Migrating data from old account to FAU account on laboratory instruments

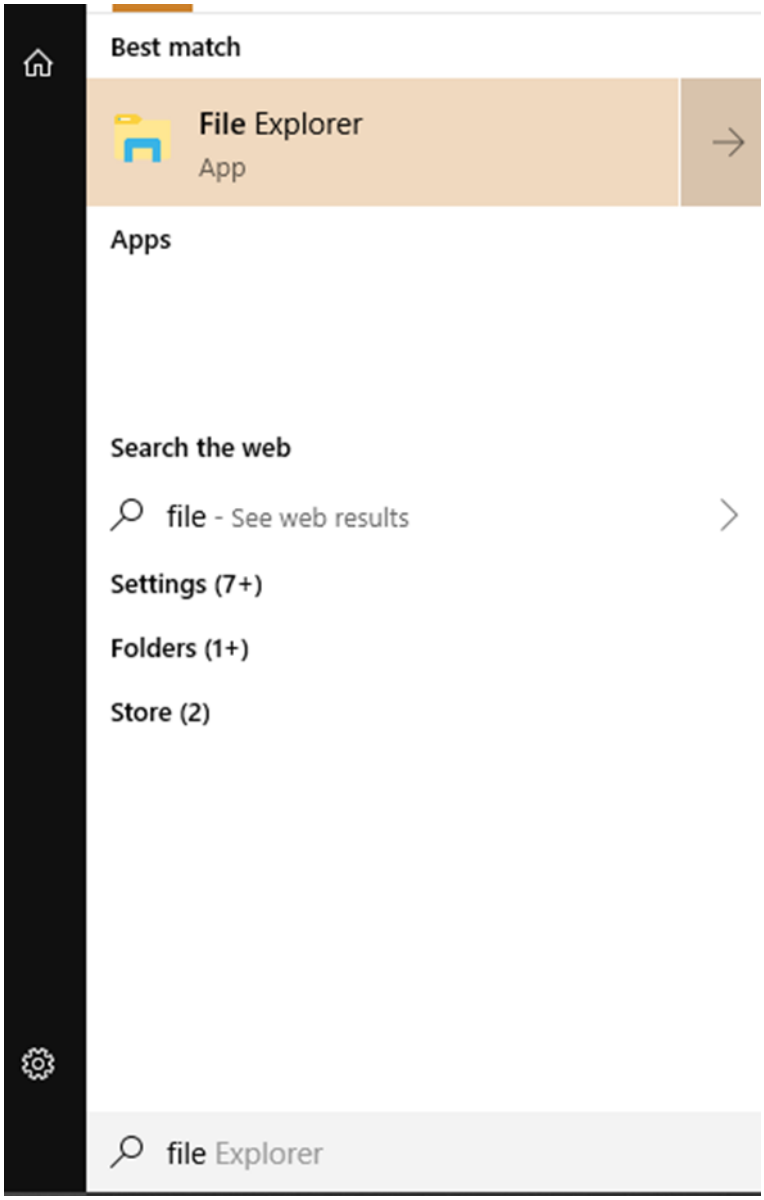
Brian - 2025-06-27 - Accounts and Access

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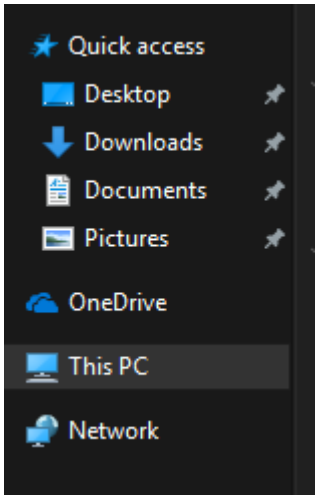
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1. Login using your FAU NetID and password

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)

5. If prompted for a username and password please use but do not include the () brackets:
   Username = .\(old username)
   Password = (old password)

6. 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.

7. 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.