Starting Personal Mac Computer for the First Time

SCAN ME

Version 1.12

This guide takes you step by step through the Mac installation process.

CAUTION: it is important that **no dongle** or **docking station** is connected during configuration! During the configuration, you will need to connect to the Wi-Fi **UMCU-GASTEN** if you are in the hospital. After successful installation, your Mac will automatically connect to UMCU-INTERN if you are in the hospital.

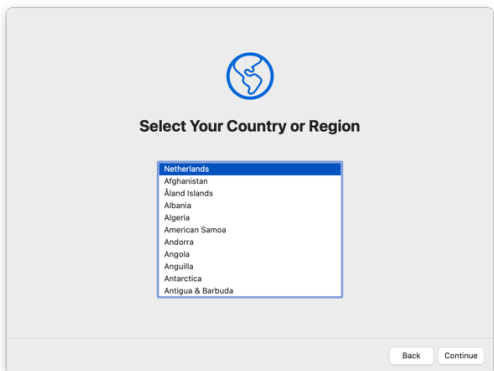It is crucial to connect the power adapter **BEFORE** starting the configuration of the MacBook.

CAUTION! Make sure the MFA token is already installed on your phone before installing the Mac. Scan the QR code at the top right with your phone for instructions on how to install the Microsoft token.
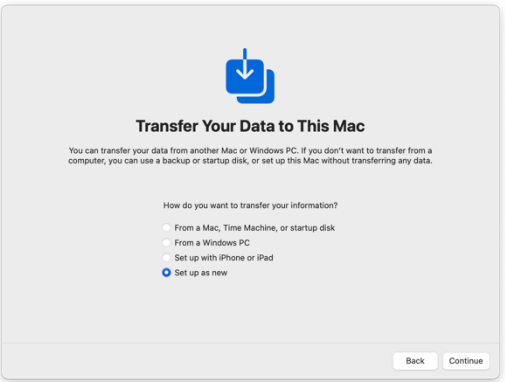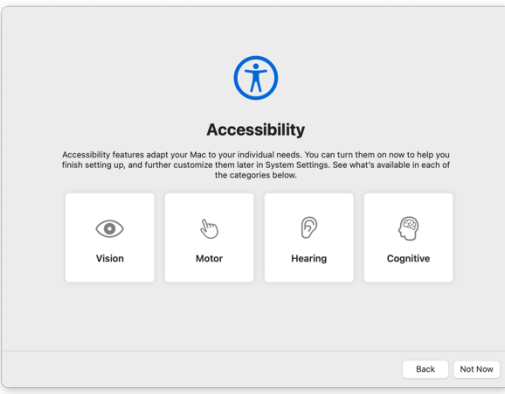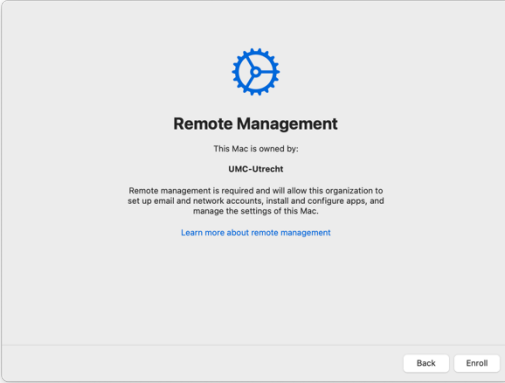
Additionally, it is very important that you take the time to read these instructions **carefully**. Failure to do so correctly may result in the need to reinstall the Mac.
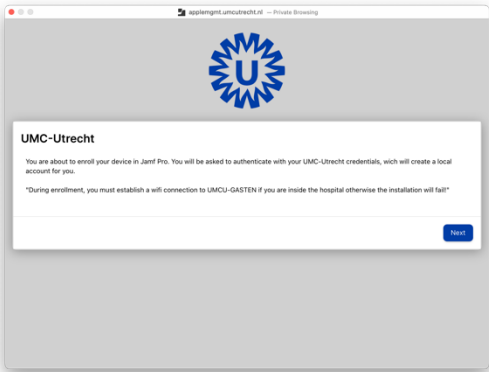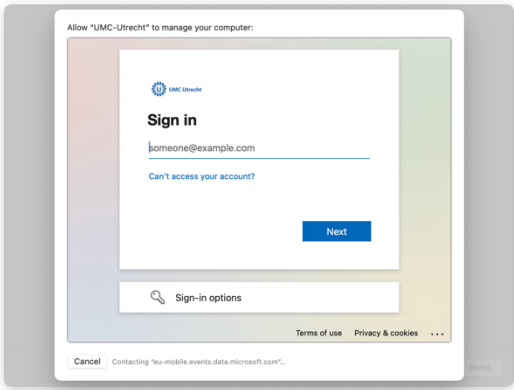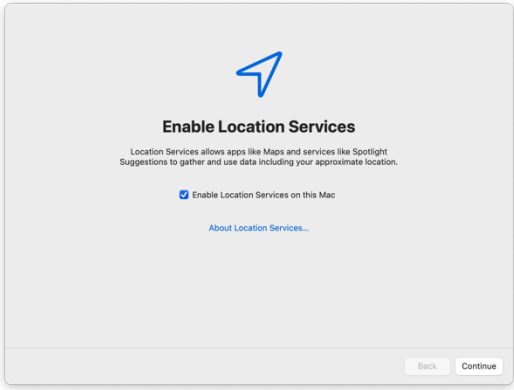
(**NO** applications will be installed if the configuration steps are not completed correctly, which will prevent you from using the Mac **properly**).

The installation/configuration process takes about 30 minutes.

When you start your Mac for the first time, you will see a series of screens with questions. These steps are as follows:

Select Your Country or Region Netherlands Afghanistan Åland Islands Albania Algeria American Samoa Andorra Angola Anguilla Antarctica Antigua & Barbuda Back Continue	1. **Turn on the device and select your Country or Region** This displays which country the Mac is registered in. Choose **"Netherlands"** here and then click **"Continue"**

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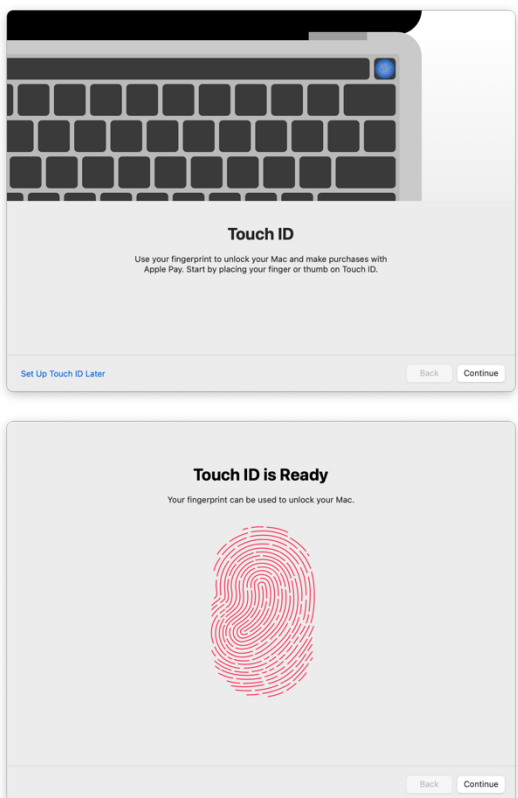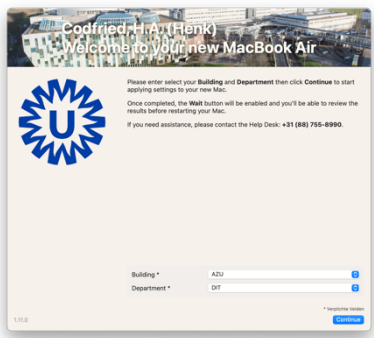|	
	2. **Transfer your data to this Mac** Choose the "**Setup up as new**" option here and continue with "**Continue**"
	3. **Accessibility** Accessibility features allow you to adapt the Mac to your individual needs. It is recommended that you do this only after the Mac is fully installed. Click on **"Not Now"**
	4. **Select your Wi-Fi Network** You need to connect to a Wi-Fi network to continue installing your Mac. If you are currently in the UMC, you need to choose 'UMCU-GASTEN'. If you are installing the Mac at home, choose your 'home Wi-Fi network'. Click **'Continue'** to continue.
	5. **Remote Management** The Remote Management step configures the Mac for remote administration. This means that the Mac is configured to meet the security requirements of UMC Utrecht. Click on **"Enroll"** to proceed to the next step. **If this option does not appear while configuring your Mac click the 'back' button and try again, or contact the ICT Helpdesk at phone number: 088-755-8990**

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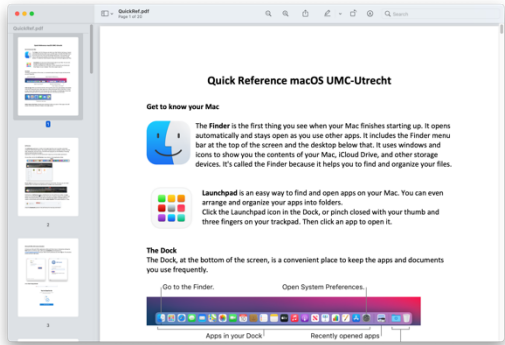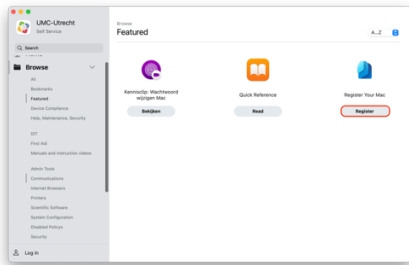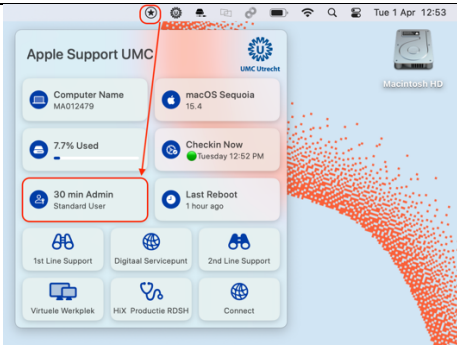|	
	6. Management UMC Utrecht By clicking **"Next"** you agree to link your UMC account to the corresponding Mac.
	7. Login with your UMC Utrecht account Log in with your full UMC-Utrecht email address to link your account to the Mac, then click **"Next"** to proceed to the next step.
	8. MFA Prompt You will now receive an MFA prompt from **Microsoft Authenticator** on your phone. Approve the request
	9. Enable Location Services Make sure you have the Enable location features option enabled and continue with **"Continue"**

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10. Logging into the Mac
To log in, enter your full UMC Utrecht email address and password.

eg: **L.J.L.Janssen@umcutrecht.nl**

11. Touch-ID
Configure Touch ID to be able to unlock your Mac with your fingerprint. Touch ID can be created by placing the index finger on the square at the very top right of the keyboard several times.

There is no need to press the square, the scan is made by just placing the index finger on it and taking it off several times. The screen will display when it is completely scanned. Once the scan is complete, you can then click **"Continue"** again. There is no need to press the square; the scan is made by simply placing the index finger on and taking it off several times. The screen will display when it is completely scanned. Once the scan is complete, you can then click "**Continue**" again.

12. Configuration process
If all the previous steps have been successful, the next loading screen comes into view. This is the configuration process, aka the installation of the Mac. During this process you need to select your **Division** and **Building** from the dropdown menu.

13. Settings UMC Utrecht
The necessary settings and applications will be installed.

Click **"Restart"** to restart the Mac.

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	14. Login with your UMC Utrecht account Log in with your password, then press **"Enter"** to get into the MacBook.
	15. QuickRef UMC-Utrecht The QuickRef explains the remaining steps to configure the various applications such as Microsoft Outlook, and Microsoft Teams.
	16. Self Service The UMC has created its own App store. Here you will find all work-related programs. The icon for **'Self Service'** can be found by clicking on the taskbar
	17. Register your Mac Open the **Self Service** and select the **Register Your Mac** option Proceed to **Register**. After a few seconds, the Company Portal application should launch, and you will be presented with the **Sign In** option. Select your UMC-Utrecht email address and press **Continue**.
  Standard User Admin User	**18. Installing applications that are not in the Self Service.** On the Mac, you are a user and not an administrator. This means you can't just download applications outside of **Self Service** or attach a printer, for example. You can request 30 minutes of Administrator rights (administrator privileges) through the Apple Support menu. The Apple Support menu can be found in the menu bar, left of the time and date (round icon with a star). In your Dock, we added the Privileges application. The Privileges icon changes depending on status: green means standard user, yellow means you are an administrator.

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