

How Do I install Microsoft Windows Updates?

First, you must be logged in as an administrator of the local PC. Reboot your PC and at the Windows log in box, key in the following information:

Change the Username to: administrator
password: You must contact ITS for the password for your PC
Domain: Change from ENTPR to the local PC

Your log in box should look similar to this example:

<p>Windows2000 Professional</p> <p>User Name: administrator Password: ***** Log on to: (your PC name) this computer</p>

When you are logged in, and the desk top fully loaded,

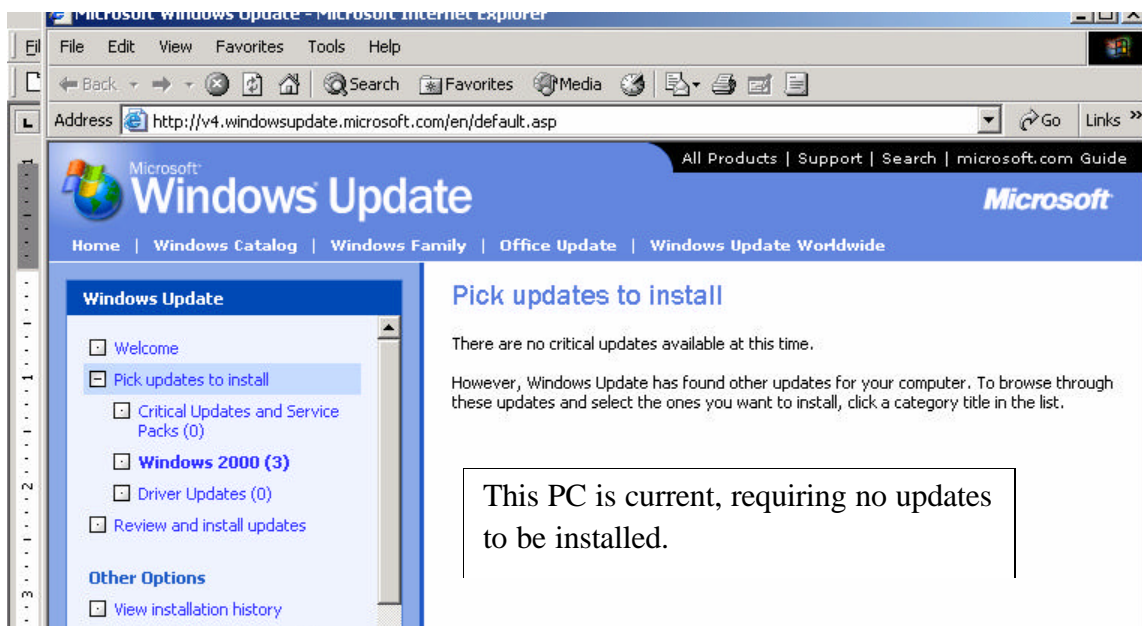
Go to Start
Select Window Update

This will open Internet Explorer, and go to the Microsoft Windows Update Page:
<http://v4.windowsupdate.microsoft.com/en/default.asp>

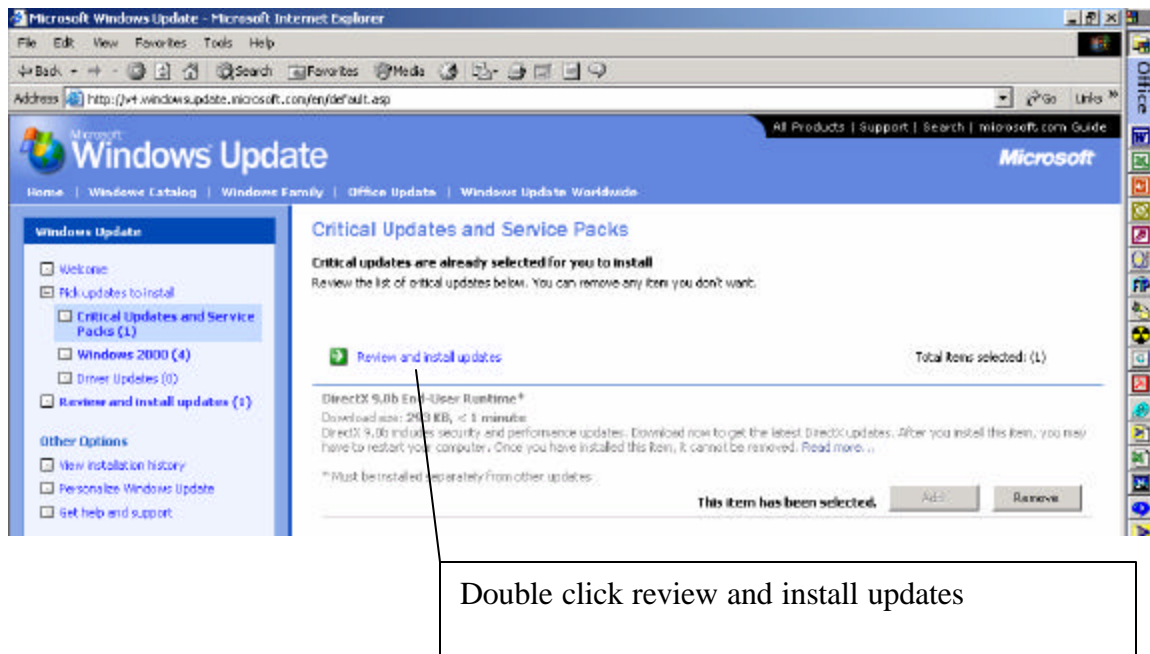
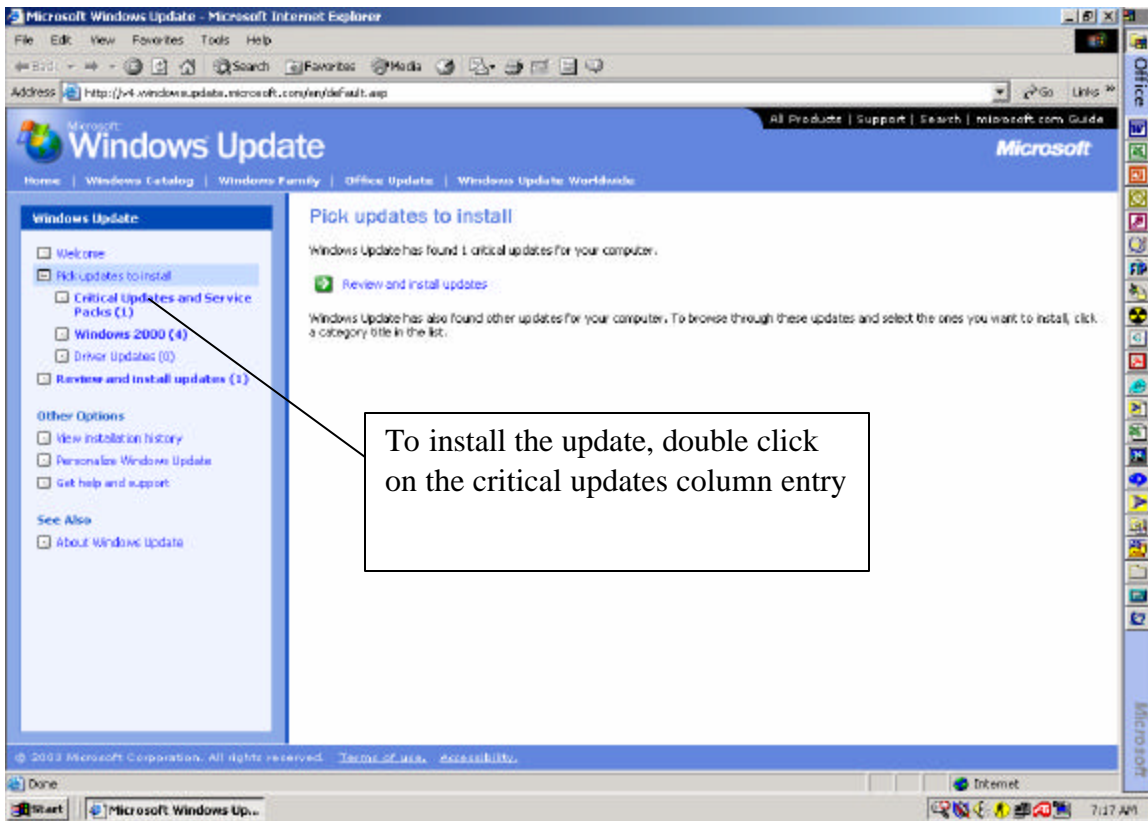
When the page is fully loaded, select

 [Scan for updates](#)

Your PC operating system will be scanned to insure that all critical updates have been installed.



The PC in the example below, requires one critical update to be installed:



Follow the prompts on the screen to install NOW
Accept any Microsoft License Agreement.

Be sure that you have all programs and files closed.

If you are installing a Service Pack upgrade, you may be asked if you want to archive files. Select YES which is the default.

You will be prompted to reboot the PC after completion.

When you install an update, please notify Information Technology Services so your Inventory Service Record may be updated.

That's all there is to it! Now complete the following portion of the document, and return to Information Technology Services:

Username: _____

Date updates completed: _____

Update Installed: _____

Signature: _____

If you are not sure of the update that you installed, after a successful reboot, return to the windows update page.

Click on Review Installation History.

Your recently installed update (and all others) will be listed. Record the title and number of the installed update in the "Update Installed" field listed above. Or, simply print the update history page and attach it to this document. This allows ITS to accurately post your inventory record.

Thank you

.....
For Information Technology Service Use Only
.....

Database Posted: _____

Notes: _____

File hardcopy in the user's inventory folder.