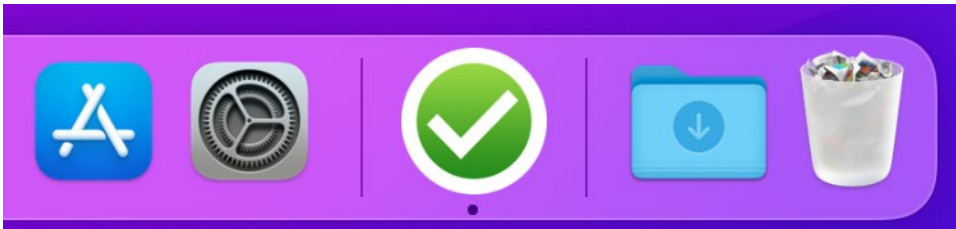
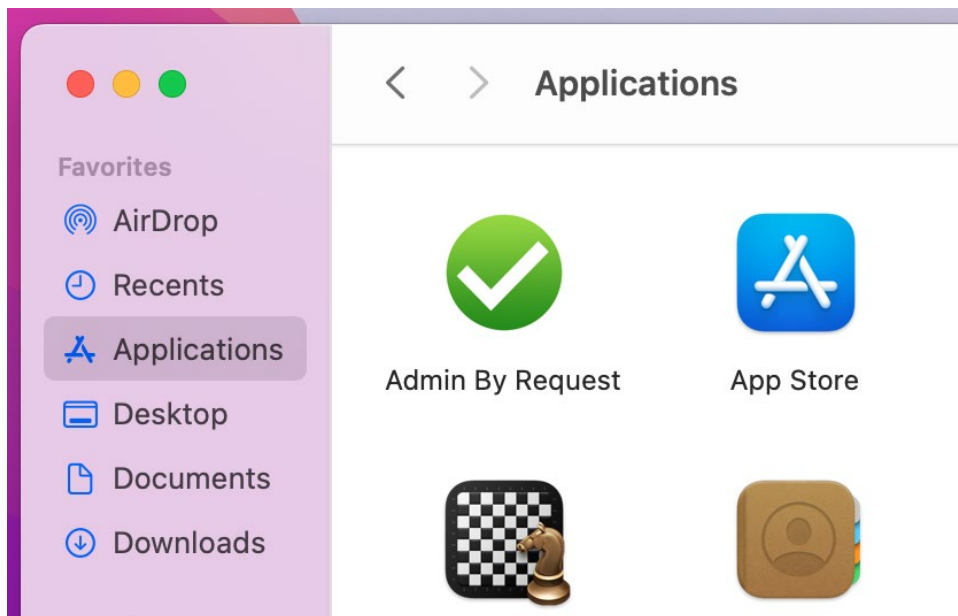


## Admin By Request User Instructions – Mac

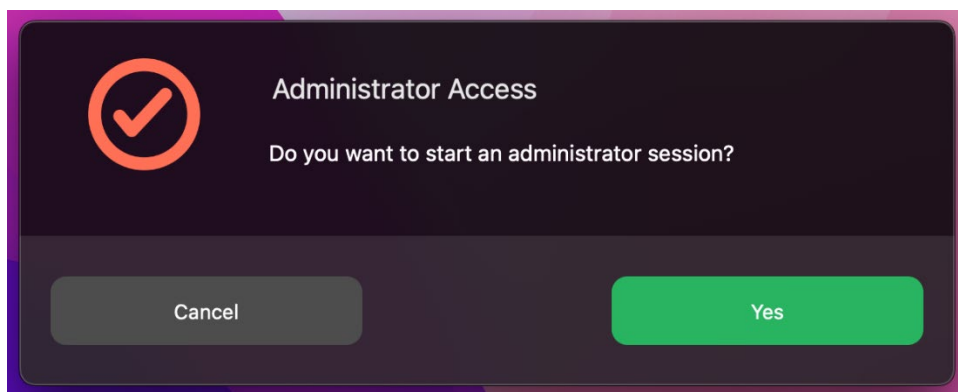
- To request Admin access, click on the **green check icon** in your dock or launch it from the Applications folder:



OR

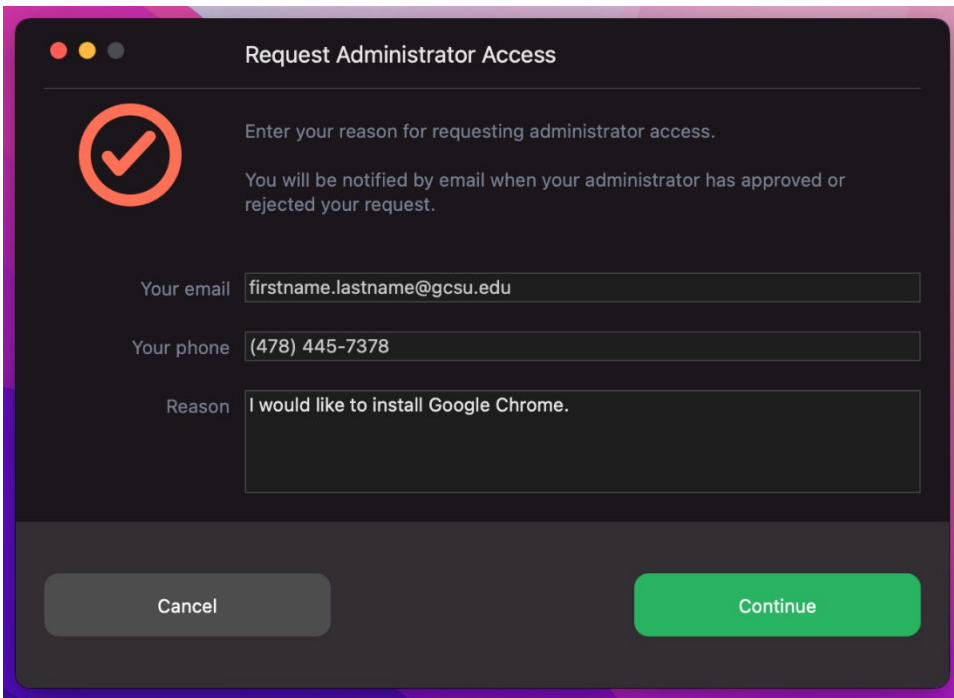


- The following window should appear:



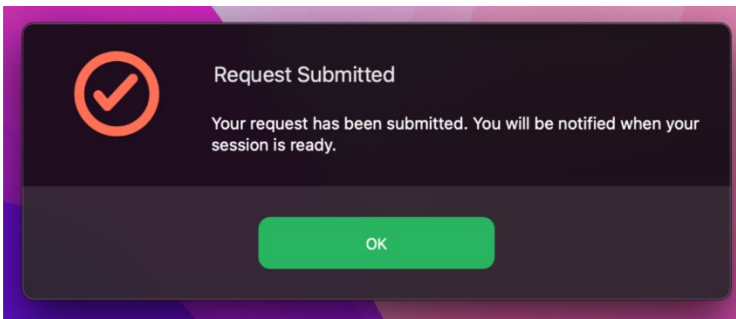
Click **Yes** to request an admin session

- Complete the form below, then click **Continue**:



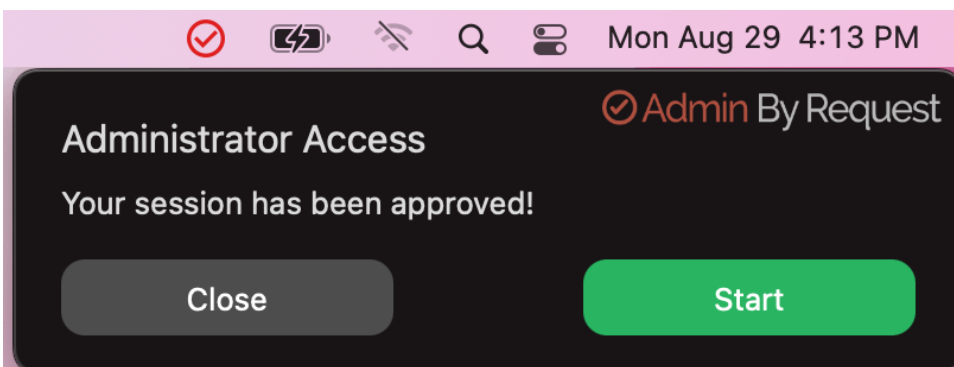
The screenshot shows a dark-themed window titled "Request Administrator Access". On the left is a red checkmark icon. The text reads: "Enter your reason for requesting administrator access. You will be notified by email when your administrator has approved or rejected your request." Below this are three input fields: "Your email" with the value "firstname.lastname@gcsu.edu", "Your phone" with the value "(478) 445-7378", and "Reason" with the value "I would like to install Google Chrome." At the bottom are two buttons: "Cancel" (grey) and "Continue" (green).

- The following message should appear:



The screenshot shows a dark-themed message box with a red checkmark icon. The text reads: "Request Submitted. Your request has been submitted. You will be notified when your session is ready." At the bottom is a green "OK" button.

You will receive an email when the request has been evaluated by Serve. If approved, you should see this message on your computer:



The screenshot shows a notification on a computer screen. The top bar includes system icons (checkmark, battery, Wi-Fi, search, and a menu icon) and the time "Mon Aug 29 4:13 PM". The notification itself has a dark background with a red checkmark icon and the text: "Administrator Access" and "Your session has been approved!". In the top right corner of the notification, it says "Admin By Request" with a red checkmark icon. At the bottom are two buttons: "Close" (grey) and "Start" (green).

If you receive an approval email but do not see this message pop up, go back to the green check mark icon and click on it to start the session

- You will see the following countdown window for your admin session. You may now proceed to make changes to your computer

