



Casper Self Service Instructions - Staff

Self Service only Available at School



The Casper system has been setup for staff and students to be able to download and install class specific plus general software on their laptops.

The procedure for staff to download and install self service software is below:

- Open Finder (leftmost icon in the Dock) 
- Click on **Applications**
- Open **Self Service** 
- On the right hand side of the window, click on the **group that will contain the software you wish to update (e.g Department, Self Service, Browsers, School, etc)**
- Click on the **software** to be installed
- Click on **Install** the software
- **Wait** for the progress bar in the upper window to finish.
- **Once the software is installed, go to Self Service, Quit**
- **Restart** your computer

Once the software is installed, it will be removed from the Self Service list. Software can only be installed once.

THIS IS FOR MAC USERS ONLY

If your reimaged/new laptop is timing out too quickly which means you have to re-enter your computer password, I just put into Casper a package to allow you to change the timeout.

This policy will only run while at school. You will need to restart your computer first and then login.

Go to the **Apple icon** (upper left corner of your screen)

Click on **System Preferences**

Click on **Energy Saver**

If the lock at the bottom left of the window is locked, click on it.

Enter your computer login password

Click Unlock.

In the bar slider labeled, "**Turn display off after**", you may move the slider to whatever timeout you would like. You have to do this for the Battery setting and the Power Adapter setting.

Please do not set it to Never as that will shorten the life of the display

Click on **System Preferences** and select **Quit System Preferences**.

If the above does not work, please open Self Service and run the software package in District Software called Energy Save Unlock.

Then try the above procedure again.