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## Migrating data from old account to FAU account on laboratory instruments

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## Migrating Data from Old Account to FAU Account on Laboratory Instruments

- 1. Login using your FAU NetID and password
- 2. Open File Explorer by clicking Start and typing File Explorer (the yellow icon that looks like a folder)



3. Click on This PC in the left panel



4. Navigate to C:\Users\(your old profile name)

 If prompted for a username and password please use but do not include the () brackets:

Username = .\(old username) Password = (old password)

- Do not forget the .\ before your username or it will not work. Also, please be sure to include a space in your username if there is one listed on the chart.
- In your old profile you will find all of your saved documents and settings. Copy any items you wish to have in your new login. It is easiest to open a new File Explorer window and directly copy and past the items between your old profile and your FAU profile.