Encrypting your computer

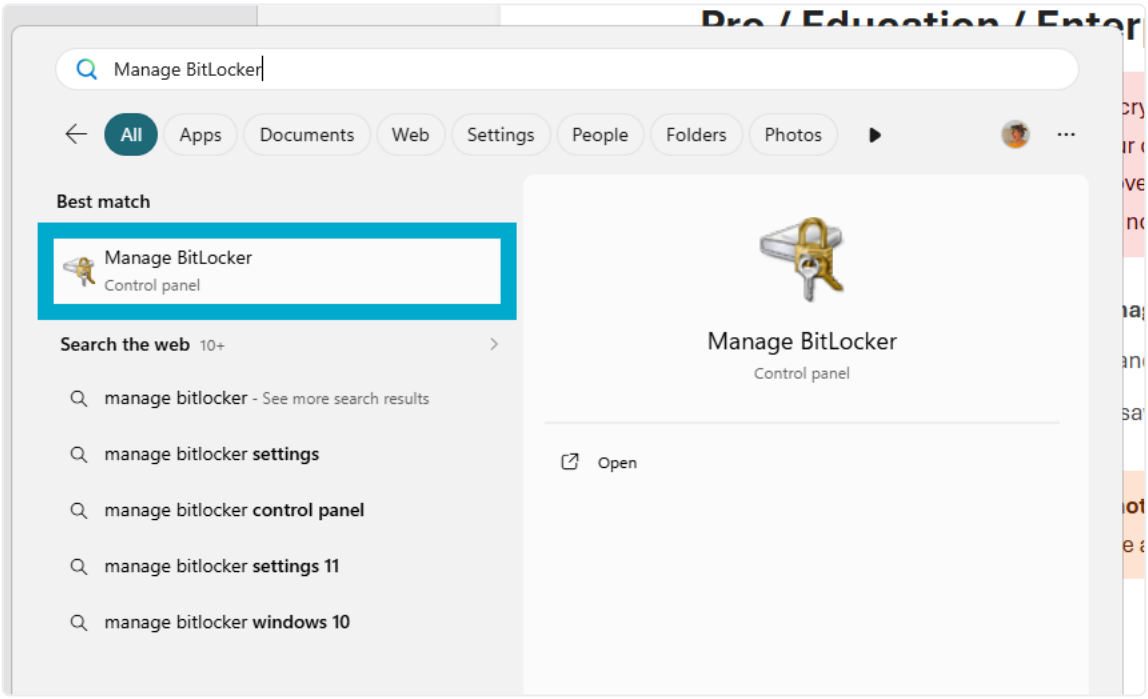
Users with personal devices have a responsibility to ensure that their devices connected to the BAC Network are encrypted. College owned devices set up by Helpdesk will be encrypted during setup. This page has instructions for encrypting personal devices.

Windows

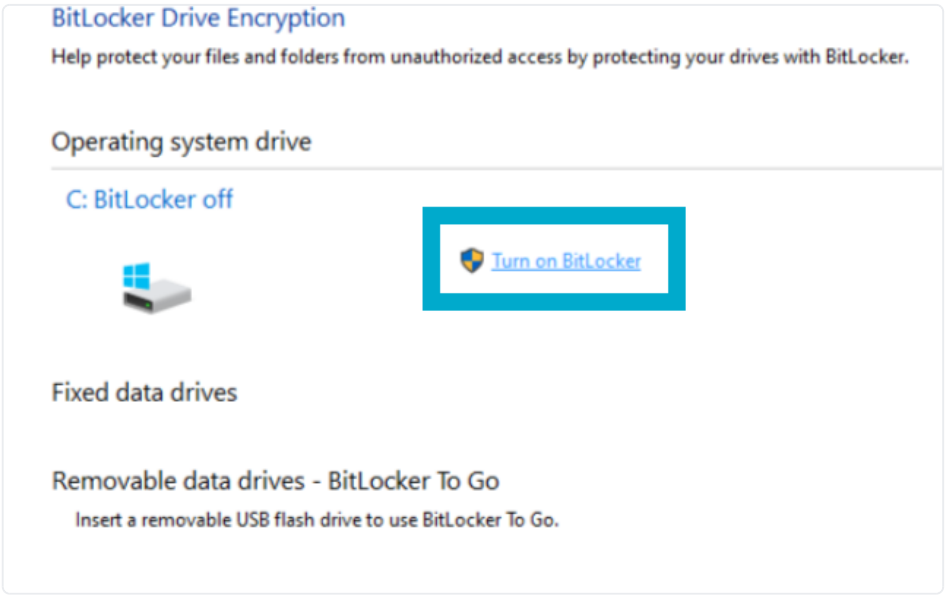
Windows Pro & Education Editions

> **PRIOR TO ENCRYPTION**: Device encryption requires the creation of a **recovery key**. If you are ever unable to log onto your device or your computer needs replacement, you will NOT be able to recover data from your disk without this recovery key. It is recommended you save it in multiple secure locations for future use. Helpdesk is not responsible for the storage of your recovery keys.

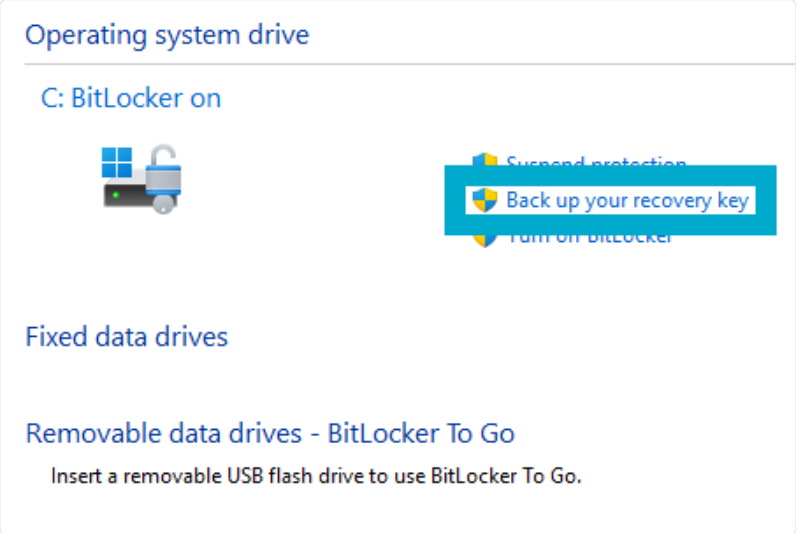
1. Open the Start Menu and search **Manage BitLocker**.



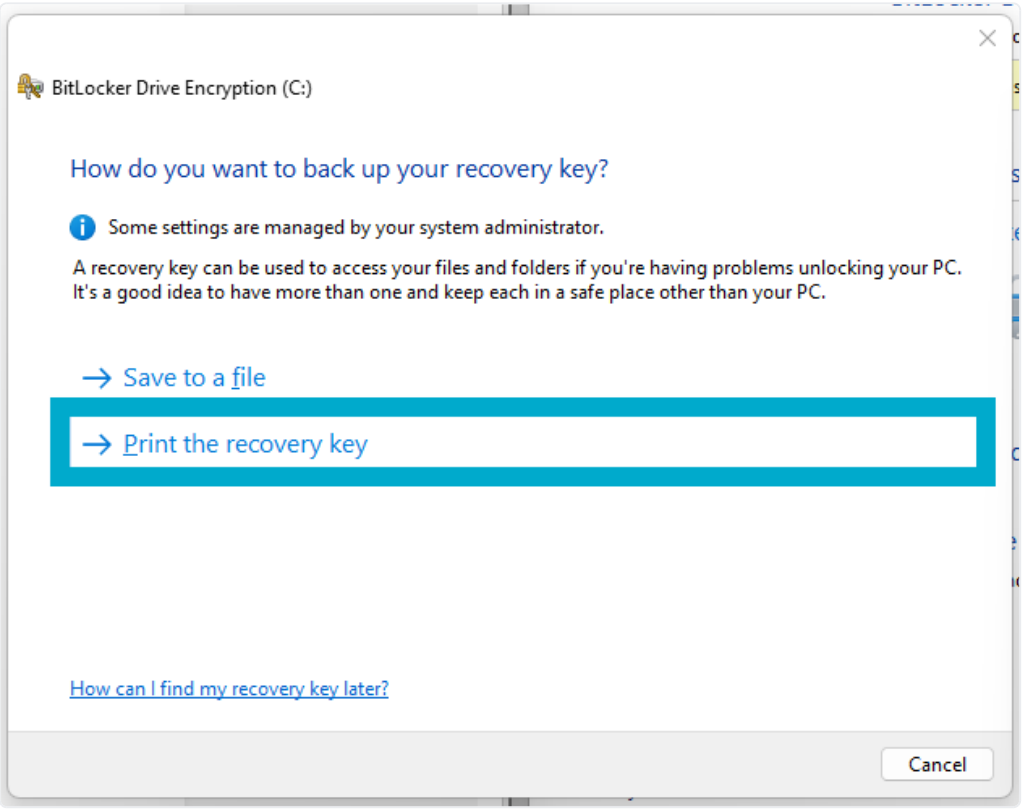
2. Select the drive you want to encrypt and press **Turn on BitLocker**.



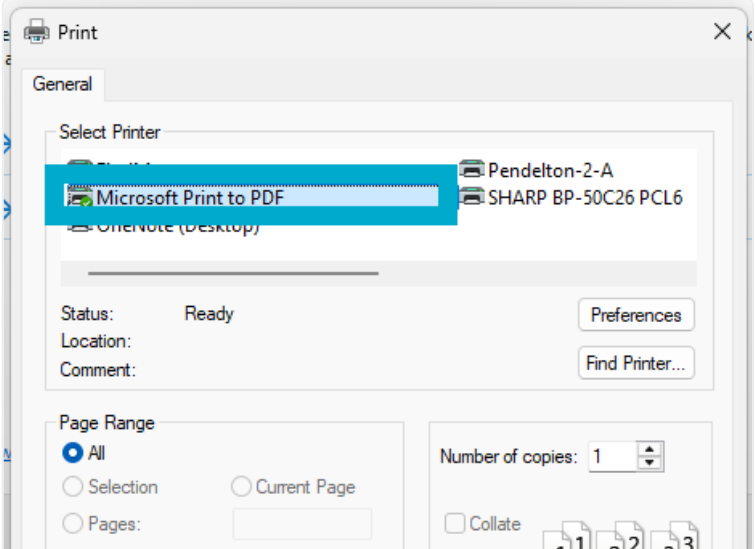
3. Click **Back up your recovery key**.



4. Click **Print the recovery key**.



5. Click **Microsoft Print to PDF**, then click **Print**.



> It is important that the PDF created is **not saved locally**. If BitLocker triggers and locks your encrypted drives, you will not be able to access any local files.

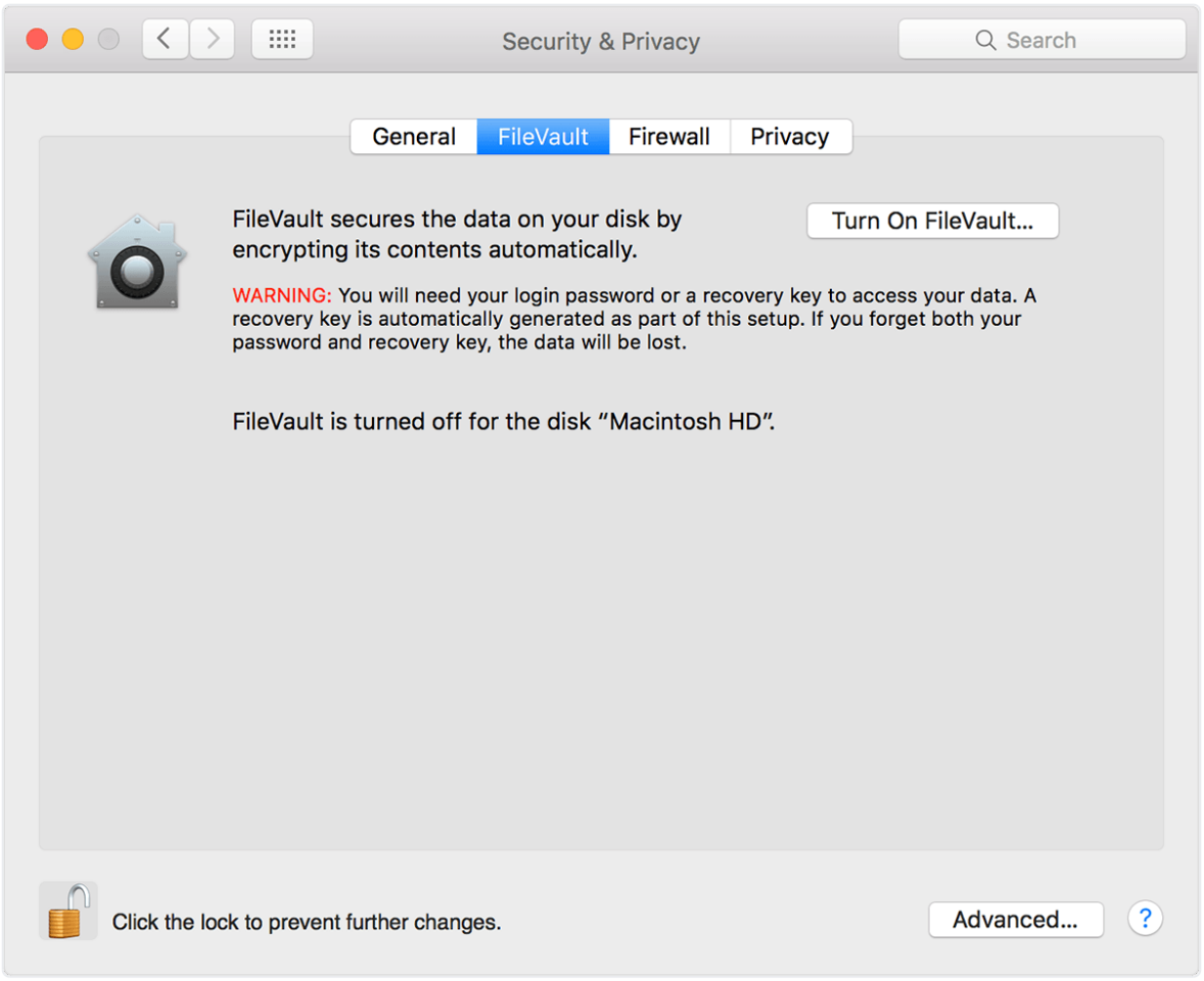
6. Click **Encrypt entire device**.
7. Select **New encryption mode**.
8. Restart your computer.

Windows Home Edition

- Windows Home uses BitLocker, however the user interface is significantly simplified.
- See this guide for instructions on how to enable Device Encryption on your Windows Home device.
- When you first sign in or set up a device with a Microsoft account, or work or school account, Device Encryption is turned on and a recovery key is attached to that account. If you're using a local account, Device Encryption isn't turned on automatically.

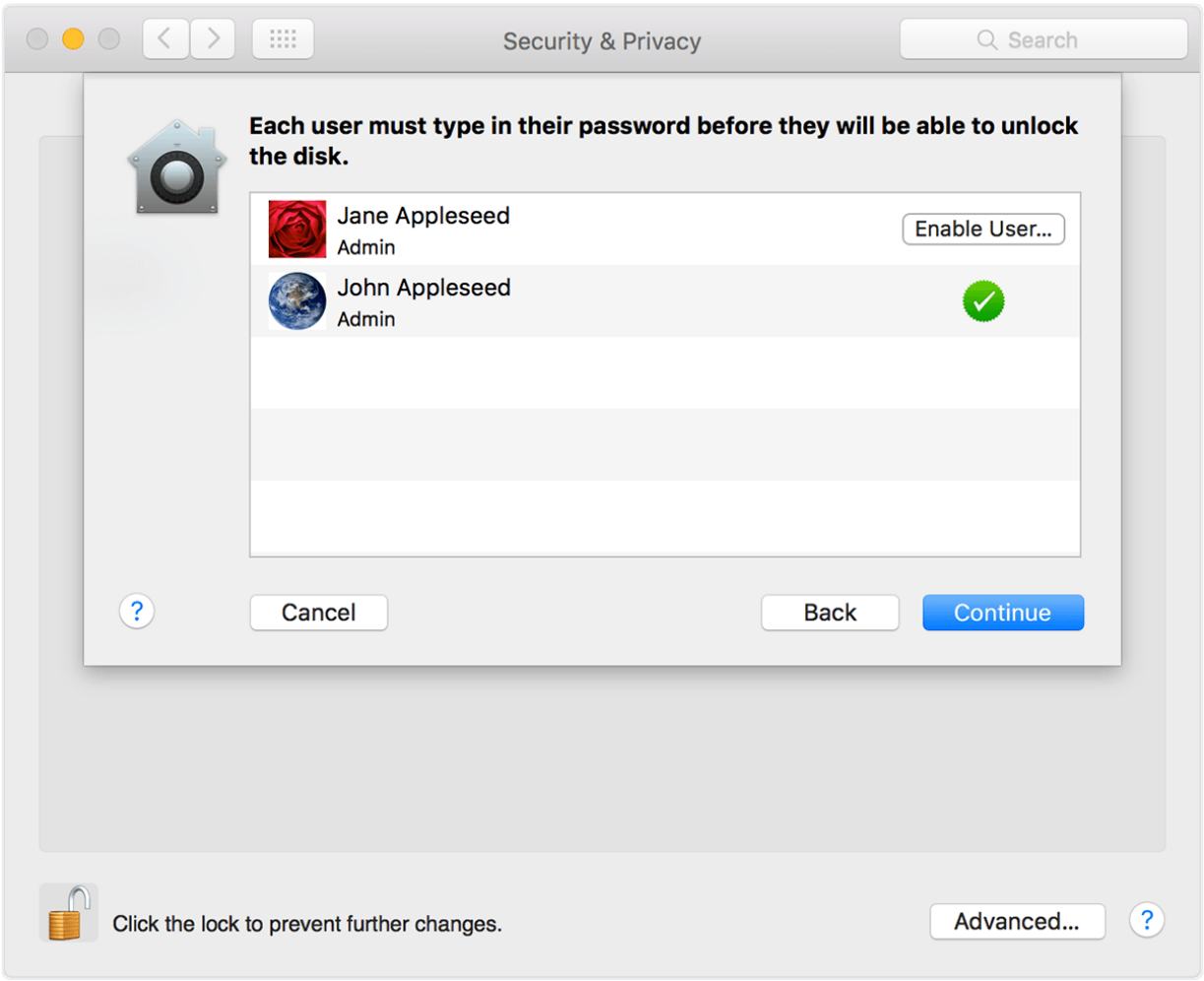
macOS

1. Go to **System Preferences**.
2. Open **Security & Privacy**.
3. Choose the tab **FileVault** and authenticate by clicking on the padlock in the bottom left corner.



4. Click **Turn on FileVault**.

5. Select the user(s).



6. Write down/take picture of the recovery key.

> If you forget your password, you will need this key to access your files.

7. Apple can also store they key, in case you lose your password and all other backups.

8. Restart your computer.

Created 2026-06-03 10:30:54 EDT
Updated 2026-07-08 17:44:25 EDT by Benjamin Evans