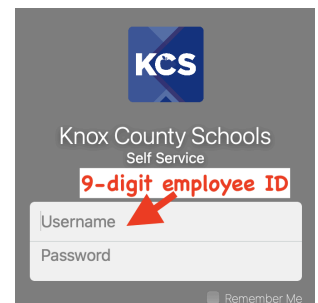Self Service

What is Self Service?

Self Service is a powerful piece of software available to Mac users to make things easier for Teachers, Staff, and IT department members. It can empower you to do many things with your computer without having to contact an administrator for assistance. The Self Service application is available from anywhere you have internet access enabling you to work at your convenience.

Where is Self Service?

Self Service should be on your dock. If it's not, look in applications on your computer. Just double-click to open Self Service and then login. An easy way to look in applications is to click on "**Go**" at the top of your screen and then click on "**applications**" - Self Service should be one of the icons in the applications folder.

How do you login to Self Service?

Use your employee ID for the "Username" and your AD (email) password   in the "Password" field.

Navigating Self Service

- You can search for the name if you know what you are looking for
- You click on All on the left side
- You can scroll down through all of the available programs/apps/policies that are available to download.

Running Policies from Self Service

- To run a policy, click the "Install" button.
- The status of the policy will be shown underneath.
- When the policy is finished it will show up in your history by clicking the "Activity" button at the top.
- When the policy is finished you can quit Self Service.