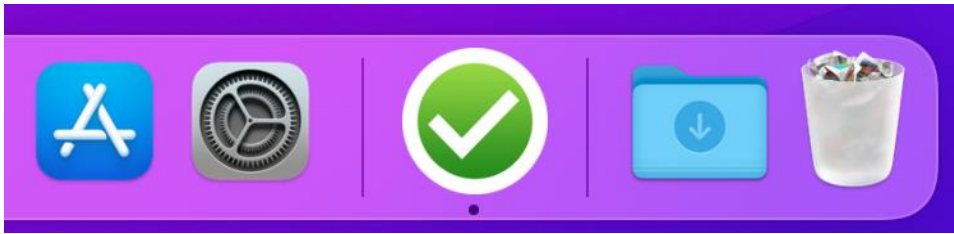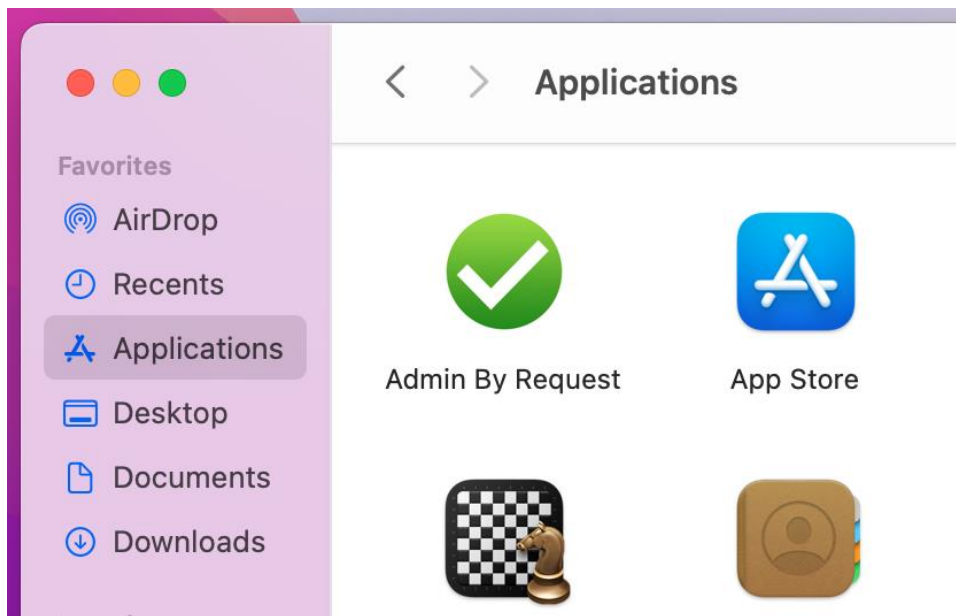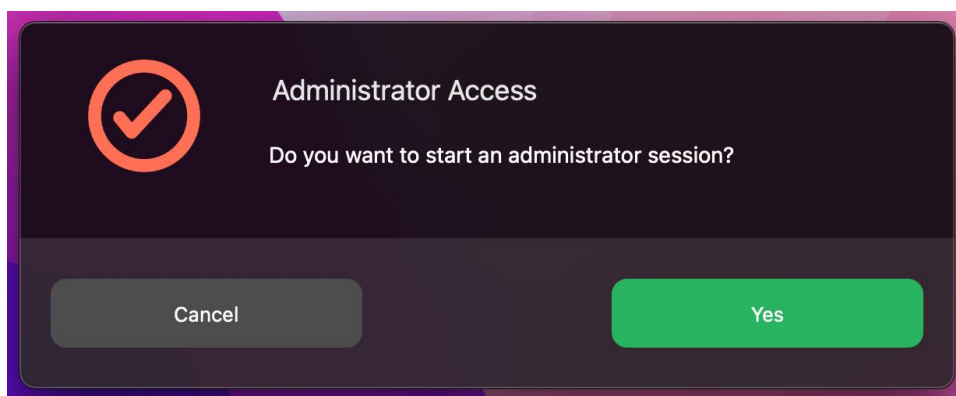# Admin By Request User Instructions – Mac

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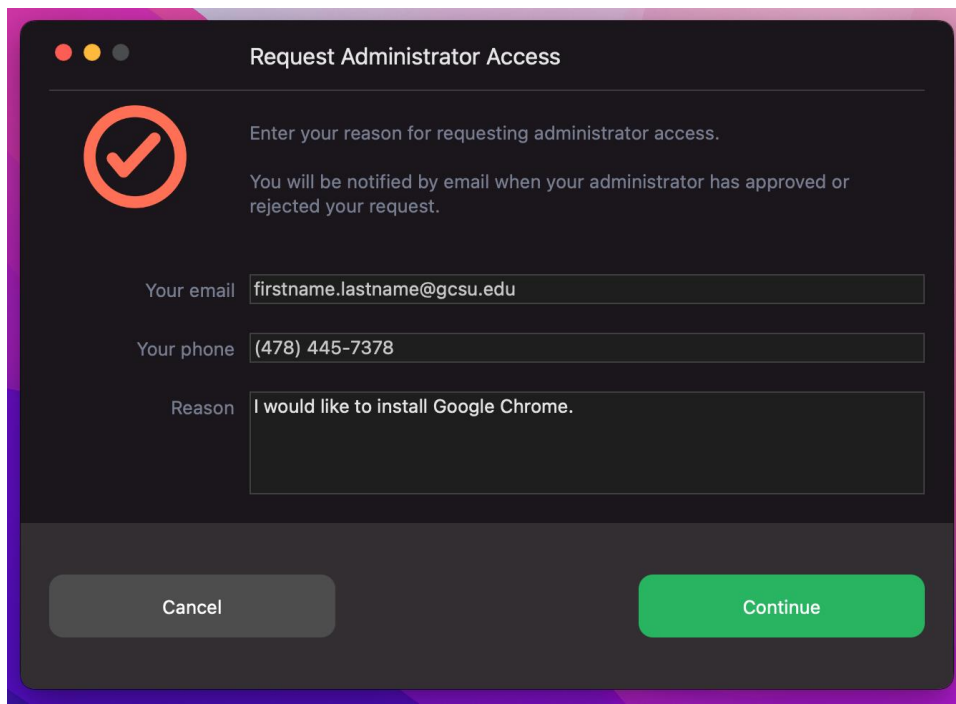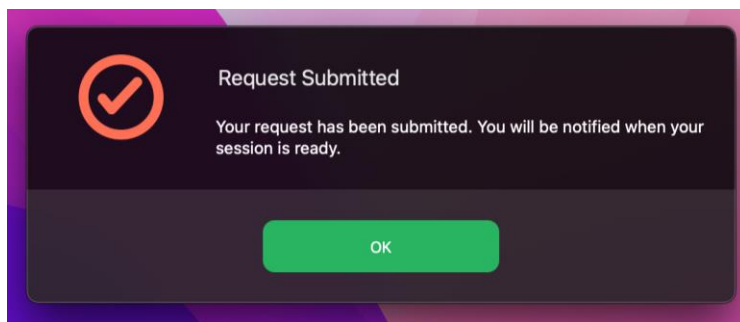

OR

The following window should appear:

Click **Yes** to request an admin session
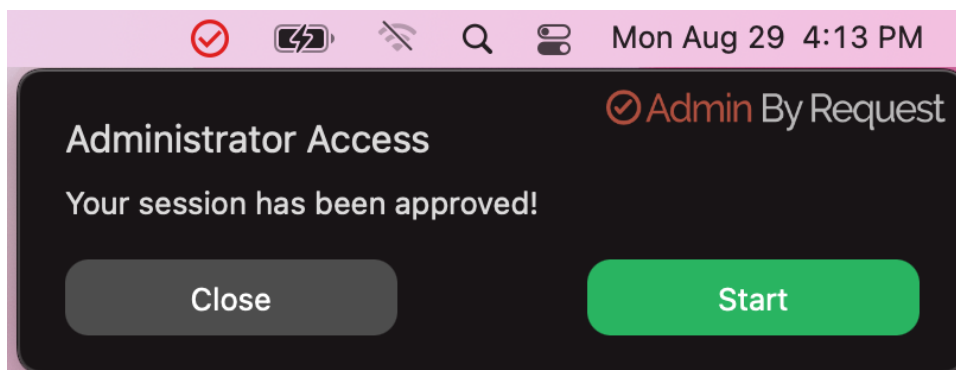
Complete the form below, then click **Continue**:

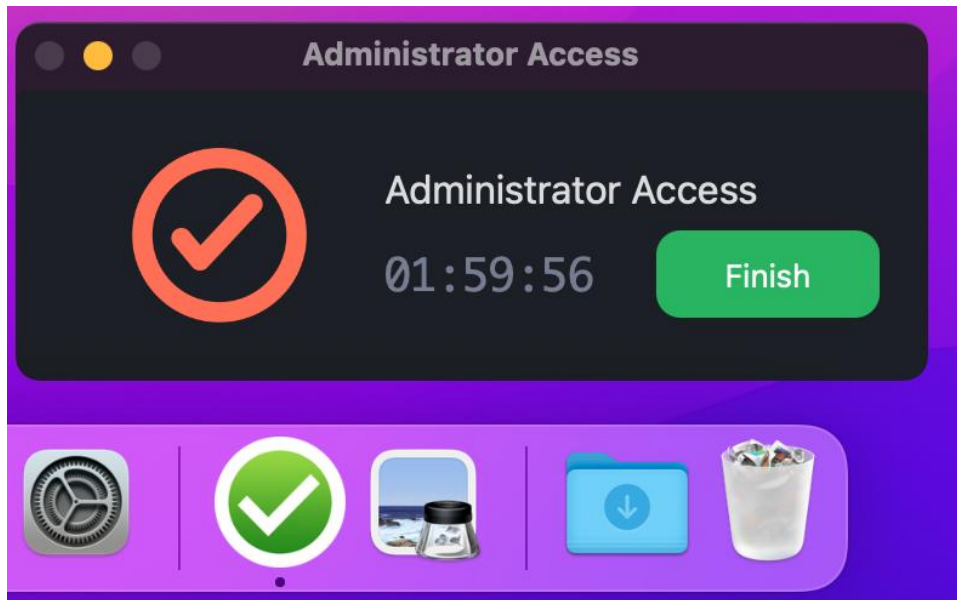The following message should appear:

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

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.

If you need further assistance, contact the IT Service Desk by emailing askIT@gcsu.edu or calling 478-445-7378.