NOTE: It is preferred that you complete the computer migration process in the office and connected to a wired connection. However, if you are unable to go into the office to complete the computer migration process, please follow these instructions.

Pre-Migration Checklist

- ❑ Ensure that your device is **connected to a power source.**
- ❑ Verify that your computer is **logged into Zscaler**. If you are not connected to Zscaler, stop and contact the Service Desk. This step is **critical** for a successful migration.
- ❑ **Close all applications** (including Outlook, Teams, etc.).

Please Note: The migration process requires multiple restarts and will take longer to complete remotely; expect to be without your computer for at least 1-2 hours.

Migration Instructions

1. **Access the Migration Portal Homepage via an Edge browser by going to this link**: https://adms.wescodist.com.
    a. The link will not work on Chrome. You must use Edge.
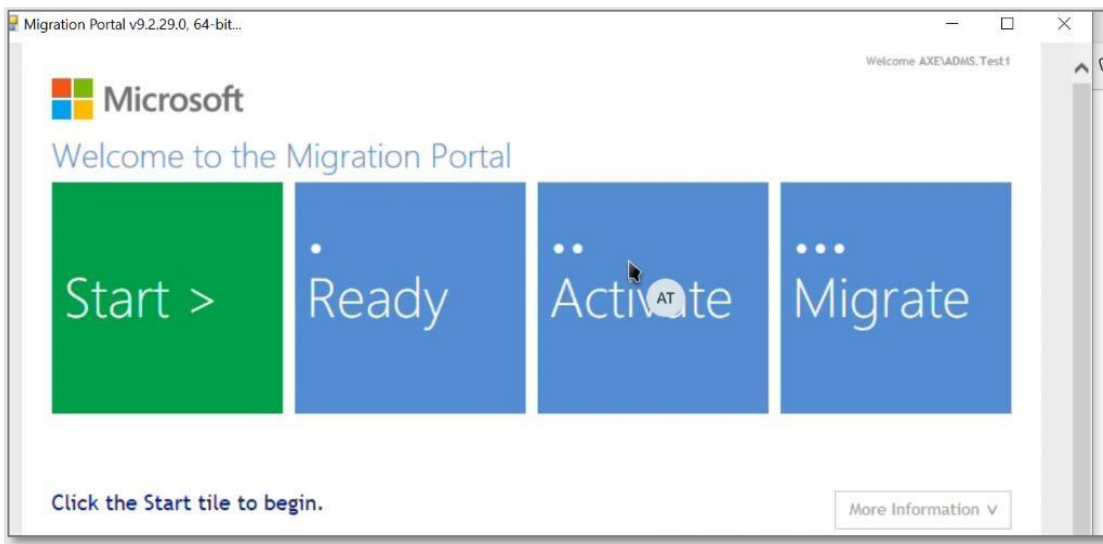2. Select your connectivity method: **"I am in a remote location on a VPN connection"**.
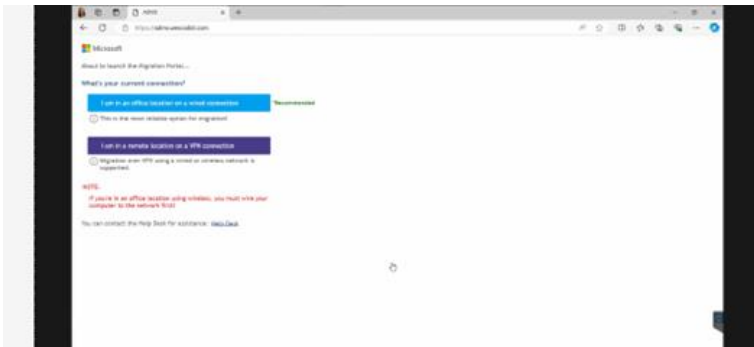
3. If you see a pop-up asking if you want to **"Open this file?," select "Open."**
    a. Note: Not all users will see this pop-up. If you don't see this pop-up, proceed to step 5.
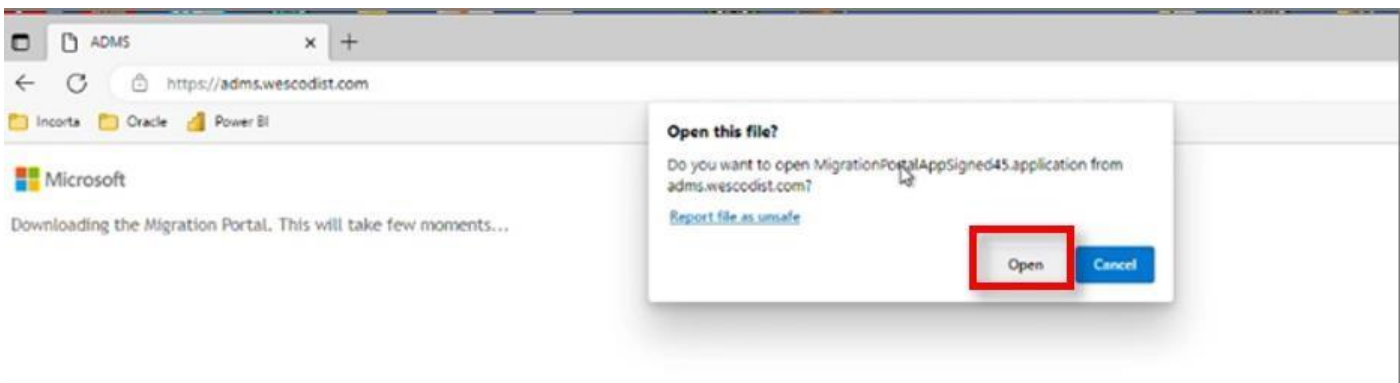
4. If you saw the pop-up and selected "Open" in step 3, now **select "Run" on the Application Run – Security Warning window**.
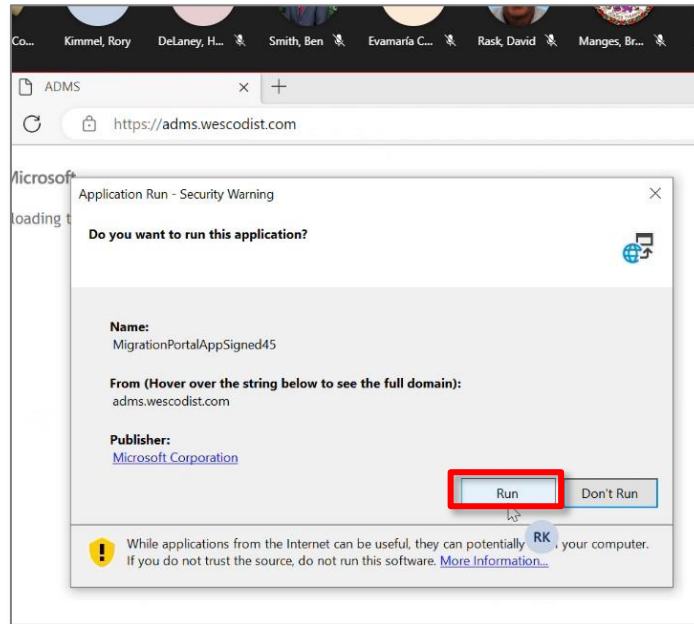

Starting the Migration

5. The ADMS Migration Portal will launch with 4 tiles (Start, Ready, Activate, and Migrate) as shown above. **Click on the green Start tile.**
   a. The Start stage will verify if your device is ready to migrate and all prerequisites are validated.
6. Once your device moves into the **Ready stage**, you'll start seeing text show up on your screen.

You do not need to do anything during the Ready stage, but keep an eye out for any errors.

7. If there is an error, it'll show up in the Preflight check that occurs during the Ready stage.
    a. **If you are approved**, the Ready tile will turn green. The Activate stage will start automatically. You'll see text show up again on your screen. It will then prepare to migrate your computer if everything passes the checks. Once all checks are passed, proceed to step 9.
    b. **If you are not approved**, you will need to contact the Global Service Desk for assistance. At this time, you may close the window and resume work until the issue is addressed.
8. If you have not already, **save any unsaved data now**.
    a. Note: Once all of the checks have passed, and you click the Migrate tile, that is the point of no return, and the migration will begin.
9. You should see a message stating that **"your new account WESCOHQ\[your E#] is now active,"** as shown in the screenshot below. This is expected.
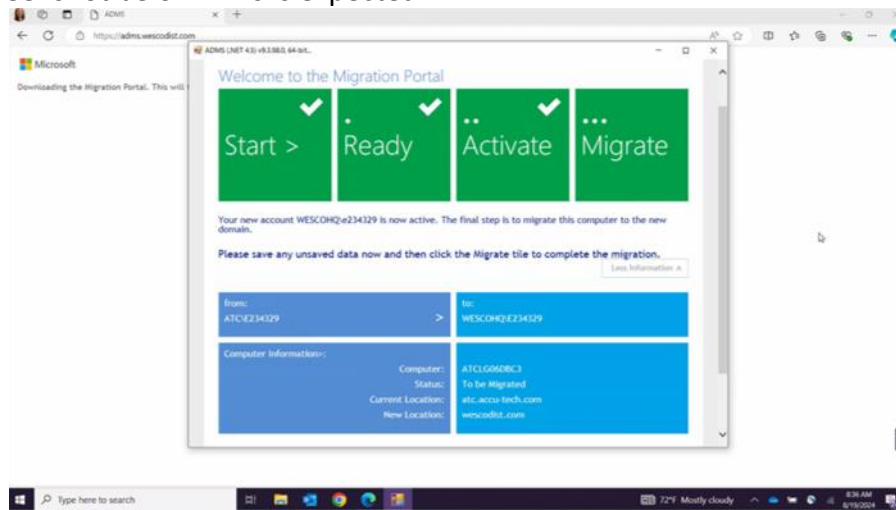
10.

11. Once you have verified that all data is saved, and the activation process is complete, **click on the Migrate tile to migrate your computer.**
    a. Note: The Migrate tile will appear green; however, you must still click on it to initiate the migration process.
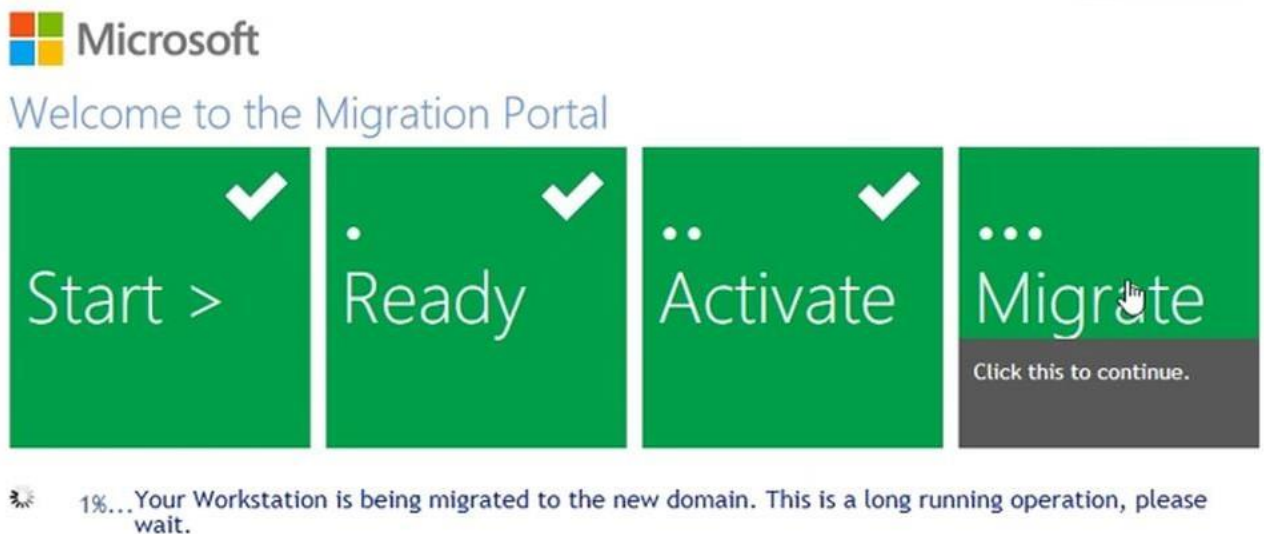
12. You may be prompted to log in to your account 1-2 times. If so, please **log in with your Microsoft /**

Windows credentials.

13. When the Migrate stage reaches 100%, the computer will automatically force a reboot. Make sure to continue to **keep the workstation powered on, connected to a power source, and connected via a network cable**. This reboot will take **at least 10-15 minutes.**

    a. Note: While going through the reboot process, your username will initially read "Other User." It will change to your correct username (usually your name, E#, or email address).

14. **After the reboot, wait at least 10-15 minutes before logging in, as processes are still occurring in the background. The entire reboot process may take longer than usual (up to 25 minutes).**

15. **Log in to your computer**.

16. If prompted, **log in to Zscaler**.

17. **Open Outlook**. You may need to log in 1-2 times to Outlook, Teams, and/or OneDrive before Outlook will display your emails.

18. Make sure that the **emails you expect to see in Outlook are loading in**. You may not see all of them immediately, but they should continue to load in. You should be able to see at least some of the emails you expect to see.

19. Once you see your emails in Outlook, **reboot your computer one more time**.

20. After rebooting, **log in to your computer**.

21. Proceed to the **post-migration checklist below**.

Post-Migration Checklist

❑ **Verify Internet connection by opening a browser (Edge or Chrome, your choice!) and going to yahoo.com.**

❑ Verify access to **network printer(s),** if applicable.

❑ Verify access to the **following applications**:

- Outlook
- Teams
- Word
- PowerPoint
- Excel
- The primary applications you use for your job (CORE for Sales, AIM for Purchasing, Mainframe for Operations, HighRadius for Credit, etc.)
- Zscaler (when connecting remotely)

❑ If you use **.pst files**, open a ticket with the Global Service Desk to ask for an exception to have them reinstated on your computer.

Note: If you are encountering a broken link, please use the following steps to troubleshoot.

1. **Confirm you are using the NEW URL for said platform**.

    a. Reminder: Your bookmarks will no longer work.

    b. Use the links that were sent to you in migration communications, posted to our migration page here, or posted on the Employee Hub.

2. If you are indeed using the NEW URL, and you are still receiving an error, **clear your browser cache**.

    a. **To clear your Chrome browser cache, click here for instructions or see below:**

        i. Open a Chrome window

ii. On your keyboard, hold down CTRL+SHIFT+DELETE
iii. Select "Advanced"
iv. Next to "Time Range," select "All Time"
v. Scroll down and select "Cookies and other site data"
vi. Click "Delete data"
vii. Quit Chrome

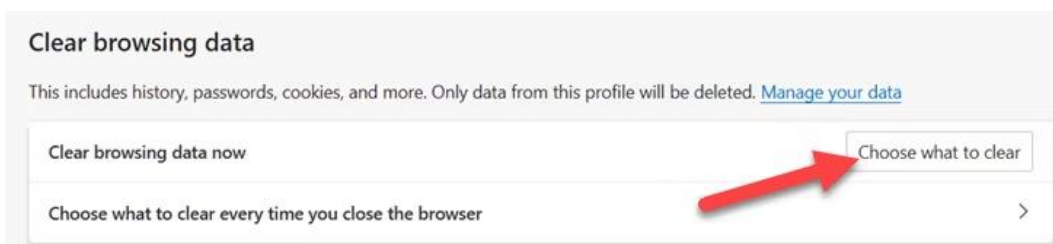b. **To clear your Edge browser cache, please see instructions below:**
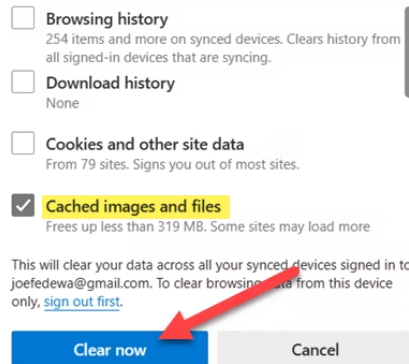   i. Open Microsoft Edge
   ii. Click the three-dot menu icon
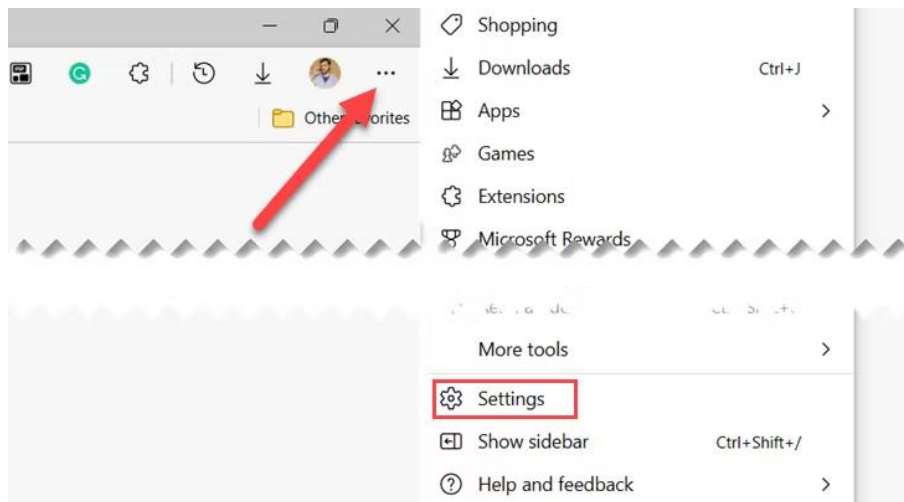
iii. Navigate to Settings > Privacy, Search, and Services > Choose What to Clear
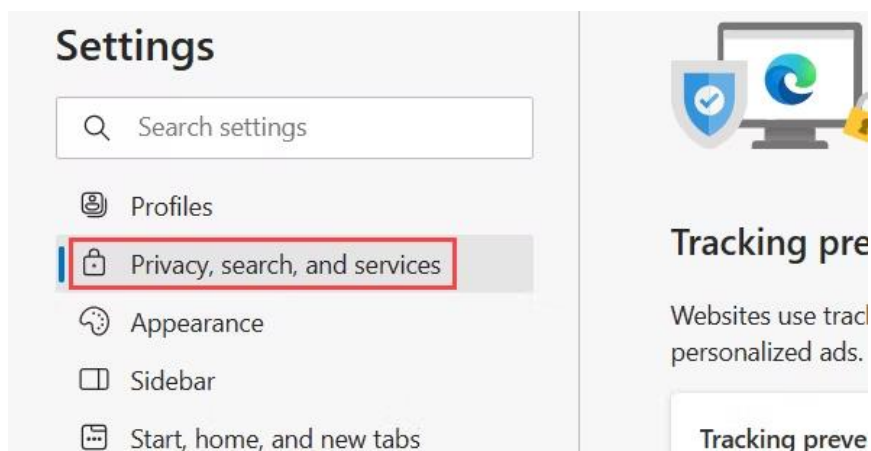
iv. Select "Cached Images and Files" from the list

v. Click "Clear Now"

    vi.   You can also make Edge automatically clear the cache when you close your browser (optional).

Accu-Tech Systems Page

When trying to log into the Accu-Tech Systems Page, please use this new URL: **https://atc-systems.wesco.com/**

The previous Accu-Tech.com URL will no longer work. Please bookmark and use the new link going forward. If you see the below server error, DPWWA2403E—NTLM, go to https://atc-systems.wesco.com first and then select the application name from the Automatic logon section if you have migrated your computer. If you have not migrated your computer, use the Forms logon section.

Server Error

Access Manager WebSEAL could not complete your request due to an unexpected error.

Diagnostic Information

Method: *GET*

URL: */œe/srf/security/scrtyrqst.nsf*

Error Code: *0x38cf0963*

Error Text: *DPWWA2403E Your browser supplied NTLM authentication data. NTLM is not supported by WebSEAL. Make sure your browser is configured to use Integrated Windows Authentication.*

Solution

Provide your System Administrator with the above information to assist in troubleshooting the problem.

[BACK BUTTON]