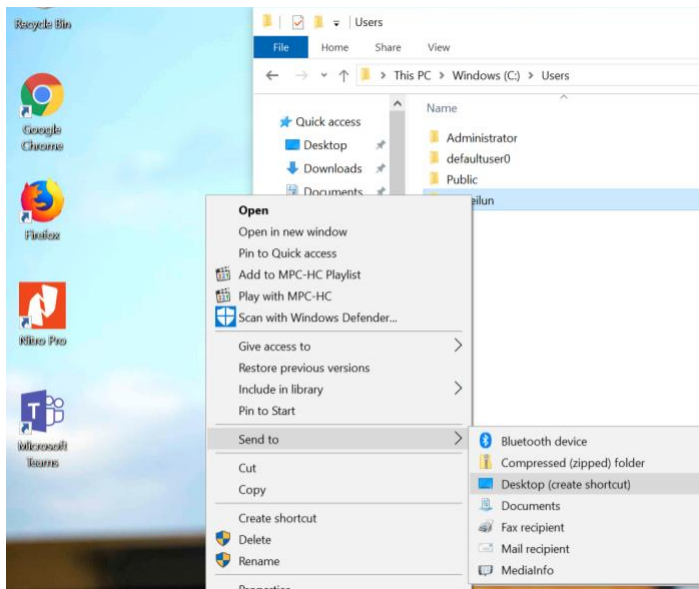
Access Local Files (on device)

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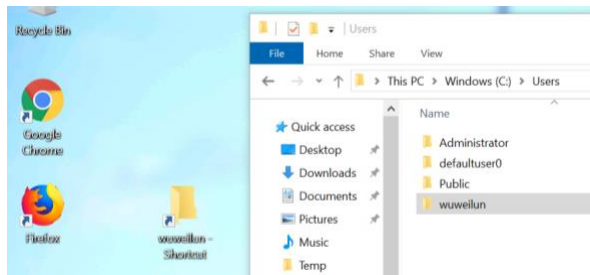

Go to **C:\Users** folder and look for your domain profile folder (your shortname).
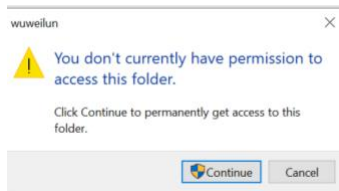

Right click your profile folder, choose **Send to** - **Desktop (create shortcut).**
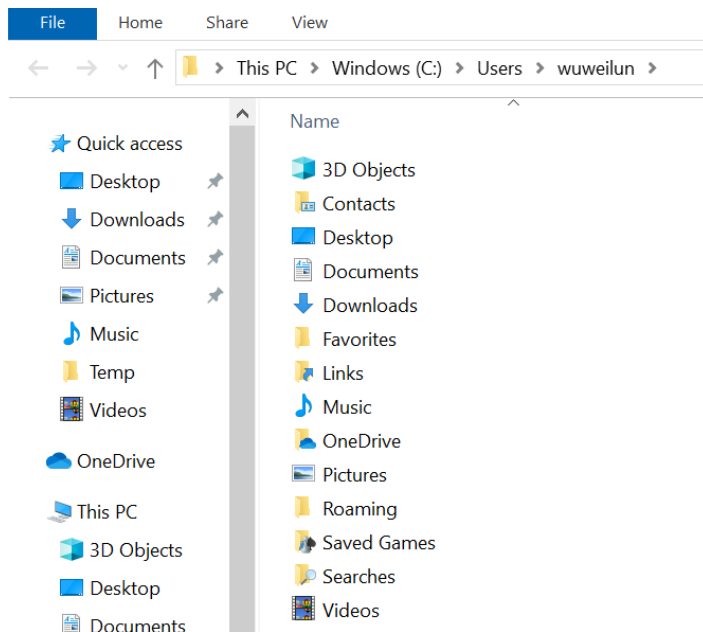
Your domain profile folder shortcut is now available on your new Desktop.

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

Now you have successfully removed the machine from the 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.