Staff must enroll new Mac devices the first time they log in to create an account on the device and enroll the device into the MDM (Mobile Device Manager). This will allow for the software on the device to be managed centrally and give Staff the ability to install software from the APP Catalog.

1. At the 'Welcome' screen:
   a. Select 'United States' and click 'Continue'.
   b. Select 'US Keyboard Layout' and click 'Continue'.
2. Select 'APS Wireless Network' and enter your APS Login credentials. (firstname.lastname)
   a. Click 'Continue' on 'Authenticating to Network APS' window.
   b. Click 'Continue' on 'Remote Management' screen. **Note: If you do not see the 'Remote Management screen STOP and RETURN the device to an APS staff member for help.**
   c. Please enter your APS credentials to authenticate your device and then click 'Sign-In'.
   d. Select 'Your Wi-Fi Network' and click 'Continue'.
   e. Click 'Continue' on 'Data & Privacy' screen.
3. At the 'Create a Computer Account' screen:
   a. Enter your full name (First Last) in the 'Full Name' field. User proper punctuation and spaces, please do use not periods for your full name. Click 'Continue'.
   b. On the 'Express Setup' screen click 'Continue'.
   c. When it asks you to 'Choose Your Look' click 'Continue'.
   d. The next screen will say 'Authenticating to Network APS' click 'Continue'.
   e. When prompted enter APS Login credentials and click 'Update Settings'.
   f. You will see a message *'Allow Workspace ONE Intelligent Hub to access your location'* click 'OK'. Next 'System Preferences' will open. In the Security & Privacy window and 'Privacy' tab then '*Location Services' tab*. Next, unlock the pad lock in lower left corner with your login id and password. Check the box to enable 'L*ocation Services'* and '*Intelligent Hub Agent'* then click the pad lock to lock it again.
   g. You can now close the 'System Preferences' window.
4. Use APP Catalog to install software.
   a. Locate the *Intelligent Hub Agent icon* in the menu bar at the upper right. The icon is new icon this year and is blue. You can click on it and select 'Sync Now' if you are waiting for software to install. *You may need restart once or twice to see the blue APP Catalog. After restart click on 'Sync Now' in Intelligent Hub Agent icon. You will see "Handling Application Updates" or "Synching".*
5. Locate the 'APP Catalog' on the bottom right side of the 'Dock'.

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   a. If the 'APP Catalog' is not showing wait a few minutes. If it doesn't appear after approximately 5 mins. restart the computer and check again. Contact your ITC if you do not get the 'APP Catalog' after 1 or 2 restarts.
6. Install Applications using App Catalog
   a. Go to 'APP Catalog' to view Applications.
   b. Select Application to install.
   c. Open the 'LaunchPad' to verify the installed application.
   d. See your ITC for additional setup information (email, printers and others).

If you need assistance with your username or password, please call the Service Support Center at x2847.