Admin by Request
MacOS

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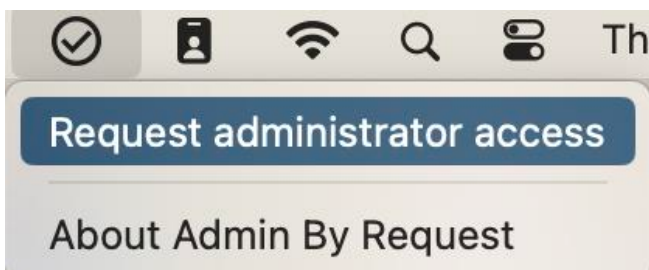# Admin by Request

Installation

Step 1. Open **Self Service** by clicking on the Self Service icon in the dock, or alternatively, open **Applications** and then click on **Self Service**.
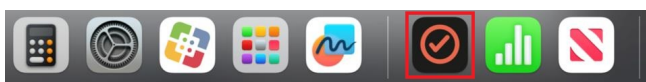
Step 2. Once opened, search for the **Admin By Request** icon. Click the "**Install**" button to install Admin By Request on your machine.

How to access

Step 1. Once installed, **Admin by Request** will **automatically** be added to your dock and the Mac menu bar at the top of the screen.
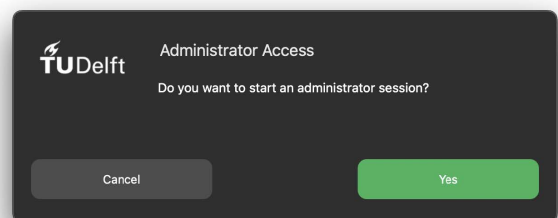
Step 2. Once opened, you will see an **Administrator Access** dialog box.

Click **Yes** to begin Administrator access.

(You can also find **Admin By Request** in your menu bar).

Step 1. Enter your email and provide a reason for why you need administrator rights, then click **OK** to initiate Administrator access.

Step 2. Once opened, you will encounter a **Code of Conduct** dialog box, which informs you about the privileges being requested. Click **OK** to start a countdown.